

Local Administered Project Certification



Local Administered Projects Certification

Rev. 8/25

Georgia Department of Transportation Local Administered Projects Certification

The Georgia Department of Transportation (GDOT) has developed a Local Administered Projects (LAP) Certification process to ensure the resource capacity and ability of the Local Public Agency (LPA) to successfully manage, administer and execute the policies and procedures for Federal and State compliance in order to receive federal funding participation.

The LAP Certification application will be used to determine if Local Public Agencies will qualify to administer federal-aid projects. The GDOT serves as the prime recipient of federal transportation funds. In accordance with 23 Code of Federal Regulation Part 635.105, GDOT is the supervising agency; as such, it is responsible for authorizing performance of the work by the Local Agency on all Federal-aid projects. Please complete the questions provided in this application to ensure a complete review of submitted materials.

If you have any questions about the application, please contact the Office of Program Control at 404-631-1830. For additional information please visit the [LAP Program website](#).

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Acronyms

AASHTO – American Association of State Highway and Transportation Officials
(<http://www.transportation.org>)

ADA – Americans with Disabilities Act

ASNT – American Society of Nondestructive Testing

CA – Certification Acceptance

CFR – Code of Federal Regulations

CWP – (GDOT) Construction Work Program

FFPR – (GDOT) Final Field Plan Review

FHWA – Federal Highway Administration (<http://www.fhwa.dot.gov>)

FRA – Federal Railroad Administration (<http://www.fra.dot.gov/>)

GDOT – Georgia Department of Transportation (<http://www.dot.ga.gov>)

GRTA – Georgia Regional Transportation Authority (<http://www.grta.org/>)

LAP – Local Administered Project

LPA/LG – Local Public Agency/Local Government

MPO – Metropolitan Planning Organization

MUTCD – Manual on Uniform Traffic Control Devices (FHWA)

NHS – National Highway System

OCGA – Official Code of Georgia (<http://www.lexisnexis.com/hottopics/gacode/Default.asp>)

OES – (GDOT) Office of Environmental Services

OMAT – (GDOT) Office of Materials and Testing

PCI – Precast-Prestressed Concrete Inspection

PDP – (GDOT) Plan Development Process

PE – Preliminary Engineering

PFPR – Preliminary Field Plan Review

QPL – (GDOT) Qualified Products List

ROW – Right-of-Way

RTT – Roadway Testing Technician as certified by GDOT

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SRTA – State Road and Tollway Authority

STI – GDOT Sampling, Testing and Inspection Manual which is located on the GDOT website under “The Source”.

STIP – State Transportation Improvement Plan.

SWTP – Statewide Transportation Plan (<http://www.dot.ga.gov/IS/SSTP#tab-2>)

TIP – Transportation Improvement Program

TMOS- Testing Management Operations Supervisor

UAM – (GDOT) Utility Accommodation Policy and Standards Manual.
http://www.dot.ga.gov/PartnerSmart/utilities/Documents/2016_UAM.pdf

VT – Verification Testing

Certification Applications

1. Full Certification Acceptance (CA) Status

This status delegates some or all authority to a qualified local agency for approving project development and construction administration.

Required Training for Certification

Note: Participants who receive a training certificate in 2025, will be required every five years moving forward. Participants who receive certificates prior to 2025, will need to take the training course again 3 years from receipt of the training certificate.

The following courses will be required every 5 years for certification and re-certification:

- Local Administered Projects Training
- Plan Development Process Training
- Right-of-Way Acquisition for Local Public Agencies Training
- Title VI/ADA Training
- Engineering and Design Procurement Training

Documents to be Submitted

Templates can be found on the [LAP Webpage](#)

- Organizational Chart (update chart that identifies by name and title/position of non-consultant staff that will participate in LAP certification)
- Copy of all five (5) Training Certificates
- Title VI Plan or Non-Discrimination Agreement with Assurance
- Procurement Policy Template Letter of Agreement

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LAP Certification Information

Date: _____

Agency Name: _____

GDOT District: _____ Congressional District: _____

Interview Conducted By (GDOT) Name: _____

Title: _____

Agency Representative (Local) Name: _____

Title: _____

How Long in Current Position? _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Street Address: _____

City: _____

State: _____ County: _____ Zip Code: _____

Alternate Agency Full-time Representative (Local) Name: _____

Title: _____

How Long in Current Position? _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Local Administered Projects Responsible Charge Worksheet

List the name and title responsible for the following functions. Only list Non-Consultant staff positions within your organization. (Attach the most current organizational chart. Each person must have a training certificate applicable for their role as it applies the LAP Program. If the LPA has any name/title changes, a compliance plan along with an updated organization chart must be submitted within 30 days. If not, then the LPA will be viewed as non-compliant and may lose their LAP certification status.)

Compliance Plan can be found on the [LAP Webpage](#).

Statewide Transportation Improvement Program: _____

Selection of Annual Program: _____

Location/Design Approval: _____

Environmental Documents: _____

PS&E Approval: _____

Tied Bids: _____

Approval of Materials Sources: _____

Construction Administration: _____

Construction Inspection: _____

Acceptance Sampling/Testing: _____

Change Orders: _____

Project Files: _____

OEO Interviews/Monitoring: _____

Training Goal Attainment: _____

DBE Compliance/Monitoring: _____

Utility Certification: _____

Row Certification: _____

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Consultants

For what areas does the agency expect to use consultants?

___ ☐ Environmental

___ ☐ Design

___ ☐ PS&E Preparation

___ ☐ Right-of-Way Appraisal

___ ☐ Right-of-Way Negotiation

___ ☐ Utilities

___ ☐ Right-of-Way Relocation

___ ☐ Construction Administration

___ ☐ Construction Inspection

___ ☐ Surveying

___ ☐ Sampling and Testing

Section A - Title VI - Civil Rights Performance & Assessment Questionnaire

Note: Title VI Non-Discrimination Agreements must be submitted once **EVERY** year.

1. Do you have a Title VI Policy, Title VI Notice to the Public, Title VI Assurances and Title VI Plan or non-discrimination agreement in place? Provide proof of your Title VI policy (via web or printed materials)

2. Please provide a copy of your Title VI complaint procedure for discrimination complaints. What extent is the community aware of it?

3. Have you received any Title VI related complaints during the past two years? If so, how many? (Please attach the complaint form) What were the outcomes? Are there any Title VI complaints lodged by beneficiaries or participants? If so, explain the issues involved.

4. What is the name and title of the person who attended the GDOT Title VI training? Please provide the date and a copy of the training certificate.

5. Are minority members of the community invited to participate in public hearings? If yes, how do you identify potential EJ groups? How do you ensure they attend? If not, what measures have been taken to ensure public participation in public hearings?

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6. Are DBE goals being monitored, included and met for contracts on a programmatic level? If yes, please provide a brief explanation. If not, what provisions have been taken to monitor and meet them?

7. Are minority contractors and subcontractors being informed about contracting opportunities with your organization? If yes, provide proof of contracting opportunities to minority contractors. If not, what provisions have been taken to inform minority contractors of contracting opportunities?

8. Are Appendix A of the Title VI assurances and the FHWA 1273 being included in all contracts, subcontracts, and material supply agreements? Provide a sample contract of the inclusion of Appendix A of the Title VI Assurances & FHWA 1273.

9. If you have not done any of the above, please explain how you will address Title VI Federal requirements on Local Administered projects?

Section B - Environmental Questionnaire

1. How many types of Environmental Documents listed below are active or under development?
☐ Programmatic Categorical Exclusions (PCE – approved by GDOT)
☐ Categorical Exclusions (CE – approved by FHWA)
☐ Environmental Assessments/Findings of No Significant Impact (EA/FONSI – approved by FHWA)
☐ Environmental Impact Statement (EIS – approved by FHWA)
2. Have you had any Environmental Documents approved in the past five years? If so, how many of the following environmental documents were approved?
☐ Programmatic Categorical Exclusions (PCE – approved by GDOT)
☐ Categorical Exclusions (CE – approved by FHWA)
☐ Environmental Assessments/Findings of No Significant Impact (EA/FONSI – approved by FHWA)
☐ Environmental Impact Statement (EIS – approved by FHWA)
3. For each document type noted above, what was the average number of review cycles required with GDOT staff to receive NEPA approval or submittal to FHWA? (A cycle is considered each time comments are received without GDOT approval or forwarding to FHWA.)
☐ PCE ☐ CEs ☐ EA/FONSI ☐ EIS
4. For the approved documents noted in #2 above, how many approvals were received?
☐ On schedule or ahead of schedule as per the approved schedule required by the Project Framework Agreement
☐ After the baseline schedule deadline and less than 3 months late
☐ After the baseline schedule deadline and between 3 and 6 months late
☐ After the baseline schedule deadline and between 6 and 12 months late
☐ After the baseline schedule deadline and more than 12 months late

Please describe the specific reasons for the approval delays noted above. Use additional sheets as necessary.

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5. List any and all public involvement methods utilized during the environmental process. Use additional sheets as necessary.

6. How many applications were submitted by the LPA for approval by the Army Corps of Engineers (USACE) and/or Georgia Department of Natural Resources, Environmental Protection Division (EPD)?

____ Section 404 Permits from USACE Individual____Regional____Nationwide ____
____Stream Buffer Variances from Georgia Environmental Protection Division (EPD)

7. For each permit type noted above, what was the average number of review cycles required with GDOT staff for submittal to the Army Corps or EPD? (A cycle is considered each time comments are received from GDOT without forwarding to the Corps or EPD.)

____Section 404 Permit from USACE Individual____Regional____Nationwide____
____Stream Buffer Variances from Georgia Environmental Protection Division (EPD)

8. For the approved permits noted in #7 above, how many approvals were received?

____ 11 or more weeks prior to the GDOT baseline let date
____ 5-11 weeks prior to the GDOT baseline let date
____ After 5 weeks prior to the GDOT baseline let date

Please describe the specific reasons for the approval delays noted above. Use additional sheets as necessary.

9. Please describe any improvements that your agency or GDOT can implement to improve the delivery of environmental approvals or permits. Use additional sheets as necessary.

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10. If you have not done any of the above, please explain how you plan to complete Environmental Documents for Local Administered Projects?

Section C - Right of Way Questionnaire

1. Any consultant CONTRACTED for negotiation services for the acquisition of right of way for the County/City must either:

___ Hold an active Real Estate license in the State of Georgia or
___ Hold an active Real Estate broker's license in the State of Georgia or
___ Be identified as an exception under OCGA 43-40-29

2. Any contracted CONSULTANT for negotiation services or staff negotiator performing negotiation services must have attended the GDOT/FHWA training class every 5 years and hold an active certificate. Provide a copy of the certificate.

3. Please describe your quality assurance and quality control methods to manage the ROW in the following areas:

- a. ROW Project Activity Milestone Delivery: (i.e. schedule development and management recovery)

- b. ROW Project Budget (i.e. development, monitoring and overruns)

- c. ROW Project Risks associated with adhering to scope, schedule and budget (i.e. mitigation plan)

- d. ROW Consultant Services (i.e. development and monitoring) when applicable

4. Identify the responsible party and title of staff certifying ROW.

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5. Has your LPA received any non-compliance letters or corrective actions? If yes, who provided the service, explain non-compliance?

6. Who will perform the Right of Way Acquisition services? (Please check all that apply)

☐ Staff

☐ Consultants

☐ Both

7. If you have not performed any of the above activities, how do you plan to perform Right-of-Way functions for Local Administered Projects?

Section D - Utility Division Questionnaire

Local Utility Compliance

1. Name and Title of individual or individuals that will be or have been responsible for Utility Coordination work.

2. In brief and concise sentences, please describe your knowledge of the GDOT's Utility Accommodation Policies and Standards Manual in relation to the Utility Coordination work on projects (use additional sheets).

3. In brief and concise sentences, please describe your work experiences that demonstrate your ability to coordinate with utilities during the preconstruction phase on transportation projects (use additional sheets).

4. In brief and concise sentences, please describe your ability to provide professional engineering services necessary to ensure utility impacts do not delay the project schedule on both the preconstruction phase or construction phase (use additional sheets)

5. If you have not done any of the above, please explain how you will perform Utility activities on Local Administered Projects according to Federal and State guidelines?

Section E - Construction Division Questionnaire

Note: If you are utilizing consultants, they must be GDOT certified.

Advertisement, Award, and Execution of Contract

Position Responsible for:

Approval to Advertise _____

Name of Legal Publication _____

Prequalification of Bidders _____

Award of Contract _____

Execution of Contract _____

Construction Supervision and Administration

Name and Title of individual or individuals that will be responsible for Construction Supervision and Administration: _____

Describe the Local Governments experience with construction supervision and inspection related to transportation construction projects:

Will daily Construction Supervision and Inspection be handled by the Local Government or by a Consultant Firm? _____

If Local Government is using a Consultant Firm, is the Firm under a current contract with the Local Government? _____

If so, what is the name of the Firm? _____

Is the Firm pre-qualified under the Department's 8.01 Consultant Work Classification? _____

If a Consultant Firm is used, how will the Local Government monitor the Consultant's work?

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Name and Title of individual who will check contractor payrolls?

How will the Local Government handle administration of more than one contract at a time?

How will Local Government handle inspection and administration of several active phases of a project concurrent (e.g. grading, drainage, paving, structures)?

Change Orders/Contract Modifications

What is the Local Government's current change order process, including approval levels and final signature required for execution?

Describe the Local Government's requirements for documenting Contractor activities and making measurement and payment for project bid items.

Describe the Local Governments process for subcontract approval(s).

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Material Testing and Approval

Describe the Local Governments experience with use of materials approved by the Georgia Department of Transportation. If there is no previous experience, please describe how materials testing will be performed on federal-aid projects.

Describe the Local Governments experience with materials testing related to transportation construction projects.

Will materials testing and certification be done by the Local Government or by a Consultant Firm? _____

If Local Government is using a Consultant Firm, is the Firm under a current contract with the Local Government? _____

If so, what is the name of the Firm?

Is the Firm pre-qualified under the Department's 6.04a and 6.04b Consultant Work Classifications?

Is the Local Government planning and developing any projects that may contain and bridges or structures?

If yes, does the Local Government or its Consultant have PCI certified inspection personnel or will the Local Government request the assistance of GDOT for inspection and approval?

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Does the Consultant have ASNT (American Society of Nondestructive Testing) Level III certified welding inspectors for steel bridges?

Does the Consultant have ASNT certified VT or MT inspectors? (visual and magnetic particle)

Schedule/Workload

If any, list the Local Governments schedule of Federal Aid Projects and their projected Construction Begin Date.

Delivery Performance & Quality Assurance

- Who is responsible for ensuring that payments are in line with percent complete activities (as approved by LPA and GDOT)?

- Who is responsible for developing the initial Gantt Chart construction schedule identifying the key milestones along with the critical paths?

- How is the construction schedule monitored to determine monthly performance?

- What industry methods have been implemented to mitigate construction risks and delays?

- What assurances are in place to measure and document quality control performance?

Section F - Procurement of Engineering and Design Related Services
Questionnaire

Please answer the following questions specific to “Procurement, Management, and Administration of Engineering and Design Related Services” for Federal-Aid projects to enable the Department to determine compliance with 23 CFR 172.

Note: Procurement will not be approved unless training has been completed. All staff involved in the procurement process **must** attend training.

Review the following information that pertains to this application prior to LPA submission:

- Any person(s) responsible for the solicitation, facilitating Evaluations, Negotiations and Contract Management must attend and pass the Procurement training.
- Documentation must only be submitted through the appropriate channels once training for all persons responsible is attended and passed. Procurement will not answer any LPA’s questions regarding language, submittal of documentation, or any other Procurement questions until this requirement is satisfied.
- The application will be used to review the LPA’s policy and knowledge of the process, and all attachments are required with application. Incomplete applications will not be reviewed.
- If the LPA intends to adopt GDOT’s Procurement Policy, review the additional resources section on the LAP webpage for documentation.
- If the LPA intends to adopt their own policy or will adopt the GDOT policy with exceptions, those must be included in the attachments with this application. Submission of the policy and/or exceptions does not automatically indicate approval from GDOT and they are subject to final GDOT review and approval.

1. Have all persons responsible for the solicitation, facilitation of Evaluations, Negotiations, and Contract Management attended and passed the required Procurement Training?
☐ Yes
☐ No
2. List all staff (names and titles) responsible for the solicitation, facilitation of Evaluations, Negotiations, and Contract Management that have taken the Procurement class and provide class completion dates. Provide a copy of the certificate(s) as an attachment. Expired or illegible certificates will not be accepted and will require resubmission. A table is provided below for the required information (except for the certificates). If more room is needed, the LPA may attach a list that contains the same information as an attachment to this application.

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Name	Title	Class Completion Date	Certificate Attached
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes

3. Has the LPA conducted any procurements for engineering and design services for contracts to be funded with Federal Aid Highway Program funds within the past five years? If yes, proceed to question 4. If no, proceed to question 8.

☐ Yes

☐ No

4. **Note: If you answered No to question 3, proceed to question 8.**

List all procurements conducted for engineering and design services for contracts that were funded with Federal Aid Highway Program funds within the past five years. List procurements from oldest to newest in the table below. If more room is needed, the LPA may attach a list that contains the same information as an attachment to this application.

Solicitation Name	GPR Link	Awarded?
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes

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Solicitation Name	GPR Link	Awarded?
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes

5. For the three (or less if there were fewer than three) most recent procurements in the table (or attachment) for question 4, which of the following policies were used?
- ☐ GDOT Policies and Procedures with no exceptions
 - ☐ GDOT Policies and Procedures with GDOT approved exceptions
 - ☐ LPA Policies and Procedures approved by GDOT
 - ☐ LPA has opted for GDOT to conduct the procurement
 - ☐ Other – **NOTE: an attachment explaining why one of the above options was not used must be submitted with this answer choice.**
6. Provide the policies and procedures that were indicated in question 5 as an attachment to this application. These policies and procedures must be in accordance with 23 CFR §172.5(b)(1). If none are available, describe the process followed from beginning to end in an attachment. Do you understand this requirement?
- ☐ Yes
 - ☐ No
7. GDOT reserves the right to inquire about any of the procurements listed in the table (or attachment) for question 4 to ensure compliance with all State and Federal laws, rules, regulations, policies, and other related items. This may take the form of requests for documents, interviews, meetings, and other activities. The LPA must comply with this request for information, or their application may be rejected. Do you understand and agree to this requirement?
- ☐ Yes
 - ☐ No

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8. Note: If you answered No to question 3, proceed here from question 8.

Each LPA may opt to use GDOT's Policies and Procedures, GDOT's Policies and Procedures with approved exceptions, LPA Policies and Procedures approved by GDOT or opt to have GDOT conduct all federally funded procurements under this program for engineering and design services for contracts to be funded with Federal Aid Highway Program funds. Which option does the LPA choose for your policies and procedures?

- ☐ GDOT Policies and Procedures with no exceptions
- ☐ GDOT Policies and Procedures with GDOT approved exceptions
- ☐ LPA Policies and Procedures approved by GDOT
- ☐ LPA opts to have GDOT conduct all federally funded Engineering & Design Procurements

9. If the LPA chose in question 8 GDOT's Policies and Procedures with approved exceptions, or LPA Policies and Procedures approved by GDOT, do you understand and agree that GDOT must approve either the exceptions to the GDOT Policies and Procedures or the LPA Policies and Procedures?

- ☐ Yes
- ☐ No
- ☐ Not Applicable – our LPA opts to use GDOT Policies and Procedures with no exceptions

10. If the LPA chose in question 8 GDOT's Policies and Procedures with approved exceptions, or LPA Policies and Procedures approved by GDOT, a copy of the exceptions or the LPA policy must be attached to this application as a separate document to be considered. Note any exceptions, policies and procedures must be in accordance with §172.5(b)(1). Do you understand this requirement and have attached the required documents?

- ☐ Yes
- ☐ No
- ☐ Not Applicable – our LPA opts to use GDOT Policies and Procedures with no exceptions

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11. If the LPA chose in question 8 GDOT's Policies and Procedures with approved exceptions, or LPA Policies and Procedures approved by GDOT, a signed, sealed, dated, and complete Letter of Agreement must be submitted with this application. The Letter of Agreement must be signed by the person(s) responsible for the authorization of funds should repayment become necessary. The Letter of Agreement must be on the entity's letterhead. A template for the Letter of Agreement may be found on the LAP webpage. Do you understand this requirement and have attached the required Letter of Agreement?
- ☐ Yes
- ☐ No
12. A signed, initialed, sealed, dated, and complete Procurement Statement must be submitted with this application. The Procurement Statement must be signed by the person(s) responsible for the authorization of funds should repayment become necessary. The Procurement Statement must be on the entity's letterhead. A template for the Procurement Statement may be found on the LAP webpage. Do you understand this requirement and have attached the required Procurement Statement?
- ☐ Yes
- ☐ No

Section G - Certification Acceptance Agreement

The agency agrees to comply with the following requirements when developing all Federal Highway Administration (FHWA) projects under GDOT's Qualification Certification Agreement.

1. Adherence to the *Local Administered Project Manual* and all policies and procedures promulgated by the Georgia Department of Transportation (GDOT) which accomplish the policies and objectives set forth in Title 23, U.S. Code, Highways, and the regulations issued pursuant thereto.
2. All projects will be constructed in conformance with the GDOT current *Standard Specifications for Road, Bridge, and* such specifications that modify these Specifications as appropriate.
3. Construction administration and material sampling and testing will be accomplished in accordance with the GDOT *Construction Manual* and the *Local Administered Project Manual*.
4. All projects under Certification Acceptance shall be available for review by the FHWA and/or GDOT at any time and all project documents shall be retained and available for inspection during the plan development and construction stages and for a five-year period following acceptance of the project by GDOT.
5. Approval of the local agency certification by the GDOT may be rescinded at any time upon local agency request or if, in the opinion of the LAP Certification Committee, it is necessary to do so. The rescission may be applied to all or part of the programs or projects approved in the local agency certification. The Local Government accepts liability to reimburse the GDOT and FHWA for all accrued payments received for applicable projects not complying with this agreement.

Recommendation(s) of action to be taken by Agency from GDOT Reviewer:

_____ Full administration by agency of all projects

_____ Deny approval for Certification Acceptance

Interview Conducted By: _____
District Planning Programming Liaison Date

Section H - Certification Appeal Process

If certification has been denied, the Local Public Agency will then receive a letter explaining the reasons for denial. The LPA can then appeal any deficiencies found within 30 days. GDOT will then approve or deny the appeal based on additional information provided by the LPA.

Removal from the certification program may also occur at any time for unsatisfactory performance, which includes, but is not limited to:

- Failure to comply with applicable laws, regulations and policies
- Failure to meet the commitments of the LAP Program
- Failure to meet required timeframes for project delivery



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This signature ensures that the agency agrees to comply with the previous requirements when developing all Federal Highway Administration projects under GDOT's Qualification Certification Agreement. **FAILURE TO COMPLY** may require repayment for all or a portion of Federal funds. This applies to all successors from here.

LOCAL GOVERNMENT, Georgia

Approved By: _____

Title: _____

Signed, sealed and delivered

This _____ day of _____,

20_, in the presence of:

Witness

Notary Public

GEORGIA DEPARTMENT OF TRANSPORTATION

Approved By: _____

Program Control Administrator

Date