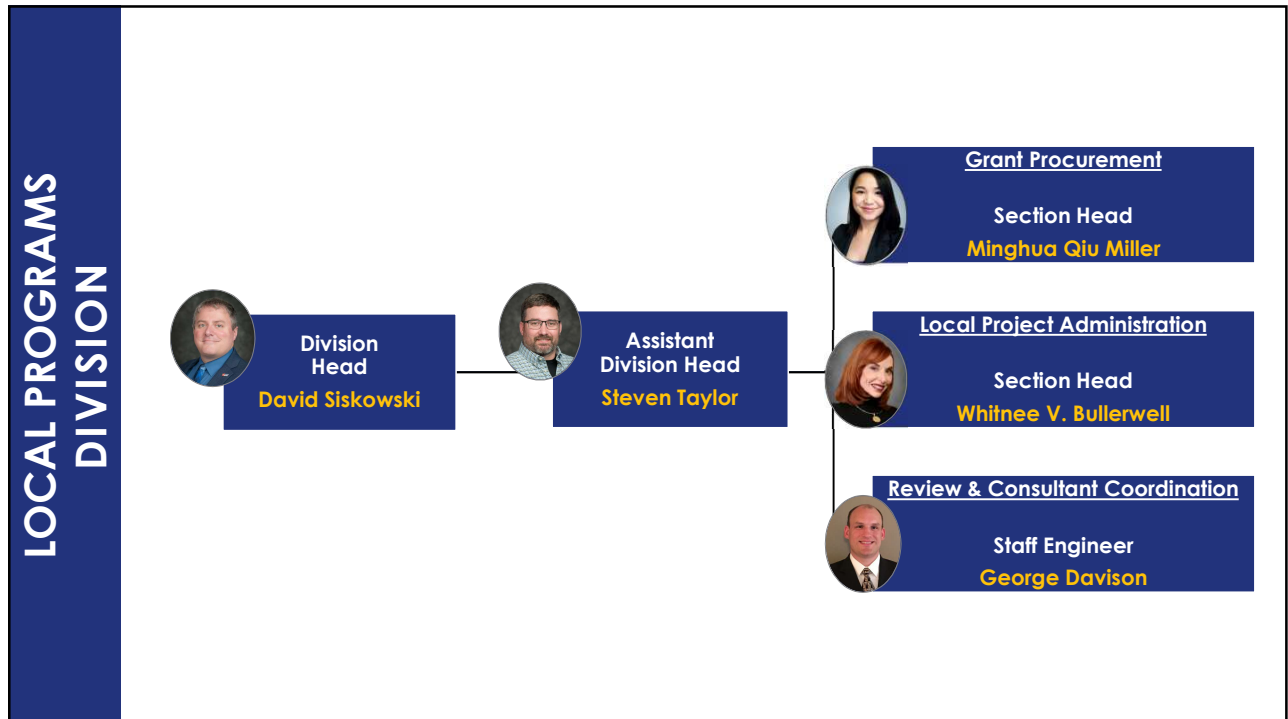


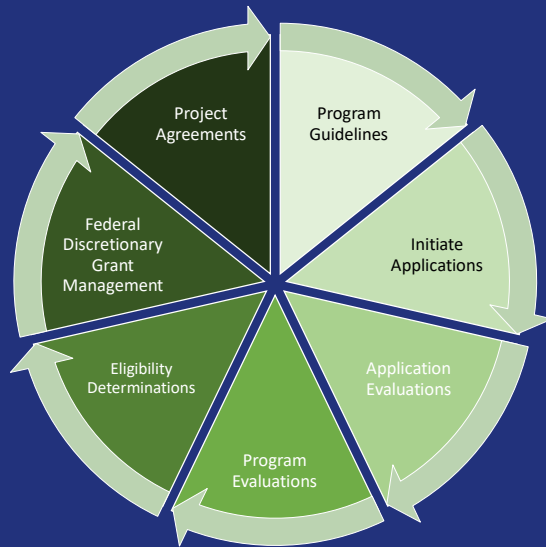


1



2

GRANT PROCUREMENT



- Program Development
- Managing Application Cycles
- Project Request Evaluations
- Discretionary Grant Management

3

LOCAL PROJECT ADMINISTRATION



- Guidance on Federal Requirements
- Plan Reviews
- Obligation of Federal Funding
- Construction Oversight
- Project Closeout

4

PLAN REVIEW & CONSULTANT COORDINATION



- AASHTO Standards
- ADA Compliance
- ARDOT Bicycle & Pedestrian Accommodation Plan

5

PLAN REVIEW & CONSULTANT COORDINATION

SELECTED CONSULTANTS

ON-CALL SERVICES - LOCAL FEDERAL AID PROJECTS (2025-2028)

Alliance Transportation Group, LLC
 Bacon Farmer Workman Engineering & Testing, Inc.
 BGE Consultants, Inc.
 Bridgefarmer & Associates, Inc.
 Burns & McDonnell Engineering Company, Inc.
 CEI Engineering Associates, INC.
 Crafton, Tull & Associates, Inc.
 Garver, LLC
 Great River Associates, Inc. (Great River Engineering)
 GTS, Inc.
 Hall Associates, Inc.
 Harbor Environmental, Inc. (Harbor, a Terracon Company)
 Hardesty & Hanover, LLC
 HDR Engineering, Inc.
 HNTB Corporation
 Homer & Shifft, Inc.
 ICONIC Consulting Group, Inc.
 Jacobs Engineering Group Inc.
 Kinley-Horn and Associates, Inc.
 McClelland Consulting Engineers, Inc.
 Michael Baker International, Inc.
 Modjeski and Masters, Inc.
 Neel-Schaffer Inc.
 NTB Associates, Inc.
 O. R. Colan Associates, LLC
 Olsson, Inc. (a Nebraska Corporation)
 OWA, Inc.
 Pickering Firm, Inc.
 Pinnacle Consulting Management Group, Inc.
 Professional Service Industries, Inc.
 Rummel, Klepper & Kahl, LLP D/B/A RK&K, LLP
 Smith Seckman Reid, Inc.
 Terracon Consultants, Inc.
 Toole Design Group, LLC
 Traffic Engineering Consultants, Inc.
 Traffic Engineering Solutions, PLLC
 UES Professional Solutions 25, LLC
 Universal Field Services, Inc.
 Volkert, Inc.
 WSB, LLC

- 40 Consultants
- All Phases: Planning through Construction Inspection
- Includes TAP & RTP Projects

6

TRANSPORTATION ALTERNATIVES PROGRAM & RECREATIONAL TRAILS PROGRAM



The diagram shows a central yellow hexagon labeled "ELIGIBLE SPONSORS" surrounded by six white hexagons, each representing a sponsor category: Local Governments, Transit Agencies, Natural Resource or Public Land Agencies, Schools & School Districts, Metropolitan Planning Organizations (<200,000 Population), and Nonprofit 501(c)(3) Organizations (RTP Eligible Projects Only).

- Competitive Application Process
- Reimbursement Program
- Maximum of 80% Reimbursement
- 1% Administrative Fee
- Federal funding received from Federal Highway Administration (FHWA)

7

Old River Bridge

- Saline County
- 3 phases
- FLAP, Transportation Alternatives Program, Economic Development Administration, & Attributable funding
- Federal Funding: \$2,237,393.91
 - 3 application cycles
- Complete

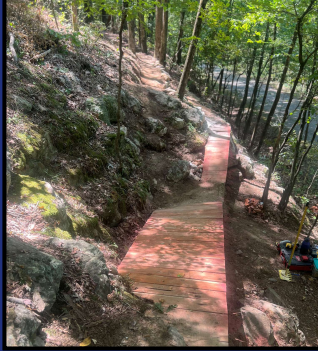


The photograph shows the steel framework of a bridge under construction over a river. A crane is visible on the right side of the frame.

Benton

8

Boyle Park Bike Trails



- City of Little Rock
- Recreational Trails Program
- Federal Funding: \$200,000
- Construction Cost: \$287,375
- Complete

9

Bobcat Trail

- Buffalo River Community Development Corp.
- Recreational Trails Program
- Federal Funding: \$100,000
- Construction Cost: \$109,862.50
- Complete

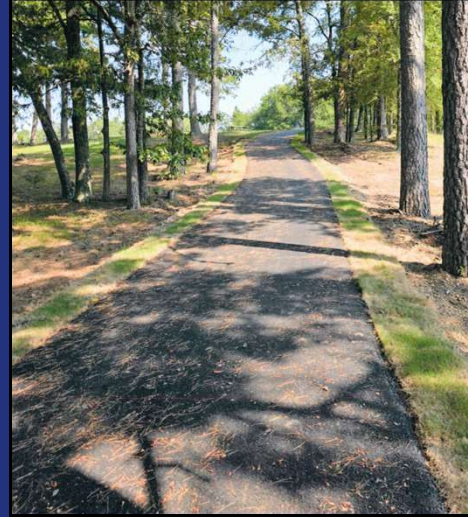


Marshall

10


Forest Jones Park Trail Improvements

- City of Mount Ida
- Recreational Trails Program
- Federal Funding: \$48,000
- Construction Cost: \$83,800
- Complete




Mount Ida

11



RESOURCES

www.ardot.gov/LPA



Local Programs

Local Funding Opportunities

Local Public Agency Project Manual


Local Support

Public Transportation

Home / [Overview / Local Programs / Local Public Agency Project Manual](#)

Local Public Agency Project Manual

The Local Public Agency Project Manual is a guide for cities, counties, planning organizations, and eligible not-for-profit organizations that utilize federal funds for locally administered transportation projects. The procedures outlined in this manual address both state and federal requirements.



If you want to sign up for email notifications for information for LPA Programs, please fill the following email form and submit.

Downloadable Documents for All Programs	
Form LPA-009 (Detailed Requirements for Recipients and Sub-Recipients Concerning Disadvantage Business Enterprises)	PDF
Form LPA-002 (Consultant Selection)	PDF
Form LPA-003 (Required Contents for Bidding Provisions and Construction Contracts)	PDF
Form LPA-004 (Requesting Revision of Project Scope and Budget)	PDF Word
Form LPA-005 (Designating Employee in Charge)	PDF Word
Form LPA-006 (Sign of Work Certification - Acquisition Required)	PDF Word
Form LPA-007 (Sign of Work Certification - No Acquisition Required)	PDF Word
Form LPA-008 (Authority to Advertise Request - Municipality)	PDF Word
Form LPA-009 (Authority to Advertise Request - Other)	PDF Word
Form LPA-010 (Advertising Guidelines)	PDF
Form LPA-011 (Request for Circumference in Award - 25%)	PDF Word
Form LPA-012 (Request for Circumference in Award - 75%)	PDF Word
Form LPA-013 (Request for Circumference in Award - 75/25/25)	PDF Word
Form LPA-014 (Construction Certification and Reimbursement Request)	PDF Excel
Form LPA-015 (Process of Public Work Performance)	PDF Word

- LPA Manual
- Subscribe for Updates
- Templates for all Forms
- Example Documents

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PROJECT RESPONSIBILITIES



<u>SPONSOR</u>	<u>ARDOT</u>
<ul style="list-style-type: none"> • Ensure Project Success • Follow Federal Guidelines • Provide Quarterly Updates • Request Approvals • Request Reimbursements • Provide Administrative Fee 	<ul style="list-style-type: none"> • Administer Federal Funds • Provide Guidance • Review Plan Documents • Provide Notice to Proceed • Reimburse Eligible Expenses • Complete Project Closeout

13



PROJECT MILESTONES



1	2	3	4	5	6
Project Kick-off	Preliminary Engineering	Acquisition / Final Design Approval	Advertise / Bid Opening	Construction	Project Closeout

14

PROJECT KICK-OFF



Do not proceed without approval

15

PROJECT KICK-OFF

1.1

Agreement

- ARDOT will send
- Forms LPA-005, LPA-018, and LPA-019
- W-9 needed
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

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PROJECT KICK-OFF

1.1

Agreement

1.2

Quarterly Reports

- Form LPA-020
- Requested via email

17

PROJECT KICK-OFF

1.1

Agreement

1.2

Quarterly Reports

1.3

Preconstruction Administrative Fee

- \$1,000 or 1% of award for preconstruction phases (whichever is greater)
- LPA will request
- Form LPA-031

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PROJECT KICK-OFF

1.1

Agreement

1.2

Quarterly Reports

1.3

Administrative Fee

1.4

Obligation of Design Funding

- ARDOT will request from FHWA

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Do not proceed without approval

20

PRELIMINARY ENGINEERING

2.1

Consultant Selection

- Cannot happen until FHWA has given their approval

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REIMBURSABLE DESIGN PROCESS

Sponsor Consultant Selection

(6-12 months)

1. Send draft Letters of Interest (LOIs) and scope of work for review.
2. Advertise for LOIs.
3. Designate a selection committee.
4. Evaluate LOIs by set criteria.
5. Create a short list.
6. Request proposals from short list.
7. Evaluate proposals by set criteria.
8. Send draft Contract to ARDOT.
9. Execute Contract.

ARDOT On-Call Consultants

(2-3 months)

1. Sponsor requests that ARDOT assign a Consultant.(Form LPA-031)
2. ARDOT drafts a Tri-Party Task Order.
3. Sponsor, Consultant, and ARDOT execute the Task Order.
4. ARDOT will issue Notice to Proceed for each phase.

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REIMBURSABLE DESIGN PROCESS

The Sponsor is responsible for providing payment to Consultant.
 The same holds true if the consultant is selected through the on-call process.
 Ineligible items will not be reimbursed for any reason.
 Submit reimbursements at least quarterly.

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CONSULTANT REIMBURSEMENT REQUEST FORM

	A	B	C	D	E	F	G	H	I	J	K
1											Date: December 3, 2025
2	INVOICE FOR SERVICES										
3											
4	TO: Arkansas Department of Transportation					REMIT TO: UPDATE					
5	P.O. Box 2261					UPDATE					
6	Little Rock, AR 72203					UPDATE					
7	ATTENTION: Local Programs Division										
8											
9						Job No.: ABCXX					
10						Federal Tax ID: XX-XXXXXX					
11						Type of Payee: UPDATE					
12											
13	RE: ARDOT Job No. XXXXXX										
14	Task Order No. XXXX										
15	Job Name XXXX										
16						Original Contract			Revised Contract		
17						Contract Upper Limit			Contract Upper Limit		
18						\$100,000.00			\$75,000.00		
19						Upper Limit Title I			Upper Limit Title I		
20						\$25,000.00			\$25,000.00		
21	Title I Services					Fixed Fee			Fixed Fee		
21	Invoice No. 1					Firm Invoice No. #XXX#					
22	Professional Services for the Period										
23	UPDATE ##, 2025 Through UPDATE #, 202#										
24	NTP date: UPDATE #, 2025										
25						Current		Previous		Project	
26						Amount:		Invoice:		to Date:	
27	Salaries (See Exhibit 1)					\$0.00		\$0.00		\$0.00	
28	Overhead - (TO Agreement)					100.00%		\$0.00		\$0.00	
29	FCCM - (TO Agreement)					0.00%		\$0.00		\$0.00	
30	Allowable Expenses (See Exhibit 2)					\$0.00		\$0.00		\$0.00	
31	Subtotal					\$0.00		\$0.00		\$0.00	
32	Fees:										
33	Current -					0.0% x		\$12,500.00		\$0.00	
34	To Date -					66.65% x		\$12,500.00		\$0.00	
35											
36											
37											
38											
39	TITLE I AMOUNT DUE THIS STATEMENT:					\$0.00		\$0.00		\$0.00	
40	GRAND TOTAL EARNED TO DATE:										
						\$0.00		\$0.00		\$0.00	

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PRELIMINARY ENGINEERING

2.1

Consultant Selection

Do not speak with property owners!

2.2

Design Plans

- 30%, 60%, 90%, and 100%
- Existing right of way and draft acquisition documents

25

PLAN SUBMITTALS

Design Requirements

- Stamped by an Arkansas Licensed Professional Engineer
- On or along a public roadway AASHTO design standards apply and ADA-accessible facilities are required
- ARDOT design guidelines and ARDOT Bicycle and Pedestrian Accommodation Policy can be found on ARDOT website
- Entire project must be within permanent public right of way.

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PLAN SUBMITTALS

Design Exception Requests

Letter signed by an Arkansas Licensed Professional Engineer

The following information must be included:

- Specific design criteria that will not be met;
- Existing roadway characteristics;
- Alternatives considered;
- Comparison of the safety and operational performance of the roadway and other impacts such as right of way, community, environmental, cost, and access for all modes of transportation; and
- Proposed mitigation measures.

(Source: <https://www.fhwa.dot.gov/design/standards/qa.cfm>)

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CONSTRUCTION DOCUMENTS

Project Manual

The terms of the proposed construction contract

The LPA Section must review and approve

Includes construction specifications

28

PRELIMINARY ENGINEERING

2.1 Consultant Selection

2.2 Design Plans

2.3 Environmental

- ARDOT will complete routine environmental documentation
- Finalized after 90% plans are received

29

ENVIRONMENTAL REVIEW

National Environmental Policy Act (NEPA)

- Required on all Federal-aid projects
- Prior to right of way or construction fund authorization
- Must be approved by the agency with authority over any federal lands
- Permits that might be required, include, but are not limited to:
 - Cultural Resources Survey
 - US Army Corps of Engineers – Section 404 permit
 - Arkansas Department of Energy and Environment
 - Section 401 Water Quality Certification
 - National Pollutant Discharge Elimination System permit

Don Nichols
Section Head, Assessments
Environmental Division
Don.Nichols@ardot.gov

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PRELIMINARY ENGINEERING

2.1 Consultant Selection

2.2 Design Plans

2.3 Environmental

2.4 Obligation of Federal Funds for ROW & Utility

- ARDOT will request through FHWA
- **Proceeding too early will render the project location ineligible for federal funding for perpetuity**

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Do not proceed without approval

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FINAL PRECONSTRUCTION APPROVALS

3.1

Right of Way Acquisition & Utility Work

- Must follow the Uniform Act
- Request reimbursement regularly
- Form LPA-006

Blaine Gartrell
Section Head, Utilities
Right of Way Division
Blaine.Gartrell@ardot.gov

Hillary Boshers
ROW Coordinator, Acquisitions
Right of Way Division
Hillary.Boshers@ardot.gov

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RIGHT OF WAY & UTILITY GUIDELINES

Following the Uniform Act

1. Determine who owns the land;
2. Determine how the needed land will be acquired;
3. Determine the value of the land;
4. Offer the property owner the derived value;
5. If the property owner agrees, have them sign a contract;
6. Pay the property owner the agreed upon amount;
7. Prepare a deed conveying the property;
8. Send all information to ARDOT for review (LPA@ardot.gov);
9. Once property is acquired, deed(s) must be properly recorded;
10. Complete the certification.

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FINAL PRECONSTRUCTION APPROVALS

3.1

Right of Way Acquisition & Utility Work

3.2

Request Authority to Advertise

- After final plans, specifications, and estimate (PS&E)
- Right of way certification
- Environmental documentation is complete
- Form LPA-008 or LPA-009

35

FINAL PRECONSTRUCTION APPROVALS

3.1

Right of Way Acquisition & Utility Work

3.2

Request Authority to Advertise

3.3

Obligation of Construction and Inspection Funds

- ARDOT will request through FHWA

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FINAL PRECONSTRUCTION APPROVALS

3.1 Right of Way Acquisition & Utility Work

3.2 Request Authority to Advertise

3.3 Obligation of Construction Funds

3.4 Final Advertisement Approval

- Via formal letter
- Final dates and language need ARDOT approval

37



Do not proceed without approval

38

ADVERTISEMENT

4.1

Advertisement Posted

- Sponsor will advertise in the **statewide** paper
- All Addenda must be approved by ARDOT

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ADVERTISEMENT

4.1

Advertisement Posted

4.2

Bid Opening

- Opened and read aloud publicly
- No negotiation with bidders

40

ADVERTISEMENT

4.1 Advertisement Posted

4.2 Bid Opening

4.3 Concurrence Request

- Form LPA-011 (RTP) or Form LPA-012 (TAP)
- Administrative Fee
- Justification if more than 10% above estimate

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ADVERTISEMENT

4.1 Advertisement Posted

4.2 Bid Opening

4.3 Concurrence Request

4.4 Concurrence

- Via formal letter

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Do not proceed without approval

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CONSTRUCTION

5.1

Pre-Construction Activities

- Sign the construction contract
- Invite the Resident Engineer to the preconstruction meeting

44

CONSTRUCTION

5.1

Pre-Construction Activities

5.2

Construction Begins

- Sponsor is responsible for construction inspection
- On-call consultants available for construction inspection

45

CONSTRUCTION

5.1

Pre-Construction Activities

5.2

Construction Begins

5.3

Change Orders

- Form LPA-022
- Approval needed before work is initiated

46

CONSTRUCTION

5.1

Pre-Construction Activities

5.2

Construction Begins

5.3

Change Orders

5.4

Reimbursement Requests

- Form LPA-014 and LPA-015
- First reimbursement will take about six weeks

47

PROJECT CLOSEOUT

6.1

Project Acceptance

- Form LPA-016
- Requires Project photos
- Submit final reimbursement request

48

PROJECT CLOSEOUT

6.1

Project Acceptance

6.2

Project Complete

- Quarterly Reports end

49

PROJECT CLOSEOUT

6.1

Project Acceptance

6.2

Project Complete

6.3

Federal Project Closeout

- Completed by ARDOT

50

PROJECT CLOSEOUT

6.1 Project Acceptance

6.2 Project Complete

6.3 Federal Project Closeout

6.4 Record Retention

- ARDOT will notify Sponsor
- Required 3-year record retention begins

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EXAMPLE PROJECT TIMELINE



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LOCAL PROGRAMS DIVISION

LPA@ardot.gov

Local Project Administration Section

Whitnee V. Bullerwell – Section Head
 Ashley Smith, P.E. – Assistant Section Head
 Carlos Meredith – Advanced Engineer
 Randy Harper – Advanced Engineer
 Kellie Simpson – Specialist
 Kate Baker – Technician
 Elizabeth Mahar – Technician
 Kari Stanley – Office Assistant
General (501) 569-2481

Grant Procurement Section

Minghua Qiu Miller, P.E. – Section Head
 Aarón Pinedo, P.E. – Assistant Section Head
 Brighton Huynh - Engineer
 Vicki Breeding – Technician
 Cassidy Isgrigg – Technician
 Stacey Kirk – Office Assistant
 Kathryn Cathey – Executive Assistant
General (479) 360-7161

Plan Review/OCC Coordination Section

George Davison, P.E. – Section Head
General (501) 569-2471

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