



Local Agency Process Reevaluation Meetings

May 19, 2010

Limon, Colorado

Meeting Notes

Meeting Purpose

The purpose of the meeting is to solicit input from local governments to improve the administration of the Local Agency Program.

Meeting Agenda

- Opening Remarks and Introductions
- Meeting Guidelines, Existing Roles, and Agenda Review, Process overview
- Solicitation of issues, ideas and concerns regarding Local Agency Process
 - **Project Initiation Process**
 - **Project Design/Advertisement**
 - **Award of Project/Construction**
- Next Steps

Opening Remarks and Introductions

Neil Lacey, Project Development Branch, CDOT Headquarters, opened the meeting and gave an overview of expectations of the meeting and described elements that relate to the local agency processes. Neil introduced Tobilynn Erosky, meeting logistics and note taker, with CDOT and Andrea Meneghel, meeting facilitator, with CDR Associates. Andrea asked the group to introduce themselves and share one personal objective for the meeting. The group identified the following objectives:

Issues and Concerns

- To establish a partnership between CDOT and the Local Agencies
- Confusion between directions from DRCOG & CDOT
- Simpler and streamlined process that is easier to follow



- An interest was expressed to be made aware of funding opportunities
- Confusing process with projects – which forms to use, what information is due and by when. Suggested that there needs to be an outline for people/agencies doing things the first time.
- To gather information
- See what local agency program is all about – listening to see if there are opportunities for funding

Neil introduced Federal Aid Highway Program Stewardship Agreement and talked about federal, state, and local relationship for Local Agency projects. The purpose of the meeting is to discuss how to make positive improvements to the program. The group was then asked to provide input regarding the project initiation process. The discussion notes are below.

Project Initiation Process: Identify key issues and recommendations –Local Agency Manual Flowchart Chapters 1-4

- There needs to be a single point of contact at CDOT from beginning of project to the end, i.e. (cradle to grave). Consistency is lacking which creates confusion from person to person.
- CDOT Resident Engineer has been a great resource for help, advice, for the Town of Limon. When there is a contact that can provide consistent, reliable data, it has been very helpful.
- Need to get timely response from CDOT. On a Local Agency project that involved the restoration of a building, when asked for comments from CDOT on the architectural plans, CDOT did not provide comments. Local Agencies need timely input from CDOT on questions. Suggest that more communication is needed to clarify requirements and when they are needed.
- Suggest seeing shopping list of things that need to be done, i.e. organized inventory/checklist of steps to follow/documents to submit. A project timeline that outlines due dates, tasks and other important information such as funding cycles would be helpful.
- The Local Agency checklist (CDOT Form 1243) works well as a guide. Need to have clearer understanding of response timeframes from both CDOT side and Local Agency side to keep maintain communication and keep process moving. Sent in the completed checklist but didn't get response for a while.
- Received different guidance from DRCOG and then from CDOT which is like starting over again with CDOT processes. Local Agency told that they had to use a different design consultant on project than the one that was used to prepare initial estimate of project costs that was paid for with Local funds to submit information for DRCOG process. Need consistent coordinated direction from CDOT and DRCOG.



Project Initiation Process (continued)

- CDOT ROW process is different than process that Local Agencies use. Local Agency wanted to acquire a 10 ft easement and was told by CDOT that the easement needed to be 20 ft. for a sidewalk.
- Suggested that a detailed flowchart with anticipated timelines with MPO's, CDOT, etc. with the steps and responsibilities be provided. Need to understand how the planning process (preparation and submittals to DRCOG et.al.) fits into the CDOT processes that occur after for the project. Don't go to a 1 strike policy (not getting funds obligated within one year within DRCOG area otherwise funds can be rescinded).
- Suggest that the Major Players (FHWA, DRCOG, and CDOT) collaborate and develop a single integrated process from beginning to end that outlines the steps from beginning to end that works for all of the involved organizations that Local Agencies can follow.
- Need to have clearer understanding of timelines for when funds need to be expended. Some Local Agencies use a funding cycle based on a calendar year and CDOT uses a funding cycle based on the state fiscal year (July 1 through June 30).
- Need to have a single point of contact to provide consistent and clear guidance. Local Agency was unaware of what the federal funds could be used for, thinking that they could be spent as they determined on the project, resulting in extra costs from Local Agency.
- Having a flowchart to follow when things need to get done and understanding the process from beginning to end, and to have a person to ask questions as a resource would reduce steps being missed and reduce delays.
- Perception that DRCOG wants local agencies to hire engineer, submit plans, etc. and wants to see more of a better defined project concept, which requires upfront work and money out of local agencies prior to making project application to demonstrate commitment to the project. There is a perception that the project selection process favors Local Agencies that make greater funding contributions.
- Communication between CDOT and Local Agencies needs to be improved.

Project Design/Advertisement: Identify key issues and recommendations

- Local Agency needs additional explanation of DBE process on project. For example, a clarification was needed when a project had a DBE goal of zero, the Local Agency did not understand that there was a requirement to submit a CDOT form at the conclusion of the project, if the DBE goal had been stated as "zero". The perception of a zero goal meant no goal and no DBE process.



Project Design/Advertisement (continued)

- Suggested that CDOT develop and follow a list of criteria based on cost, type of projects, etc. so DBE goals can be established per project to save time.
- There is a perception is that CDOT requirements exceed the scope of project such as having the same requirements for a major road improvement or installing a sidewalk. There is a request for additional clarity as to why CDOT processes are in place for ROW easement when the Local Agency is responsible for maintenance on the project and the project is not within CDOT ROW.

Award of Project/Construction: Identify key issues and recommendations

- Local Agencies felt the CDOT rate for CE and Indirect costs of XXXX was higher than what the costs would be if the Local Agencies administered the projects.
- There has been inconsistent information from CDOT on change orders. Local agency read that change orders under \$10,000 did not need to be submitted to CDOT – had a couple around \$2,000 and did not have to submit for approval. A different CDOT person then stated that all change orders need to be submitted for approval.

Other issues: Identify key issues and recommendations

- No other issues were raised.

Next Steps

The audience expressed appreciation to CDOT for holding this meeting. They noted that this is a positive approach to working on these issues.

Andrea encouraged everyone to fill out a comment card with further questions/concerns and noted that the meeting notes will be posted on the website.

PARKING LOT

- Can a standard timeframe to receive CDOT feedback on change orders back to local agencies be established? Local Agency was not sure of the process. The longer local agencies have to wait on getting change orders approved, the longer the time the project will be before it gets done.
- Can local agencies have ability to have federal money to cover part of the design costs after IGA approval when consultant was hired prior to IGA being approved?



PARKING LOT (continued)

- Is there a way for CDOT to allow local agencies to take more ownership of design process vs. going through CDOT process regarding selection of design consultants? Local Agency wants to be able to submit documentation of selection process for consultants that were hired and performed work prior to the IGA so that they can be used during construction and not have to hire a new design consultant because CDOT was not part of initial selection process.

ATTENDEES:

Matt Jagow	CDOT R1 Traffic/Local Agency
Rick Morgan	Town of Kiowa
James Landry	Town of Parker
Chris Hudson	Town of Parker
Dave Stone	Town of Limon
Roxie Devers	Lincoln County
Jerry Allen	Cheyenne County
Brad Hanson	Town of Limon
Randy Jensen	FHWA
Neil Lacey	CDOT HQ, Project Development Branch
Tobilynn Erosky	CDOT HQ, Project Development Branch
Andrea Meneghel	CDR Associates