

LPA Local-let Participation Requirement Review Form

City of Cincinnati

Local Public Agency (LPA)

Project Name

Upon receipt of an LPA's initial request to use the Local-let process, the LPA will be required to complete and submit this LPA Local-let Participation Requirements Review Form. The District Office shall thoroughly review and evaluate the contents of this submittal as evidence of the LPA's qualifications and ability to administer the project. Failure by the LPA to demonstrate a satisfactory status for any of these prerequisites shall result in the District denying the LPA the privilege of administering the delivery of a Local-let project.

1. The LPA agrees to adhere to the Ohio Department of Transportation (ODOT) Locally Administered Transportation Projects Manual of Procedures.
2. The LPA's Person in Responsible Charge accepts the following responsibilities:
 - a. Ensure that all applicable Federal and State regulations are followed on the project and have the responsibility, authority and resources to manage it effectively.
 - b. Serve as agency contact for issues or inquiries concerning the project.
 - c. Be familiar with project progress, involved in decisions that require change orders, and visit the project on a frequency that is commensurate with the magnitude and complexity of the project.

Person in Responsible Charge:

John S. Brazina, P.E.

Current Roles and Responsibilities within LPA:

LPA Coordinator for the City of Cincinnati. Person in direct contact with the District 8 LPA Coordinator Scott Brown. Responsible for all aspect of LPA projects.

Statement of Qualifications:

Project Manager for City and LPA projects and LPA coordinator since 2008.

3. Identify the LPA Designee to serve as the Construction Project Engineer (CPE), or if the CPE will be provided through contracted consultant services:

Joe Hinzman

4. The LPA must have previously delivered and maintained successful capital improvement projects of a similar size, nature and complexity.

The City of Cincinnati's Department of Transportation and Engineering (DoTE) has a demonstrated history of successfully delivering capital improvement projects of similar nature, size, and complexity anticipated under the LPA process. The City also has extensive experience administering, planning, designing, managing, and inspecting similar capital improvements in Cincinnati's unique environment.

City of Cincinnati professionals have a long and successful history of improving transportation infrastructure in a challenging urban environment, faced with narrow rights-of-way, hilly topography, demanding utility coordination, complex geology, and multi-modal maintenance of traffic. These projects include road and intersection construction, reconstruction, improvement and rehabilitation; bridge construction, reconstruction, and rehabilitation; retaining wall construction, reconstruction, and repair; landslide corrections; a full range of traffic safety improvements, including traffic signal installation and reconstruction, street lighting improvements and repair, traffic calming, and traffic control improvements; bicycle/pedestrian facility construction; hillside stairways and pedestrian bridges construction, reconstruction, and repair; construction of streetscapes, gateways, and other improvements to enhance urban quality of life.

DoTE recognizes that successful project delivery demands dedicating experienced professionals to manage and support projects throughout all phases. DoTE's dedicated employees bring a diverse array of professional background and experience in accounting, architecture, engineering, and planning. DoTE's experienced staff receives outstanding support from other City agencies, including Budget and Evaluation, Finance, Purchasing, Contract Compliance, Real Estate, and numerous others. Finally, we extend our capability and capacity through use of outside consulting services.

Project Name:	ODOT PID:	Letting Agency	Amount::	Funding Sources:
HAM-Kennedy Connector	88706	City	\$ 21,000,000	STP, City
Scope: New roadway from the existing intersection of Kennedy Avenue and Duck Creek Road to the existing intersection Madison Road and Camberwell Road. Improvements include tree lawns, sidewalks, traffic signals, and street lighting.				
Issues / Comments: Under Contract/Construction.				

Project Name:	ODOT PID:	Letting Agency	Amount::	Funding Sources:
HAM-West MLK	87036	City	\$ 9,800,000	STP, City
Scope: Improve S-curve from West McMicken Avenue to Dixmyth Avenue; adding left turn lanes where needed; improvements to MLK and Clifton Intersection; and installing bicycle side path.				
Issues / Comments: Stage 3 complete; in Real Estate Acquisition phase.				

Project Name:	ODOT PID:	Letting Agency	Amount::	Funding Sources:	Complete Date:
HAM-ORT-Collins to Corbin	92967	City	\$5,000,000	DOE, City	
Scope: Construct a 15' wide multi-use trail between Collins Avenue and Corbin Street on an alignment that runs primarily or at the top of the bank of the Ohio River, except in areas where physical constrains and/or right of way availability prohibit. Construction of retaining walls near the top of the river bank will be needed to accommodate grading and aid with slope stabilization.					
Issues / Comments: Stage 3 submitted for review					

5. Indicate for what project phases the LPA expects to contract consultant services. If function is performed by LPA staff, indicate the LPA Designee(s) responsible and date of applicable qualifications:

Environmental:	consultant
Design:	in house or consultant
PS&E (Including Bid Document)	in house or consultant
Right-of-Way	in house or consultant
Construction Administration & Inspection	in house
Sampling and Testing	consultant

Note: Prequalification does not ensure that the LPA will be permitted by the ODOT District to perform the task on its' own behalf.

6. The LPA has established and documented practices for each of the following project administration responsibilities, even if provided through consultant services. The LPA must indicate LPA support staff responsible for the management of these processes. Written processes should be attached separately to this form, or documented in the space provided (field will expand).

- a. Consultant Services Evaluation and Selection (If Federal / State funds involved):

LPA Designee(s): Department of Transportation and Engineering (DOTE) Staff (See Appendix C Resumes)

Process Description / Designee Responsibilities: City follows Administration Regulation 23 (See Appendix F)

- b. Consultant Services Management:

LPA Designee(s): DOTE Staff (See Appendix C Resumes)

Process Description / Designee Responsibilities: The management of Consultants is outlined in the Project Management Manual (See Appendix K)

- c. Right-of-Way Design and Acquisition

LPA Designee(s): DOTE Staff (See Appendix C Resumes) and Tom Klumb Real Estate Manger for City of Cincinnati.

Process Description / Designee Responsibilities: The City of Cincinnati follows all applicable Federal and State regulations regarding acquisition and relocation.

d. Environmental:

LPA Designee(s): DOTE Staff (See Appendix C Resumes)

Process Description / Designee Responsibilities: For all LPA projects, the City follows the ODOT PDP process and complies with all NEPA regulations.

e. Change Order Process:

LPA Designee(s): Joe Hinzman

Process Description / Designee Responsibilities: : See Appendix H which is the Construction Management Manual Section 7-3 for the change order process description.

f. Dispute Resolution / Claims Management Process

LPA Designee(s): Joe Hinzman

Process Description / Designee Responsibilities: See Appendix J

g. Finance, Accounting and Record Keeping:

LPA Designee(s): DOTE Staff

Process Description / Designee Responsibilities:

The City of Cincinnati has established practices and processes to ensure all financial transactions associated with the project are properly accounted for and that accurate records are maintained.

The Cincinnati Financial System (CFS) records all financial transactions impacting project funds. Payments to all vendors, including professional service providers, construction contractors, suppliers, etc., are entered into and paid through this system.

The Cincinnati Human Resource Information System (CHRIS) captures in-house personnel charges. This system allows automated posting of personnel charges to project accounts.

The DOTE Construction Engineering Section uses the in house Construction Management Manual, Construction Inspection Manual and Construction Database Users Manual. These manuals guide the LPA team with respect to final record keeping for the project.

The Department has also developed and implemented Construction Quantity Utilization and Estimate Reporting (ConQUER) to provide project managers, construction engineers, and inspectors with accurate and up-to-date information during construction. Contract quantities are input daily, providing current information on the financial status of all construction projects.

A separate Accounting staff in the Department provides continuous oversight and reporting on the status of capital projects.

The City acquires necessary rights-of-way in accordance with §163.51 through §163.62 of the Ohio Revised Code; §5501:2-5-01 et. seq. of the Ohio Administrative Code; and any future amendments thereto which supplement and support Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, and Federal Highway regulations and directives on Relocation Assistance and Real Property Acquisition, as well as full compliance with Title VI of the Civil Rights Act of 1964. The City, in accordance with 23 CFR, Part 710, Subpart B., Sec. 710.203, paragraph (c), is adequately staffed, equipped and organized to manage the Real Estate functions through its own ODOT pre-approved staff and/or pre-approved contractual agents. The City will comply with the Ohio Department of Transportation Real Estate Administration's Policies and Procedures Manual, including provisions for utility accommodations, and all applicable State and Federal laws, rules, and regulations.

h. Disadvantaged Business Enterprise (DBE) compliance:

<u>LPA Designee(s)</u> : DOTE Staff (See Appendix C Resumes) and Rochelle Thompson Contract Compliance.
<u>Process Description / Designee Responsibilities</u> : The City of Cincinnati's Office of Contract Compliance monitors compliance towards DBE goals and requirements as required by ODOT for all construction contracts. A Contract Compliance Specialist is assigned to each contract.

i. Davis-Bacon and/or State Prevailing Wages Compliance:

<u>LPA Designee(s)</u> : DOTE Staff (See Appendix C Resumes)
<u>Process Description / Designee Responsibilities</u> : The City of Cincinnati's Office of Contract Compliance monitors compliance towards the City's Prevailing Wage program requirements for all construction contracts. A Contract Compliance Specialist is assigned to each contract. The City's Office of Contract Compliance determines the Prevailing Wage Rate applicable to each contract. Prevailing wage rates are included in the bid documents for each craft trade expected to be used. Contractors are required to submit weekly certified payroll reports and a Final Affidavit of Prevailing Wage compliance for each subcontractor. The City's Contract Compliance Office monitors and reviews these reports. On-site visits are also conducted to interview contractor employees and are handled by the Contract Compliance specialist assigned to the project.

j. Maintenance of Project Files:

<u>LPA Designee(s)</u> : DOTE Staff (See Appendix C Resumes)
<u>Process Description / Designee Responsibilities</u> : The management and maintenance of all project files is specified in the Project Management Manual (See Appendix K)

7. Fringe and Overhead / Direct Labor Cost Recovery: Timekeeping practices must comply with Federal OMB Circular A-87 if the LPA wishes to recover costs associated with fringes, overhead, and direct labor utilized on a project. Timesheets must be maintained by ALL employees, and must record ALL hours worked. Additionally, timesheets must be prepared at least monthly, and be signed by the employee. Please answer the questions below, and describe your current timekeeping process.

The City handles the answer to this question on a project by project basis. The issue is resolved in the LPA agreements.

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes		No	
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes		No	
If the LPA does intend to recover Fringe and Overhead Costs, by what method do they intend to recover those costs? <input type="checkbox"/> Safe Harbor Rates (30% Fringe, 38% Overhead) <input type="checkbox"/> Actual Costs (Fringe only) <input type="checkbox"/> Current Cost Allocation Plan rate approved by ODOT Office of Audits <input type="checkbox"/> LPA will not seek recovery of costs associated with Fringe and Overhead				
Does the LPA currently have a timekeeping system in place?	Yes		No	

Federal OMB Circular A-87 requires that payroll support documentation meet the following standards:

- (1.) They must reflect an after the fact distribution of the actual activity of each employee,
- (2.) They must account for the total activity for which each employee is compensated,
- (3.) They must be prepared at least monthly and must coincide with one or more pay periods, and
- (4.) They must be signed by the employee.

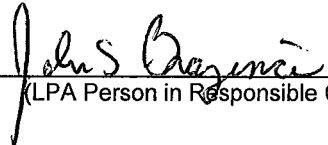
** Please attach an example timesheet for review by the Department

For employees working on multiple projects or activities, does the LPA track daily time by activity/project on the time sheets? <i>(Eligible employees must document 100% time allocation per pay period, this includes a specific accounting of all non-reimbursable work activities as well)</i>	Yes		No	
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8. The LPA must not be under fiscal watch or fiscal emergency for its most recently completed fiscal year. In the event the entity is emerging from fiscal watch or fiscal emergency, the entity must be able to clearly demonstrate that it has adequate financial resources to fund matching and/or cost overruns on the project. The LPA must submit a copy of its most recently completed audit and management letter. Both documents must support the entity's ability to fiscally handle and administer the project. There should be no material or significant issues related to prior or current ODOT projects, by the entity as a whole, which would provide doubt regarding the LPA's ability to administer an LPA project

9. The LPA has established authority in place for executing the project, and must be willing to provide a copy of approved legislation that provides the mayor, county engineer or other designated local official with clear authority to enter into a project agreement with ODOT.

Signature:



 (LPA Person in Responsible Charge)

5/14/14
 Date

ODOT District Use Only:

The District LPA review team has evaluated the completed statement of qualifications provided by the requesting LPA and recommends the following:

	Approval of full administration of all project work types by the LPA, subject to satisfactory performance and no change in stated qualifications. Comment:
	Approval of limited LPA administration on a project-by-project basis. Comment::
	Approval / Denial pending the provision of supplemental information.

	<p>The LPA qualification package was lacking the following information necessary to make a determination:</p> <p>Comment:</p>
	<p>Denial of LPA administration request.</p> <p>Comment:</p>

District Review Team:

Name / Title:
Name / Title:
Name / Title:
Name / Title: