

**Training Agenda**  
**Local Bridge Conference – Engineering the Federal Aid Process**  
**Tuesday October 21, 2025**  
**12:30pm – 5:00pm**

**12:30pm – 1:45pm**

Topic: ER's Do's and Don'ts of Federal Disaster Recovery  
Presenter: Steven Palleschi, FHWA Emergency Relief Program Statewide Coordinator

**15 Minute Break (1:45pm – 2:00pm)**

**2:00pm – 3:15pm**

Topic: Local Projects Manual Chapter 15 – Construction Administration  
Presenter: Edmund Snyder III, PE Greenman-Pedersen, Inc

**15 Minute Break (3:15pm – 3:30pm)**

**3:30pm – 4:30pm**

Topic: LPM Document Overview  
Presenter: NYSDOT

**4:30pm – 5:00pm**

Topic: Questions and Answers  
Presenter: NYSDOT



# Training Agenda

## Local Bridge Conference – Engineering the Federal Aid Process

### October 21, 2025

#### 12:30pm to 1:45pm – ER’s Do’s and Don’ts of Federal Disaster Recovery

**Course synopsis:** This presentation goes over how local officials can effectively navigate the federal disaster recovery process. It provides an overview on the FEMA Public Assistance Program and FHWA Emergency Relief Program. It also outlines key best practices and common pitfalls when putting together reimbursement packages for FEMA and FHWA. Topics include Proper documentation, communication strategies, compliance with federal regulation and the importance of proactive planning. Attendees will gain insights into how to streamline recovery efforts, avoid delays, and ensure successful reimbursement.

**Steven Palleschi** NYSDOT FHWA Emergency Relief Program Statewide Coordinator  
Steve Palleschi has been with the Local Programs Bureau since 2023. His NYSDOT experience ranges from Materials Science to Emergency Response and Planning to Traffic Safety and Mobility. Steve is a graduate of Hudson Valley Community College with an A.S. in Science.

#### BREAK 1:45pm to 2:00pm

#### 2:00pm to 3:15pm - LPM Chapter 15 – Construction Administration

**Course synopsis:** Briefly outline the various revisions to the Chapter and new Appendices.

**Edmund Snyder III**

Edmund W. Snyder III, P.E., is Vice President and Director of Business Development at GPI, with nearly 25 years of experience in the transportation field. He holds a B.S. in Civil Engineering and is a licensed Professional Engineer in New York State. Mr. Snyder’s specializes in delivering a wide range of engineering services for NYSDOT and municipalities. His portfolio encompasses high-profile transportation initiatives, including major highway reconstructions, bridge replacements, multimodal facilities, and pedestrian/bicycle infrastructure improvements. Mr. Snyder is active in professional organizations, serving as President of the Albany section of the American Society of Highway Engineers and an active member of NYS Association of Transportation Engineers.

#### BREAK 3:15pm – 3:30pm

# **Training Agenda**

## **Local Bridge Conference – Engineering the Federal Aid Process**

### **October 21, 2025**

#### **3:30pm to 4:30pm - LPM Document Overview**

**Course synopsis:** Review of what LPM Chapters that have been revised or updated in the past year and what is currently under review. Look at various LPM documents, i.e., Payment Request Forms; Design Report, PS&E, and Award Checklists; Close-out Documentation and the Project Financial Summary.

#### **Doreen Holsopple**

Doreen Holsopple joined the Local Programs Bureau in February 2019. Doreen's 39+ year career started in NYSDOT in Region 8 and spent the majority of her time in the Local Projects Unit. Doreen is a graduate of Marist College, with a B.S. in Public Administration.

#### **4:30pm to 5:00pm – Questions and Answers**

**Course synopsis:** Questions from the attendees and Answers from LPB.

#### **Doreen Holsopple**

Doreen Holsopple joined the Local Programs Bureau in February 2019. Doreen's 39+ year career started in NYSDOT in Region 8 and spent the majority of her time in the Local Projects Unit. Doreen is a graduate of Marist College, with a B.S. in Public Administration.



Department of Transportation

## Do's and Don'ts of Federal Disaster Recovery

*Best Practices and Key Steps for Effective Recovery*

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### Agenda

- Overview of FEMA Public Assistance and FHWA
- Detailed Damage Inspection Form (DDIR) Submission to NYSDOT
- Do's and Don'ts of Federal Disaster Recovery
- Important Considerations/Closing Thoughts
- Regional Emergency Relief Contacts

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### FEMA Public Assistance (PA) Program - Basics

- Reimbursable grant program supporting recovery from major disasters or emergencies
  - ✓ Typically reimbursed at 75% of eligible costs
- Requires **BOTH** a Presidential **AND** a Governor's Declaration
- Damages must meet or exceed both FEMA-set thresholds for the Federal Fiscal Year (FFY):
  - ✓ Statewide Threshold
  - AND**
  - ✓ County Threshold

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**FHWA Emergency Relief Program - Basics**

- Reimbursement program designed to provide funds for the repair and reconstruction of Federal-Aid roadways which have suffered damage from a storm or other eligible event.
- Requires a Governor **or** Presidential Declaration
- Statewide damages must meet or exceed \$700,000

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**FHWA Emergency Relief Program - Basics**

- Minimum damage per site is \$5,000
- Reimbursement rate is 90% for Interstate permanent repairs and 80% for other Federal-Aid roadways
- Reimbursement rate is 100% for all eligible emergency repair work

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**FHWA Emergency Relief Program: Emergency Vs Permanent Repairs**

- **Emergency repairs** are conducted during or immediately following a disaster to:
  - ✓ Restore essential traffic
  - ✓ Minimize further damage
  - ✓ Protect remaining facilities
- **Emergency repairs** must be completed within 270 days of the disaster declaration date
- **Permanent repairs** are conducted after a disaster to restore the roadway to pre-disaster condition

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**Detailed Damage Inspection Report (DDIR)**

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**Detailed Damage Inventory Report (DDIR) Packages**

**Components of a DDIR Package**

- Completed and signed coversheet
- Project location map
- Paragraph describing the damages, repairs, and mitigation efforts taken
- Photos of the damaged facility

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**Detailed Damage Inventory Report (DDIR) Packages**

**Components of a DDIR Package**

- Photos of the completed repairs (if work has been finalized)
- NEPA Environmental determination paperwork
- Back-up Documentation
  - Demonstrate how the estimated costs were calculated
  - Examples include Labor Backup, contractor estimates, volume of material used, and equipment logs and rates

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**Reimbursements – DDIR: Photos of Damage Facilities**

NY 69  
Oswego County  
Region 3

Culvert & Fill Work  
Due to 7/10/2023 Flooding Event  
RM 69 3401 0141

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**Reimbursements – DDIR: Photos of Damage Facilities**

NY 69  
Oswego County  
Region 3  
Due to 7/10/2023 Flooding Event  
RM 69 3401 0141

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**Reimbursements – DDIR: Photos of Completed Repair**

NY 69 Embankment East Side      NY 69 Embankment West Side

NY 69    2023 July    Severe Weather    After Photos

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**Reimbursements – DDIR: Backup Documentation and Debris Hauling**

- Debris should be tracked 'cradle to grave'
  - ✓ Original location of the debris
  - ✓ Staging area(s)
  - ✓ Final disposal site must be recorded



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**Reimbursements – DDIR: Backup Documentation and Debris Hauling**

- Information required for reimbursement:
  - ✓ Hours worked
  - ✓ Equipment operating time
  - ✓ Location of work performed
  - ✓ Volume of debris removed
  - ✓ Type of debris



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**Reimbursements – DDIR: Backup Documentation and Debris Hauling**

- Applicants must maintain source documentation to support claimed costs, including:
  - ✓ Timesheets
  - ✓ Work logs
  - ✓ Equipment usage records
- Documentation must clearly demonstrate that work was disaster-related and aligns with the force account summary forms
- Use the approved NYS DOT Debris Hauling Tracker to record and submit debris-related costs

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**Reimbursements – DDIR: Backup Documentation and Debris Hauling**

**Debris Hauling Record (DHR)**

Date	Region	County / Residency	Operator (Print)
Equipment Code *	Vehicle ID #	NYS DOT WO#	NYS DOT Event Name/Disaster

Describe to the best of your knowledge the location hauling from and dumping to by using 2 or more of the following:  
 For State Highways: - Route Number - Reference Marker - Cross Street - Dump Site  
 For Local System: - Street Name - Cross Street - House Number - Dump Site

	Site I.D.	Location From:	Location To:	Debris Code **	No. of loads	Total Quantity (kg) Capacity
1						
2						
3						
4						
5						

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**Reimbursements – DDIR: Backup Documentation and Debris Hauling**

**Debris Hauling Record (DHR)**

*Equipment Code			**Debris Code		Supervisor Notes
Code	Description	Capacity	Code	Description	
M10	Mack Tandem Axle Dump (10 wheeler)	9.5 cy	GR	Gravel	Supervisor Signature _____
I10	International Tandem Axle Dump (10 wheeler)	8.5 cy	WD	Woody	
M6	Mack Single Axle Dump (6 wheeler)	7.5 cy	CW	Chipped Wood	
I6	International Single Axle Dump (6 wheeler)	5.25 cy	DT	Ditching	
Sm	Patrol Truck (small dump)	3.11 cy	HS	Household	
PS	Pickup Sweeper	6 cy	PS	Pickup Sweeper	
VC	Vac Con	10 cy	MD	Mud	
CB	Chipper Box	3 cy	SN	Snow	

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**Reimbursements – DDIR Package Components**

• ALL complete DDIR packages include:



- ✓ Cover sheet
  - Paragraph describing damages and repairs
- ✓ Project location map
- ✓ Photos of the damaged facility
- ✓ Photos of completed repairs (if applicable)

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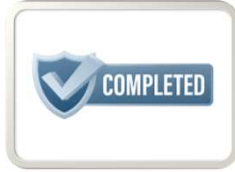
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### Reimbursements – DDIR Package Components

• **ALL complete DDIR packages include:**

- ✓ NEPA Environmental determination paperwork
- ✓ Backup documentation
  - Cost calculation methodology
  - Debris hauling records
  - Labor, Equipment, and Material Records



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## Do's and Don'ts of Federal Aid Reimbursement

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### DO'S

- ☑ **Contacting Your County Highway Representative**
- ☑ **Capturing Photos of Damages**
- ☑ **Identifying Functional Class of the Road**
- ☑ **Keeping Backup of Costs**
- ☑ **Knowing Your Regional Local Programs Liaison**



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### DO'S

- ☑ **Setting Up a System for Debris Removal and Waste Management**
- ☑ **Coordinating Efficient Debris Removal**
- ☑ **Collecting Cost Documentation**
- ☑ **Creating Project Site Worksheets**



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### Contacting Your County Highway Representative

- Reach out to County Highway Superintendent for guidance and coordination.
- Establish a clear communication line for assistance.



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### Capturing Photos of Damages

- Document damage with clear, high-resolution photos.
- Include wide-angle shots and close-ups for accurate records.



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### Identifying Functional Class of the Road



- Determine whether roads are classified as **arterial**, **collector**, or **local** to assess recovery priorities and funding eligibility.
- Verify road classification with local or state transportation departments.

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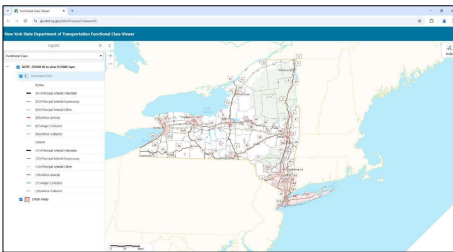
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### IDENTIFY ELIGIBLE ROADWAYS

#### NYS DOT Functional Class Viewer



<https://gis.dot.ny.gov/html5viewer/?viewer=fc>

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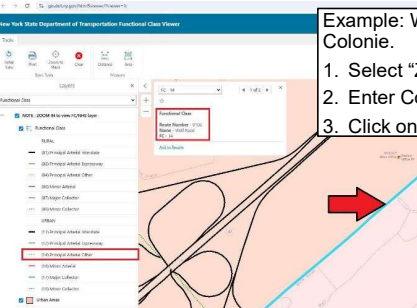
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### IDENTIFY THE ROADWAY



Example: Wolf Road, Town of Colonie.

1. Select "Zoom to Place."
2. Enter Colonie.
3. Click on Wolf Road.

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**IDENTIFY THE ROADWAY**

FC - 14 1 of 2

Functional Class

Route Number - 9109  
Name - Wolf Road  
FC - 14

Add to Results

- Functional Class
- 14-Urban Principal
- Arterial
- Other

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**Which Functional Class for Which Program?**

**FHWA ER Program**

- Interstates (FC 01 & 11)
- Principal Arterials - Other Freeway/Expressway (FC 02 & 12)
- Principal Arterials - Other (FC 04 & 14)
- Minor Arterials (FC 06 & 16)
- Major Collectors (FC 07 & 17)
- Urban Minor Collectors (FC 18)

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**Which Functional Class for Which Program?**

**FEMA PA Program**

- Rural Minor Collectors (FC 08)
- Local Rural Roads (FC 09)
- Local Urban Roads (FC 19)

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### Keeping Backup of Costs

- Maintain detailed records for materials, labor, and equipment for each site.
- Keep all receipts, invoices, and documentation related to the recovery efforts.



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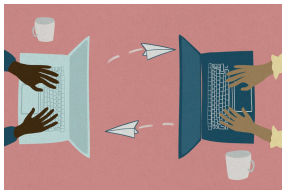
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### Knowing Your Regional Emergency Relief Coordinator



- Identify and work closely with the Regional Emergency Relief Coordinator and Regional Local Program Representative.
- Stay informed about available funding and resources for recovery.

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### Setting Up a System for Debris Removal and Waste Management

✓ **Coordinate Efficient Debris Removal**

- Establish a debris removal plan that includes clearing roadways, public spaces, and private properties (if applicable).



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Setting Up a System for Debris Removal and Waste Management

✓ Coordinate Efficient Debris Removal



- Ensure the removal is done in an environmentally responsible manner and in compliance with federal guidelines for waste disposal.
- Work with contractors for debris removal and ensure that costs are tracked for potential reimbursement.

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Collecting Cost Documentation

Keep detailed records of all costs associated with recovery efforts, including:

- **Labor** (personnel hours, wages, benefits)
- **Equipment** (rental or purchased)
- **Materials** (supplies, construction materials)
- **Contracts** (costs for third-party contractors)



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Creating a Detailed Damage Inspection Report (DDIR)

For each eligible recovery project site, a **Detailed Damage Inspection Report** must be completed, detailing:

- The scope of work
  - The estimated or actual costs
  - Any eligible equipment and materials used
- The **DDIR** serves as the informal request for reimbursement for specific recovery activities.



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**DON'TS**

- ☒ **Don't Bypass Federal or Local Guidelines**
- ☒ **Don't Delay Damage Documentation**
- ☒ **Don't Ignore Compliance and Reporting Deadlines**
- ☒ **Don't Assume One Size Fits All**



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**⊘ Don't Bypass Federal or Local Guidelines**

- Skipping required procedures or not following FHWA or FEMA standards can result in **loss of funding** or **denied reimbursements**.



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**⊘ Don't Bypass Federal or Local Guidelines**

- Always confirm eligibility requirements before initiating recovery actions.
- Communication with your Regional ER coordinator is essential in helping you choose the right reimbursement program and follow the correct steps.

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### ⊘ Don't Delay Damage Documentation

- Waiting too long to assess and record damage can lead to **incomplete or inaccurate reports**, jeopardizing financial support.
- Take photos, collect statements, and start documentation **immediately after an incident.**



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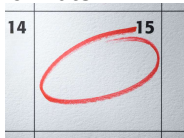
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### ⊘ Don't Ignore Compliance and Reporting Deadlines

- Skipping required reports or missing deadlines can result in **program non-compliance.**
- Stay on top of FEMA's reporting timelines and **use standardized forms and formats.**



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### ⊘ Don't Assume One Size Fits All



- Every disaster is unique -copy-pasting - past plans without adjustments can **lead to ineffective responses.**
- As soon as a disaster occurs, contact your Regional ER Coordinator



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**Important Considerations for Both FEMA and FHWA**

- **Document Everything:** Both FEMA and FHWA require a significant amount of documentation. Keep detailed records of all activities, contracts, and expenditures.
- **Adhere to Deadlines:** Be aware of deadlines for submitting requests, claims, and documentation to avoid losing eligibility.

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**Important Considerations for Both FEMA and FHWA**

- **Follow Program Guidelines:** Each agency has its own set of rules, so make sure to follow them to ensure reimbursement.
- **Coordinate with State and Local Agencies:** Since both FEMA and FHWA often work through state and local agencies, maintain close coordination with those agencies to ensure that the processes are followed properly.

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**Highlights/Closing Thoughts**

- If you think you have damages that might be eligible for federal reimbursement, contact your Regional ER Coordinator **ASAP**.
- Permanent repairs (culvert repairs, replacements, bridge washouts, etc.) require prior approval for reimbursement and need to comply with federal **Procurement rules**.

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### Highlights/Closing Thoughts

- Ensure that any procurement processes (e.g., for contractors, materials) follow FHWA's rules, which typically require competitive bidding for large contracts.

**Your RLPL and Regional ER Coordinator will help you!!**

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### Chapter 18 – Local Projects Manual (LPM)

**Procedures for Locally Administered Federal Aid Projects (PLAFAP)**

Document: Chapter 18  
 Current File(s): Chapter 18  
 Chapter 18

**Title: Disaster Relief Programs and Procedures**  
 Chapter 18, "Disaster Relief Programs and Procedures" outlines information on Federal Aid Programs which provide emergency relief funding for transportation-related facilities damaged by natural disasters or catastrophic failures from an external cause. The programs provide federal reimbursement to state and local transportation agencies to recoup the costs of repairing damage to facilities during disasters.

Published Date: February 2021  
 Chapter Status: Current - ER 23-001

Related Appendices			
Appendix Text	Appendix PDF	Appendix Excel	Title
Chapter 18 Appendices			Disaster Relief Programs and Procedures Appendices

Related Forms			
Form Text	Form PDF	Form Excel	Title
	Detailed Damage Inspection Report Worksheet (DDIR)		Detailed Damage Inspection Report (DDIR)
	Debris Hauling Record Form		ER Debris Hauling Record



<https://www.dot.ny.gov/portal/page/portal/plafap/view-document?id=3570>

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### Regional Emergency Relief Coordinators

<b>R1 (Albany)-</b>	Lorenzo Cuneo	Lorenzo.Cuneo@dot.ny.gov
<b>R2 (Utica)-</b>	Christine LaBuzetta	Christine.Labuzzetta@dot.ny.gov
<b>R3 (Syracuse)-</b>	Scott Marriam	Scott.Marriam@dot.ny.gov
<b>R4 (Rochester)-</b>	Clint Rullo	Clint.Rullo@dot.ny.gov
<b>R5 (Buffalo)-</b>	Alyssa Schoenfeldt	Alyssa.Schoenfeldt@dot.ny.gov
<b>R6 (Hornell)-</b>	Roger Hogle	Roger.Hogle@dot.ny.gov
<b>R7 (Watertown)-</b>	Barbara Cadwell	Barbara.Cadwell@dot.ny.gov
<b>R8 (Poughkeepsie)-</b>	Nicole Farmer	Nicole.Farmer@dot.ny.gov
<b>R9 (Binghamton)-</b>	Gina Thrasher	Gina.Thrasher@dot.ny.gov
<b>R10 (Hauppauge)-</b>	Mark Decanio	Mark.Decanio@dot.ny.gov
<b>R11 (New York City)-</b>	Sanjida Afroz	Sanjida.Afroz@dot.ny.gov

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Department of Transportation

# Local Projects Manual Chapter 15 Updates

Chapter Changes Explained

October 21, 2025

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### Agenda

-  Chapter Overview
-  Revisions and Additions to Chapter 15 and Appendices
-  Q&A

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### Chapter 15 Overview

This Chapter covers the administration of locally-let construction contracts, including construction supervision, contract documentation, and construction contract closeout.



- In accordance with 23 CFR 633.102(a) Federal Highway Administration (FHWA) Form 1273, Required Contract Provisions, Federal-aid Construction Contracts must be incorporated into each federal-aid highway construction contract. FHWA Form 1273 is included in the Appendix 12-1.

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**Chapter 15 Overview (continued)**

• More Law



- Under 23 CFR 635.105(a), New York State Department of Transportation (NYSDOT) is responsible for oversight regarding the undertaking of a project using federal funds.
- NYSDOT chooses to delegate project responsibilities to the Sponsor.
- Each section in this Chapter complies with the policies, requirements, and procedures set forth in 23 CFR 635 and 637.

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**Revisions and Additions to Chapter 15 and Appendices**

- 15.2.3 – Roles and Responsibilities
- 15.3.1 – Preconstruction Phase – CMP & QMP & QC/QA
- 15.3.2 – Preconstruction Meeting
- 15.3.3.1 – Construction Safety
- 15.3.3.2 – Construction Inspection
- 15.4.2 – Change Orders
- 15.4.2.1 – Time Extensions
- 15.4.5 – Build America Buy America (BABA)

- 15.4.6.2 – Overtime Dispensation - *New section*
- 15.4.6.4 – Prompt Payment
- 15.4.8 – Contract Termination -*New section*
- 15.4.10 – *Record Retention*
- 15.5.3 – Bridge Inspection Scheduling
- 15.6.2 – Construction Contract Closeout
- Appendix Revisions 15-1 through 15-16

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**15.2.3 Roles and Responsibilities**

15.2.3 clarifies the duties of Sponsor’s Project Manager

- Full-time employee as the responsible person in charge of the project
- Must be involved in the entire project
- Must attend all meetings
- Has many responsibilities during CA



- PM will work directly with the EIC/RE to complete designated duties
- PM reports to the RLO
- RLO has the ultimate oversight and responsibility for the project

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### 15.2.3 Roles and Responsibilities (continued)

#### Additional Responsibilities

- PM's primary responsibilities include:
  - Facilitating communication
  - Achieving agreement between the involved parties
  - Anticipating and preventing problems before they happen
  - Verifying CMP staff is on site
  - Reviewing construction schedule, operations, testing, etc.
  - Goal compliance (D/M/WBE, EEO)

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### 15.3.1 Preconstruction Phase – CMP & QMP & QC/QA

15.3.1 defines the CMP, provides a new definition of the QMP and clarifies Materials QC/QA.



- CMP is the Sponsor's plan to administer the construction contract
- QMP is the PM's plan to ensure project quality
- QC/QA plan is for major contract items

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### 15.3.1 Preconstruction Phase – CMP

The Construction Management Plan (CMP)

- Drafted during ADP, submitted with PS&E
- If not – work with the RLPL to submit prior to construction
- Supervision of project
- Contract and project requirements
- Contract administration
- Construction inspection

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**15.3.1 Preconstruction Phase – CMP (continued)**

The Construction Management Plan (CMP)

- Sponsors responsibilities
- Update when needed
- Confirm:
  - Is up to date
  - Reflects construction management conditions/schedule
  - Ensure staff availability and qualifications
  - Is approved and signed by RLPL
- Update:
- Change in staff longer than 1 week
- Change substantial completion date
- Significant changes per NYSDOT Standard Specs

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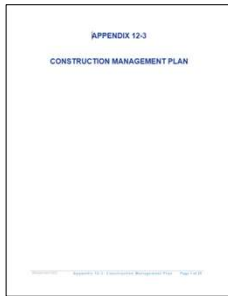
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**15.3.1 Preconstruction Phase – CMP (continued)**

The Construction Management Plan (CMP)




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**15.3.1 Preconstruction Phase – QMP**

The Quality Management Plan (QMP)

- Accepted certifications and qualifications include:
  - Resumes
  - National Institute for Certification of Engineering Technicians (NICET)
  - American Concrete Institute (ACI) Field Testing Technician
  - NYS Field Testing Certification standards
- Coordination with others
- Close-out

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15.3.1 Preconstruction Phase – QMP (continued)

The Quality Management Plan (QMP)

- Helps the PM provide and achieve standardized quality management

- Identifies quality assurance actions to complete the project
- Ensures the work performed meets the terms of the contract
- Appended to and part of the CMP

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15.3.1 Preconstruction Phase – QMP (continued)

The Quality Management Plan (QMP)

Appendix 15-3A: Quality Management Plan

Appendix 15-3A Contents

Section 1: Plan Administration	A
Section 2: Quality System	A
Section 3: Project Structure, Staff, and Schedule	B
Section 4: Inspection and Testing	C
Section 5: Control	D

Introduction: 15-3A-1 (This document is a template. Additional details will be included. Update the Introduction and Section 1 before submitting the QMP.)

ALL FIGURES MUST BE INCLUDED IN ALL SYSTEMS AND CONTRACTS AND MUST BE THE LATEST REVISION OF THE PROJECT.

Version: Appendix 15-3A: Quality Management Plan - 15-3A-1

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15.3.1 Preconstruction Phase – QC/QA Plan

The QC/QA Plan

- Prepared by Sponsor and Contractor for major contract items prior to start of construction
- All contract items must comply with individual specification and all NYSDOT requirements

- Reviewed and approved prior to the start of construction by:
  - RLPL and/or Regional Construction Liaison (RCL)
  - Sponsor/PM
  - Contractor
  - Construction Inspection staff

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### 15.3.1 Preconstruction Phase – QC/QA Plan (continued)

The QC/QA Plan

- Requirements vary for project segments
  - On the State or National Highway System (NHS)
  - Off system, but US or NYS touring routes
  - Off system

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### 15.3.1 Preconstruction Phase – QC/QA Plan (continued)

QC/QA plan

The image shows a detailed form for a QC/QA plan. It includes sections for 'Project Information', 'Quality Control and Assurance', and 'Construction Management Plan'. There are numerous checkboxes and fields for project details, including project name, location, and specific quality control measures. The form is titled 'QC/QA Plan' and is part of a larger document.

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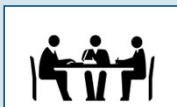
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### 15.3.2 Preconstruction Meeting

15.3.2 provides details about what should be reviewed at the Pre-Construction Meeting and who should attend.

- Scheduled by Sponsor
- Review federal aid, NYSDOT requirements, and the CMP



- Who should attend:
  - Sponsor
  - Contractor
    - Company Principal
    - Superintendent
    - Project Manager
    - Safety Officer
  - Regional Construction Engineer
  - EIC, if NYSDOT inspected
  - RE, if consultant inspected
  - Construction Inspector (CI)

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### 15.3.2 Preconstruction Meeting (continued)



- Who should attend:
  - Consultant Project Manager
  - NYSDOT Permit Engineer/Inspector
  - RLPL
  - Utilities
  - Railroads
  - Any affected party deemed necessary by Sponsor

DEPARTMENT OF TRANSPORTATION 19

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### 15.3.3.1 Construction Safety

15.3.3.1 clarifies dollar contract amount, provides law reference and reiterates the Sponsor's responsibility.

- Public works projects where the contract is at least \$250,000



- All laborers, workers, and mechanics must be certified with 10-hour OSHA construction safety and health course – It's the law!
- Contractor provide the certificates to EIC/RE for each worker with each certified payroll submission

DEPARTMENT OF TRANSPORTATION 20

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### 15.3.3.2 Construction Inspection

15.3.3.2 explains that consultant inspection services are eligible for federal reimbursement. Inspection services must occur prior to the Sponsor requesting reimbursement of eligible costs.

- Sponsor is responsible for compliance
- RLPL is responsible for determining amount of oversight

- NYSDOT's role concerning construction supervision:
  - Oversight
  - Spot-checking
  - Verifying compliance
  - Technical and administrative assistance on a limited basis
  - Field visits
  - Office reviews of contract documents

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**15.4.2 Change Orders**

15.4.2 expands the list of change order items NYSDOT must approve and explains significant changes to the project scope and/or limits may require the contract to be terminated and the project re-let.



- Needed when an adjustment to the substantial completion date and contract end date is required
- Increase or decrease of any item per Section 104-04 of the NYSDOT Standard Spec.

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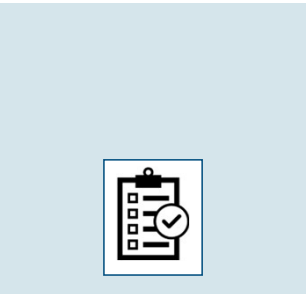
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**15.4.2 Change Orders (continued)**



- Significant change examples for termination or re-let include:
  - Adding bridge work to a highway project; or
  - Adding highway work to a sidewalk project.
  - Work that changes NEPA or SEQR classification

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**15.4.2.1 Time Extensions**

15.4.2.1 explains the Sponsor must have adequate written procedures to determine contract duration as per 23 CFR 635.121, Contract Time and Contract Time Extensions.

- Requests must be fully justified and adequately documented by Contractor
- Subject to approval of the Sponsor

- Requests and approvals must be in writing
- Requests must be submitted at least 15 days prior to the contract completion date to RLPL
- Engineering charges and/or liquidated damages for Contractor delays
- No-Cost Time Extension (NCTE) between Sponsor and NYSDOT for the SLA

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### 15.4.5 Build America Buy America (BABA)

15.4.5 explains the Build America Buy America (BABA) Act

- Permanently incorporated predominantly steel and/or iron products, manufactured products, and construction materials used in federal aid projects to be of domestic origin



- An article, material, or supply should be classified into only one of the following categories:
  - 1) Iron or steel
  - 2) A manufactured product
  - 3) A construction material
- An article, material, or supply should not be considered to fall into multiple categories

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### 15.4.5 Build America Buy America (BABA) (continued)

15.4.5 explains the Build America Buy America (BABA) Act



- Contractor can request:
  - Public Interest Waiver
    - Better public benefit
  - Nonavailability Waiver
    - Not available
  - Unreasonable cost waiver
    - Cost far exceeds comparable product

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### 15.4.6.2 Overtime Dispensation – NEW SECTION

15.4.6.2 This new section explains that Article 8 of the New York State Labor Law constitutes 8 hours as a legal days' work for all classes of employees.

- Form PW-30 Application for Dispensation for Hours submitted to Sponsor



- Application should not request more than 60 hours per week
  - 60 hours per week may be either 6 – 10 hour days or 5 – 12 hour days
- Overtime dispensations:
  - Advance goals and priorities
  - Are subject to specific circumstances and conditions with each contract

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**15.4.6.4 – Prompt Payment**

15.4.6.4 explains the Sponsor is responsible for ensuring all Contractors comply with the prompt payment requirements.

- Included in the Sponsor's contract documents



- Subcontractors and suppliers must be paid within seven calendar days of receipt of payment from the Sponsor
- Interest on late payments for all public works contracts
- Contract provisions incorporating any other payment schedule not be permitted

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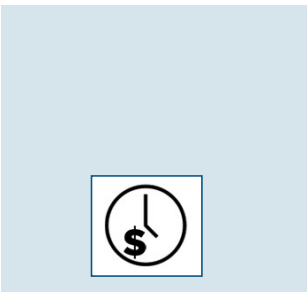
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**15.4.6.4 – Prompt Payment (continued)**



- Other payment schedules will not be allowed
  - Per NYS finance law
  - Standard Spec. 109-07 no withholding payment to subs.

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**15.4.8 Contract Termination – NEW SECTION**

15.4.8 is a new section explaining that once a project has been awarded, there is no longer an option for the Sponsor to move to the second bidder.

- Sponsor must contact the Contractor's surety company regarding termination of the Contractor



- The Surety may:
  - Decide to fund the low bidder (cash flow issue)
  - Complete the work by hiring a completion Contractor
  - Provide additional funding to the Sponsor to hire a separate Contractor

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**15.4.8 Contract Termination – NEW SECTION (Continued)**



- If Surety does not opt to fund the low bidder, Sponsor must terminate the Contractor
- If Sponsor is to re-bid:
  - Sponsor will provide the re-bid documentation
  - Surety will not pay for the re-bid, advertisement, or bid analysis
  - Surety will pay for the new Contractor

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**15.4.10 Record Retention**

15.4.10 has been supplemented to incorporate Marchiselli funding requirements

- Marchiselli funding
  - Keep records for 36 years
  - From date of acceptance or
  - From date of final payment, whichever is greater.

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**15.5.3 Bridge Inspection Scheduling**

15.5.3 sets a timeframe and expands upon the list of dates and milestones requirement notification.

- Bridge construction, reconstruction, or rehabilitation projects



- Notice required a minimum of 30 days prior to and immediately upon:
  - the date of official bridge closure,
  - the date each completed construction stage will be open to highway traffic, and
  - the date the full completed bridge will be open to highway.
- NYSDOT will schedule/perform the requisite bridge inspection(s)

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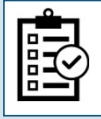
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### 15.6.2 Construction Contract Closeout

15.6.2 provides a list of items to be obtained from the Contractor or completed by the Sponsor prior to construction contract close-out.



- Final Sponsor Payment Request form
- Final agreement between the Sponsor and contractor
- Labor Affidavits AC 2947 and AC 2948
- Form CONR 193, Material Certification
- Change orders and time extensions of time confirmation

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### 15.6.2 Construction Contract Closeout (continued)

- Releases for any UWAs
- Final Acceptance of Locally Administered Federal-aid Project (NYS 1446-LA)
- Final D/M/WBE/SDVOB Utilization Form AAP 19LL
- Final co-signed and co-notarized Form AAP 21LL, Contractor Report of Contract Payments.

- Final signed Form AAP33LL, Employment Utilization Report.
- Information needed to complete as-built plans for highway projects involving NYSDOT facilities
- Information needed to complete as-built plans and a load rating report for bridge projects

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### Appendices – Big Changes

All Appendices were revised



- 15-1 - Sample Daily Work Report (MURK1LL)
- 15-2 – Sample Engineers Daily Contract Diary (MURK2LL)
- 15-3 – AAP-15LL
- 15-4 – AAP-19LL
- 15-5 – AAP-20LL
- 15-6 – AAP-21LL
- 15-7 – AAP-22LL
- 15-8 – AAP-23LL

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**Appendices – Big Changes**

All Appendices were revised



- 15-9 – AAP-26LL
- 15-10 – Blank
- 15-11 – AAP35LL
- 15-12 – Sample FHWA 1391 - Construction Contractors Annual EEO Report

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**Appendices – Big Changes**

All Appendices were revised



- 15-13 – Sample Uniform Report of DBE Commitments/Awards
- 15-14 – Sample Summary Materials Certification (CONR193LL)
- 15-15 – Construction Inspection Job Descriptions
- 15-16 – Construction Quality Assurance Checklist

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**Appendices – Big Changes**

What changed?

**Removed**



- 15-1 - Sample Daily Work Report (MURK1LL) – Contract Administration Manual (CAM)
- 15-2 – Sample Engineers Daily Contract Diary (MURK2LL) - Contract Administration Manual (CAM)
- 15-3 – AAP-15LL - EBO
- 15-4 – AAP-19LL - EBO
- 15-5 – AAP-20LL - EBO
- 15-6 – AAP-21LL - EBO
- 15-7 – AAP-22LL - EBO

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**Appendices – Big Changes**

What changed?

**Removed**



- 15-8 – AAP-23LL - EBO
- 15-9 – AAP-26LL - EBO
- 15-10 – Blank – Was AAP-35, EBO
- 15-11 – AAP35LL - EBO
- 15-12 – Sample FHWA 1391 - Construction Contractors Annual EEO Report - EBO
- 15-13 – Sample Uniform Report of DBE Commitments/Awards - EBO
- 15-14 – Sample Summary Materials Certification (CONR193LL) - Forms - Inventory Sheets / Materials

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**Appendices – Big Changes**

What about 15-15 and 15-16?



- 15-15 – Construction Inspection Job Descriptions – **Became Appendix 15-1**
- 15-16 – Construction Quality Assurance Checklist – **Became Appendix 15-2**

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**Appendices – Big Changes**

What changed in the new 15-1 - Construction Inspection Job Descriptions ?



- General formatting
- Expanded on education titles for:
  - Engineer IV
  - Engineer V
  - Engineer VI
  - Engineer VII
  - Engineer VIII
- Removed Engineer IX

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Department of Transportation

# Local Projects Manual (LPM)

MO Local Program Bureau

October 21, 2025

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## AGENDA

- Chapters Posted 2024-2025
- Chapters in the Hopper
- Document Review
- PDH Questions
- Q&A

DEPARTMENT OF TRANSPORTATION 2

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**Local Projects Manual (LPM)**

**Search Documents By:**

**Doc Type:**  Chapters  Appendices  
 Forms  All

**Status:**  Current  Archived

(optional) **Issue Date Range:** Start Date  End Date

**Keyword Search:**

**Quick Reference**

- Project Development Manual(PDM)
- Highway Design Manual(HDM)
- The Environmental Manual(TEM)
- Manual for Uniform Record Keeping(MURK)
- ED/EB/EI
- Standard Specifications
- U.S. Customary Standard Sheets
- Bridge Manual

Search Reset

PLAFAP Application - <https://www.dot.ny.gov/plafap>

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**Chapters Posted**

➤ Chapters Posted 2024-2025 

- ❖ 1 Introduction and Overview
- ❖ 12 Construction Contract Requirements **EB 25-016- 5/2025**
- ❖ 14 Advertisement, Contract Letting and Award
  
- ❖ 11 Right-of-Way **EB 25-011 3-2025**

DEPARTMENT OF TRANSPORTATION 4

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**Chapters Posted**

➤ Chapters Posted 2024-2025 

- ❖ 16 Federal and State Single Audit Requirements **EB 25-020 6/2025**
- ❖ 7 Overview of Environmental Process
- ❖ 13 Civil Rights Requirements **EI 25-025 7/2025**

DEPARTMENT OF TRANSPORTATION 5

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**Chapters In the Hopper**

➤ Chapters in Hopper 

- ❖ 3 Project Initiation, Management, and Funding
- ❖ 4 State-Local Agreements
- ❖ 5 Accounting and Reimbursement Procedures
- ❖ 10 Railroads and Utilities
- ❖ 15 Administer Construction Contracts
- ❖ 18 Disaster Relief Programs and Procedures

DEPARTMENT OF TRANSPORTATION 6

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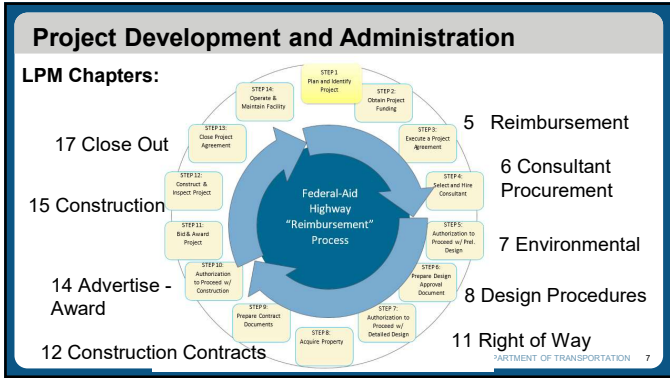
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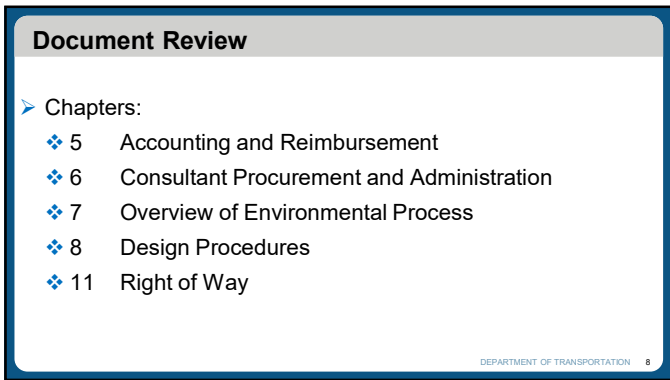
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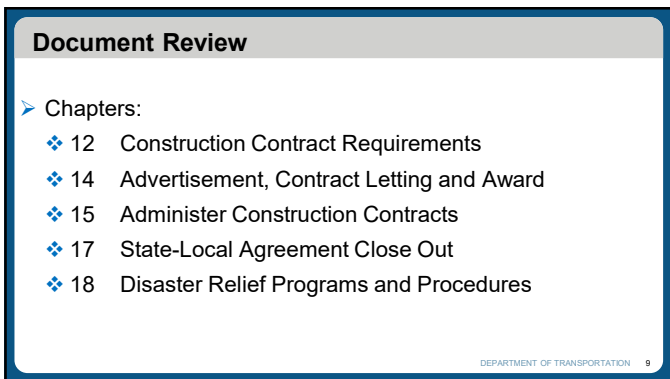
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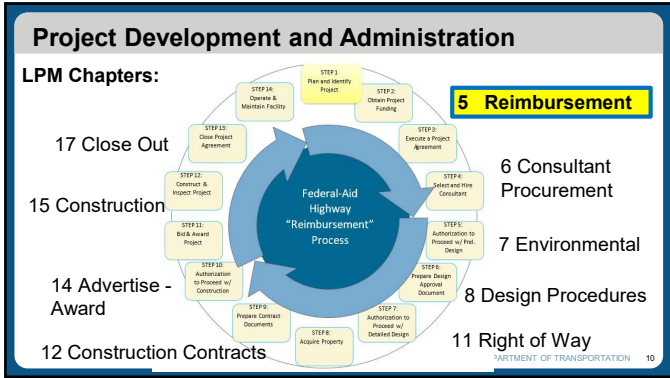
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### Chapter 5 - Accounting and Reimbursement Procedures

5-4	Consultant Reimbursement Request (421LL, 422LL, 423LL, CONR324)
5-5	Reimbursement Request Checklist
5-7	Consultant's Progress Summary Report
5-8	Sponsor Supporting Documentation
5-9	Reimbursement Request (FIN 426LL, 427LL, 428LL)
5-11	Sponsor Cover Sheet Review PRIOR to Submittal to BSC
5-12	Sponsor Cover Sheet Request DIRECT to BSC

DEPARTMENT OF TRANSPORTATION 11

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### Chapter 5 - Accounting and Reimbursement Procedures

MANUALLY FILL IN YELLOW SHADED CELLS/ORANGE SHADED CELLS SHOULD FILL IN AUTOMATICALLY.

SFS Vendor ID: 1000022401 NYS Comptroller's Contract No: D040234 Request No: 2  
 (Assigned by the NYS OSC) 6-Digit PIN/CF2 (include decimal): 1234.56 Project Name: Road A over Water B

Payee (Sponsor) Name: Town of New York

Does this Project have HSP Funding?  Yes  No

Is Marchetti Funding approved for this PIN?  Yes  No

TABLE #1	9-Digit PIN	Local Sponsor's Share	Marchetti State - Paid By DOT	Non-Marchetti State Share @	Federal Share @	Maximum Allocation Thru SFA	Funds Remaining Over/Under	Yes - Design
%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		No - ROW
Current\$	0.00	0.00	0.00	0.00	0.00			No - Construction
Prior\$	0.00	0.00	0.00	0.00	0.00			No - Construction with Complete Streets
To Date\$	0.00	0.00	0.00	0.00	0.00			Yes

Does this Project have HSP Funding?  Yes  No

Is Marchetti Funding approved for this PIN?  Yes  No

TABLE #1	9-Digit PIN	Local Sponsor's Share	Marchetti State - Paid By DOT	Non-Marchetti State Share @	Federal Share @	Maximum Allocation Thru SFA	Funds Remaining Over/Under	Yes - Design
%	5.00%	5.00%	15.00%		80.00%	0.00		
Current\$	5,000.00	250.00	750.00		4,000.00			
Prior\$	2,000.00	100.00	300.00		1,600.00			
To Date\$	7,000.00	350.00	1,050.00		5,600.00	100,000.00	93,000.00	

Appendix 5-9 Sponsor Reimbursement Request DEPARTMENT OF TRANSPORTATION 12

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### Chapter 6 - Consultant Procurement

6-1	Project Manager Checklist
6-2	Consultant Agreement Advertisement
6-3	Letters to Consultant
6-4	Scope of Services
6-5	Consultant Agreement
6-7	Sponsor Certification

DEPARTMENT OF TRANSPORTATION 16

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### Chapter 6 - Consultant Procurement

**Appendix 6-1**  
Sample Project Manager's Checklist

Appendix 6-1  
Project Manager's Checklist

A. Consultant Selection	Completed			Notes / Additional Information
	Yes	No	N/A	
1. Identify the need for Consultant Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is this project beyond the capabilities of the Sponsor? <i>Reference: Chapter 6.2</i>
2. Develop a draft project scope of services, schedule, and estimate for procuring and evaluating consultants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>References: Scope of Services: Example – Appendix 6-4, Requirements – Chapter 6.2.2, Schedule: Chapter 6.2.3, Estimate: Chapter 6.2.4</i>
3. Develop consultant procurement schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Reference: Chapter 6.2.3 &amp; Table 6-1</i>

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### Chapter 6 - Consultant Procurement

Appendix 6-7  
Sponsor Certification

PIN \_\_\_\_\_  
Project Description \_\_\_\_\_  
Municipality, County \_\_\_\_\_  
Consultant(s) Selection \_\_\_\_\_

I, \_\_\_\_\_, hereby certify the name of sponsor followed applicable consultant procurement requirements as outlined in the Local Projects Manual (LPM), including:

- the placement of an advertisement soliciting interested consultants in the NYS Contract Reporter, the name of Sponsor's newspaper and other technical and/or trade Journals as appropriate.
- the original EOI from each firm on the Regional LDSA list was reviewed or a notification letter was provided to each firm on the Regional LDSA list.
- the ranking of consultants by a committee appointed by the name of sponsor in accordance with the criteria printed in the advertisement; and,
- the negotiation and execution of a contract with name of consultant(s) that is fair and reasonable for the work to be performed, and that includes appropriate D/M/WBE/SDVOB participation.

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### Chapter 6 - Consultant Procurement

6-8	Selection Committee Score Sheet
6-12	Guidance for LDSA Selection
6-15	Consultant Selection LDSA Cover Letter
6-16	Request for Qualifications LDSA
	CI Calculator

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### Chapter 6 - Consultant Procurement

Consultants may be selected from the current New York State County Highway Superintendent's Association (NYSCHSA) Local Design Service Agreement (LDSA) list. A current consultant contact list for each Region (Regions 1-6, 8, and 9) is located at <https://countyhwys.org/library/2018/74-2019-2022-ldsa-selection/file>.

The NYSCHSA facilitated the selection of engineering firms to perform design and construction inspection services for Federal and/or State aid projects. Regional Consultant Lists are available for each NYSDOT Region that participates in the LDSA. The lists were created by review teams consisting of NYSCHA members and municipalities that have experience administering federal aid projects.

The use of the NYSCHSA LDSA List is not mandatory. A county, city, village, or town may contract with a consultant firm that appears on the NYSCHSA LDSA list or perform their own project-specific consultant selection process in accordance with Chapter 6 of the "Local Projects Manual" (LPM).

The following applies to the use of the NYSCHSA LDSA:

- Counties, cities, villages, towns, not-for-profit organizations and other State agencies that did not participate in the LDSA consultant selection process may use the LDSA by selecting a consultant from the appropriate Regional List and following the Regional List Selection Procedures.

DEPARTMENT OF TRANSPORTATION 20

Appendix 6-12  
**Guidance for LDSA Selection**

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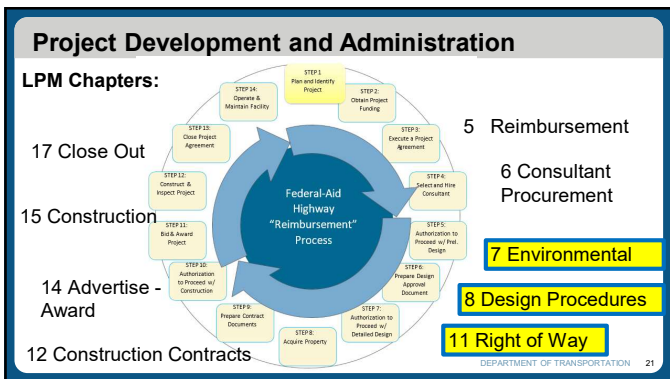
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### Chapter 7 - Overview of Environmental Process

7-1	Section 106 Project Submittal Package
7-2	Letter from Sponsor to RLPL Requesting NEPA CE Determination
7-3	Letter from RLPL to Sponsor providing NEPA CE Determination

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### Chapter 7 - Overview of Environmental Process

RLPL Name  
RLPL Regional Office Address

**RE: REQUEST FOR NEPA CATEGORICAL EXCLUSION**  
PIN: XXXX.XX  
**PROJECT DESCRIPTION**  
CITY, TOWN, VILLAGE, COUNTY

Dear RLPL Name:

Based on analysis of the above-referenced project, we recommend that it be classified as a National Environmental Policy Act (NEPA) Categorical Exclusion (CE). The Federal Environmental Approvals Worksheet (FEAW) has been completed for the project and indicates that *[choose one and delete the other]* NYSDOT may make the CE determination for this project, **OR** NYSDOT may recommend and request that FHWA make the CE determination for this project.

A copy of the Design Approval Document dated (date) is attached with the FEAW included in Appendix \_\_\_\_\_. *[If FHWA is to make the CE determination, include the following statement or remove from paragraph: Information related to the items identified as exceeding the FEAW thresholds or the Social, Economic, and Environmental Resources Checklist (SEERC) thresholds can be found in Section / Appendix \_\_\_\_].*

Appendix 7-2

**Letter from Sponsor to RLPL Requesting NEPA CE Determination**

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### Chapter 8 - Design Procedures

8-1	DA Memo by RLO
8-2	DA Memo by RD
8-3	DA Memo by FHWA
8-4	Design Report Completeness Review Checklist
8-5	Advanced Detail Plans (ADP) Checklist
8-6	Value Engineering in Design – Post-Study Activity Timeline
8-7	Value Engineering in Design – Disposition Form

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### Chapter 8 Design Procedures

Design Report Completeness Review Checklist				
<b>PIN</b>	1234.56		<b>Draft Review Dates</b>	<b>Final Review Dates</b>
<b>Project</b>	Road A over Water B	DAD Received	8/2024	
		Review Due	9/2024	
<b>Sponsor (S)</b>	Town of New York	Comments Sent	9/2024	

**Note to Sponsors:** This checklist is used by the RLPL to review Design Approval Document (Design Report) to confirm if the submittal is complete and in compliance with Federal requirements. Sponsors and consultants shall use this checklist to ensure the completeness of the Design Report. A completed checklist should be submitted with the Design Report.

Appendix 8-4 **Design Report Completeness Review Checklist**

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### Chapter 8 Design Procedures

Advance Detail Plan (ADP) Checklist			
<b>PIN</b>		<b>ADP Received by RLPL:</b>	/ /
<b>Project:</b>		<b>Start Review on:</b>	/ /
<b>Sponsor:</b>		<b>Finish Review by:</b>	/ /
Federal Aid Project <input type="checkbox"/> Non-Federal Aid Project <input type="checkbox"/>		<b>Project on NHS or State Highway?</b>	Y <input type="checkbox"/> / N <input type="checkbox"/>
		<b>NEPA Re-Evaluation Date:</b>	/ / <input type="checkbox"/> N/A

Plans should be organized in the same manner as the final plans and contain approximately 90% of all the information necessary for final plans. (HDM Chapter 21 and LPM Chapter 12)

Sponsor	RLPL	N/A	ADP Materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans are consistent with Design Approval Document in scope, area of affect (including ROW), and elements addressed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans include and show appropriate information:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topographic elements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lane, shoulder, curb/offset and sidewalk dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horizontal alignment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Control Devices.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bridge site data.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structure layout agrees with site data.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility relocations necessary.

Appendix 8-5 **Advanced Detail Plans (ADP) Checklist**

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### Chapter 11- Right of Way

11-1	Inter Municipal Agreement for ROW
11-2	Checklist Guide for Survey Maps and Sample Acquisition
11-3	ROW Estimate and Instructions
11-4	Notice to Owner
11-5	Report of Physical Inspection
11-6	ROW Acquisition Brochure

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### Chapter 11 Right of Way

Project Identification Number (PIN): \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Location: \_\_\_\_\_

Appendix 11-16  
**Project Checklist**

Activity	Yes / No	Signed by / Comment
N/A		
1. Cost Estimate for ROW Incidentals (Preliminary Estimate)	Select Or -	
2. Right-of-Way Incidentals Authorization	Select Or -	
3. Properties Inventory (Table of Acquisitions located in plans)	Select Or -	
4. Title Investigations Completed	Select Or -	
5. Relocation Plans (if required)	Select Or -	
-Conceptual Approved	Select Or -	
-Acquisition Approved	Select Or -	
6. EDPL Hearing Required: <input type="radio"/> Yes <input type="radio"/> No	Select Or -	
-If Required, Date Held	Select Or -	
-If Held, Date of Transcript	Select Or -	
7. Appraisals and / or Waiver Valuations	Select Or -	
Appraisal Reviews Complete	Select Or -	
8. Design Approval Granted	Select Or -	

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### Chapter 11 Right of Way

This form must be submitted with each Property Checklist (Appendix 11-15) and submitted with the request for ROW Clearance.

Appendix 11-14  
**Documentation Checklist**

- Notice to Owner
- Contact Diary
- Title Report / Deed
- Appraisal or Waiver Valuation
- Appraisal Review (Not required for waiver valuations)
- Title Certification
- Just Compensation approval letter from Sponsor
- Offer Letter
- Signed Agreement
- Signed Closing Papers (releases, subordinations, etc.)
- Proof of Payment (copy of check, direct deposit receipt, deposit with the Court, etc.)
- Signed Deed / Easement

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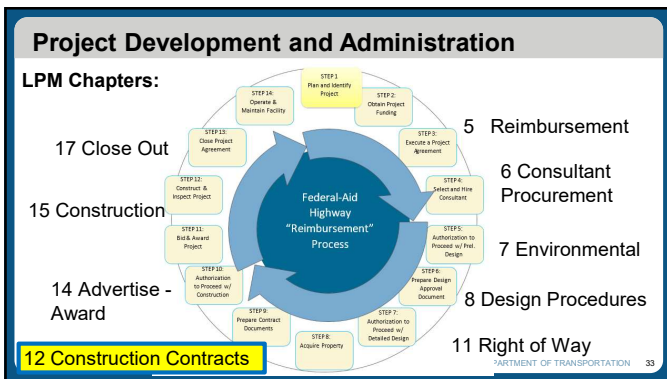
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### Chapter 12 Construction Contract Requirements

12-3	Construction Management Plan (CMP) Shell
12-4	PIF - Public Information Finding
12-5	PS&E Transmittal Letter
12-6	PS&E ConDoc Review Checklist
12-9	PS&E Certification
12-10	DBE Commitment Letter AAP14LL
12-11	CONR 80LL Bidders List for Local Projects

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### Chapter 12 Construction Contract Requirements

**PIN:** 1234.56  
**Project:** Road A over Water B  
**Sponsor:** Town of New York  
**Contact Email/Phone:** ToNY@gmail.com

**Date Received:** 8/10/2024  
**Review Started:** 8/15/2024  
**Reviewer:** ERM  
**Review Finished:** 8/15/24

**Appendix 12-6**

**PS&E  
ConDoc  
Review  
Checklist**

Sponsor Contract Bid Document Package Review Checklist. The following should be included:

Sponsor	RLPL	Documents to be Included
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract Bid Document and PS&E Transmittal Letter (Appendix 12-5)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stamped and Signed Contract plans
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Proposal Book
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Engineer's Estimate (EE)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Signed Right of Way Clearance Certificate (Appendix 11-5)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PS&E Certification by NYS licensed Professional (Appendix 12-9)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Environmental Commitments Checklist (ECC)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Construction Management Plan (CMP) (Appendix 12-3)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Project Management Plan (PMP) (Appendix 2-1)
N/A	<input type="checkbox"/>	Railroad and/or Utility Agreements (Appendix 10-8)
N/A	<input type="checkbox"/>	Highway Work Permit (HWP)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Draft Notice to Bidders -- Advertisement to Bid (Appendix 14-8)

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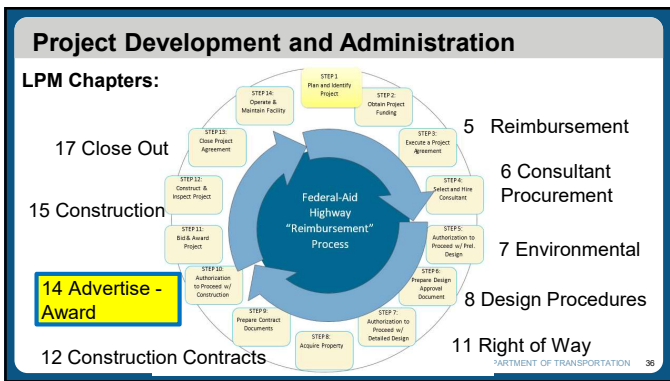
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### Chapter 14 - Advertisement, Contract letting and Award

14-1	Award Letter Documentation
14-3	Award Checklist
14-6	After Letting Checklist for Sponsor
14-7	Construction Advertisement Content Checklist
14-8	Notice to Bidders - Advertisement of Bid

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### Chapter 14 - Advertisement, Contract letting and Award

Date \_\_\_\_\_  
 RLPL Name \_\_\_\_\_  
 RLPL Address \_\_\_\_\_

RE: AWARD DOCUMENTATION  
 PIN, Project Name  
 BID OPENING, ANALYSIS, CERTIFICATION, AND RECOMMENDATION |

Dear RLPL Name:

In accordance with Chapter 14 of NYSDOT's Local Projects Manual (LPM), the Sponsor has advertised, accepted bids, and completed the award process for the construction contract for the above-referenced locally administered project including:

- Advertised, at least 15 business days before the bid opening in the NYS Contract Reporter;
- Indicated the Disadvantaged Business Enterprise (DBE) [ or Minority/Women Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) goals in the ad;
- Opened bids and read them aloud in a public forum in accordance with standard competitive bidding procedures and requirements;
- Mathematically verified bids and determined if bids are responsive;
- Provided a tabulation of all bids received at a public bid opening (attached);
- Determined low bidder and, if applicable, the low bidder in accordance with approved alternate bidding procedures, if used;

Appendix 14-1  
*Bid Opening, Verification, and Sponsor Recommendation Letter*

Place on Sponsor Letterhead

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### Chapter 14 - Advertisement, Contract letting and Award

Locally Administered Project Contract Award Checklist			Award Package Received by RLPL: / /
PIN: _____		Start Review on: / /	
Project: _____		Finish Review by: / /	
Sponsor: _____		Project on NHS or State Highway? Y <input type="checkbox"/> / N <input type="checkbox"/>	
Federal Aid Project <input type="checkbox"/> Non-Federal Aid Project <input type="checkbox"/>		NEPA Re-Evaluation Completed on: / /	

Date	Date	Complete	Required Items
Sponsor	RLPL		
/ /	/ /	<input type="checkbox"/>	Proof of advertisement (Contract Reporter, local newspapers, etc.)
/ /	/ /	<input type="checkbox"/>	Amendments issued:
/ /	/ /	<input type="checkbox"/>	• No concerns with amendments.
/ /	/ /	<input type="checkbox"/>	• Copy of receipt of amendments by all bidders.
/ /	/ /	<input type="checkbox"/>	Bid Bond/Bid Deposit
/ /	/ /	<input type="checkbox"/>	Bid Opening and Verification (To be included with Sponsor Recommendation Letter LPM Appendix 14-1):
/ /	/ /	<input type="checkbox"/>	• Copy of verified low bidder's signed bid sheets.
/ /	/ /	<input type="checkbox"/>	• Mathematical verification of bids provided.
/ /	/ /	<input type="checkbox"/>	• Engineer Estimate (EE) and unit bid prices for all bidders.

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Appendix 14-3  
*Award Checklist*

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### Chapter 14 - Advertisement, Contract letting and Award

**Checklist - AFTER a PROJECT has BEEN LET, BUT NOT AWARDED**

**Per §140 of the NY State Finance Law and §105 of the NYS General Municipal Law, 45 Calendar Days is allowed after letting to Award.**

PIN: _____	Received by RPLP: _____
Project: _____	Start Review on: _____
Sponsor: _____	Finish Review by: _____

**Appendix 14-6**

After Letting Checklist for Sponsor

**Within first 3 Days of letting: (Date Completed)**

- Unverified Low Bidder, number of Bidders, Engineer Estimate and Low Bid. Sponsor provides the RPLP with the results of the letting **immediately**. \_\_\_\_\_
- Sponsor provides RPLP with a **single contact** for the award process.
  - name, email address, and phone number. \_\_\_\_\_
- Sponsor verifies the bids for completeness and rejects informal (i.e., incomplete) bids. \_\_\_\_\_
- Sponsor identifies Apparent Low Bidder **within 2 calendar days**. \_\_\_\_\_
- Sponsor performs bidder responsibility review **within 2 calendar days**.
  - For all contracts, the New York State Uniform Contracting Questionnaire (CCA-2) is used in the qualification of an entity as a "responsible bidder."
  - United States General Services Administration's System for Award Management (SAM) Debarred, Suspended, or Voluntarily Excluded Firms Ineligible for Federal Aid.
  - NYS Department of Labor's monthly List of Employers Ineligible to Bid on or be \_\_\_\_\_

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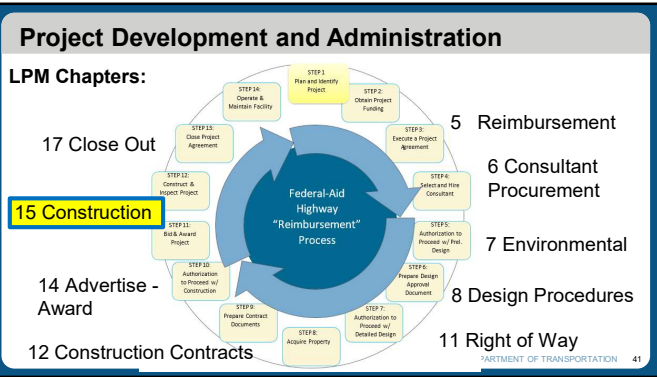
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### Chapter 15 - Administer Construction Contracts

15-1	Sample Daily Work Report - MURK 1	MURK
15-2	Sample Daily Contract Diary MURK2	MURK
15-7	Materials Supplier Commitment AAP21	Const CR
15-8	Pre-Award Trucking - AAP23	Const CR
15-9	Training Progress Report AAP26	Const CR
15-11	Workforce Participation Plan AAP35	Const CR

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**Chapter 15 - Administer Construction Contracts**

15-12	FHWA 1391	EBO
15-13	Uniform Report of DBE Commitments/Awards	EBO
15-14	Materials Certification CONR193	Const CR
15-15	CI Job Inspection Job Descriptions	Appendix
15-16	Construction Quality Assurance Checklist	Appendix

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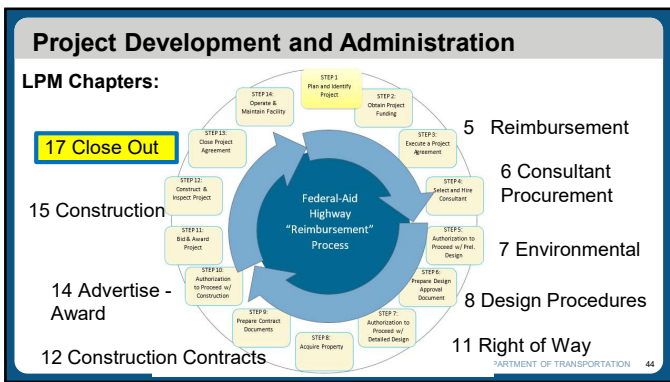
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**Chapter 17 State-Local Agreement Close-out**

17-1	Close out Letter
17-2	Project Summary
17-3	CI Certification
17-4	Construction Acceptance
17-5	Close Out Checklist
17-7	Final Project Accomplishment

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### Chapter 18 – Disaster Relief Programs

The Federal Aid Emergency Relief ([FHWA ER](#)) Program is administered to Sponsors by the New York State Department of Transportation (NYSDOT) on behalf of the Federal Highway Administration.

This is a federal reimbursement program for transportation-related facilities damaged by natural disasters or catastrophic failures from an external cause.

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### REFERENCES

[PLAFAP Application](#)  
<https://www.dot.ny.gov/plafap>

RLPL Contact Information - <https://www.dot.ny.gov/divisions/operating/opdm/local-programs-bureau/locally-administered-federal-aid-projects/lafap-contact-information>

Office of Construction- Civil Rights- Forms and Manuals Site: Civil Rights  
<https://www.dot.ny.gov/main/business-center/contractors/construction-division/construction-repository/Form%20CONR%2080LL%20-%20Bidders%20List%20for%20Local%20Let%20Program%20Use%20Only.xlsx>

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### REFERENCES

Office of Construction – Inspection Report Forms  
MURK Forms: <https://www.dot.ny.gov/main/business-center/contractors/construction-division/forms-manuals-computer-applications-general-information/inspection-reports-off>

CI Calculator  
<https://www.dot.ny.gov/divisions/operating/opdm/local-programs-bureau/locally-administered-federal-aid-projects/civil-rights>

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**EFA-3\_LPM Handouts**  
**Can be found on the Local Projects Manual**

<https://www.dot.ny.gov/plafap>

5-5 Local Project Reimbursement Request Checklist\_012025.doc  
5-9 Sponsor's Reimbursement Request\_072825.xlsx  
6-1 Project Manager Checklist.pdf  
6-7 Sponsor Certification.doc  
6-12 Guidelines for LDSA Selection.pdf  
7-2 Sponsor to RLPL Request NEPA.docx  
8-4 Design Report Completeness Checklist.pdf  
8-5 ADP Checklist.pdf  
11-3 ROW Estimate and Instructions 2-2025.xls  
11-14 Documentation Checklist\_FillableForm 2-2025.pdf  
11-15 Property Checklist\_FillableForm 2-2025.pdf  
11-16 Project Checklist\_FillableForm 2-2025.pdf  
12-6 PS&E ConDoc Review Checklist 4-2024.rtf  
14-1 Award Letter Documentation.rtf  
14-3 Award Checklist 5-2025.pdf  
14-6 After Letting Checklist for Sponsor 5-2025.rtf  
17-1 Close Out Letter.pdf  
17-2 Project Summary.rtf  
17-5 Close-out Checklist.pdf  
18-1 Emergency Response Checklist 2022.rtf