

Local Government Projects Policy Manual
Manual Notices Archive

Manual Notice 2022-1

From: John Jameson, Director, Local Government Projects Office

Manual: *Local Government Projects Policy Manual*

Effective Date: November 30, 2022

Purpose

The Local Government Projects Policy Manual provides applicable laws and regulations for local governments developing transportation projects under the oversight of the Texas Department of Transportation. This manual addresses both state of Texas requirements and federal requirements administered through the Federal Highway Administration; however, it does not address public transportation, aviation or concessionaire projects.

This update to the manual includes changes to all chapters, including updated state and federal laws and regulations, changes associated with local government project requirements and oversight, and general clarification of various manual provisions.

Contents

Chapter 1 – Introduction

- ◆ Updated references to the Local Government Projects Section (LGP).
- ◆ Provided clarification to various general statements throughout the chapter.
- ◆ Modified the list of acronyms to reflect organizational changes in the Department and incorporate additional program terminology.

Chapter 2 – Project Initiation

- ◆ Updated link to Federal Highway Administration (FHWA) regulation website.
- ◆ Added language regarding required compliance with TxDOT's Disadvantaged Business Enterprise (DBE) program.
- ◆ Expanded on discussion regarding TxDOT responsibilities to formally determine a local government's abilities and resources in relation to performing one or more elements of the project development process, including processes for risk assessment, evaluation of qualifications and levels of TxDOT oversight.
- ◆ Updated references to the Financial Management Division (FIN) to reflect organizational changes in the Department.
- ◆ Modified the location within the chapter of provisions describing the role of a responsible person in charge, a qualified person and a project manager for each local government project.

- ◆ Modified the description of initial project activities from “Initial Project Meeting” to “Initial Project Coordination.”
- ◆ Updated the resource link regarding the map for locating a roadway's functional classification.
- ◆ Updated the reference for Traffic Data to TxDOT's Transportation Planning and Programming Manual.
- ◆ Expanded the Advance Funding Agreement (AFA) section of the Manual to address the inclusion of required project role designations and the utilization of prescribed forms for the purposes of risk assessment.
- ◆ Updated provision regarding Standard Agreements and expanded the description of a Local On-System Improvement Project Agreement. This change also removed the references to a Master Advance Funding Agreement and Local Project Advance Funding Agreement.
- ◆ Updated the requirements related to obtaining state and federal project authorization by modifying the reference of the Central Contractor Registration to the System for Award Management database.
- ◆ Updated the information regarding “Legacy System Data” to “Highway System Data.”

Chapter 3 – Non-Construction Projects

- ◆ Updated the reference and description language of the provision regarding a non-construction AFA.
- ◆ Expanded on the requirement of the approval documentation for obtaining a state letter of authority.
- ◆ Clarified the description of and information regarding the procurement of “other” goods and services, including a reference to the required compliance with Texas Government Code, Chapter 2254, Subchapter B.
- ◆ Updated the reference and description language of the provision regarding the termination of a non-construction AFA.
- ◆ Updated the information regarding the DBE program, removing references of executing a memorandum of understanding (MOU).
- ◆ Clarified the description of the required lobbying certification.

Chapter 4 – Preliminary Engineering and Design

- ◆ Removed reference to TxDOT's Professional Engineering Procurement Services Division process for consultant selection and clarified the requirement of the local government to submit a proposed professional services procurement process to TxDOT for approval.
- ◆ Updated the reference to the Americans with Disabilities Act Accessibility Guidelines.

Chapter 5 – Environmental Compliance

- ◆ Clarified the resource documents and responsibilities of environmental compliance within the chapter's introduction.
- ◆ Updated the links to TxDOT's Environmental Compliance Toolkits and various online resources.
- ◆ Provided clarification to various general statements throughout the chapter.

Chapter 6 – Right of Way and Utilities

- ◆ Updated links and titles for the TxDOT ROW Manuals and resource documents.

Chapter 7 – Project Development for Design

- ◆ Provided clarification to various general statements throughout the chapter.
- ◆ Updated the links and references to TxDOT's Pavement Manual.
- ◆ Added references to 23 CFR §200.216 and 23 CFR §200.471 to incorporate new language regarding required Intelligent Transportation Systems material prohibitions.
- ◆ Incorporated language in response to additional state legislation regarding retainage requirements in Texas Government Code §2252.
- ◆ Removed language discussing time extensions that are further explained in Chapter 9.

Chapter 8 – Letting and Award

- ◆ Provided clarification to various general statements throughout the chapter.

Chapter 9 – Construction

- ◆ Provided clarification to various general statements throughout the chapter.

Chapter 10 – Project Close-out and Maintenance

- ◆ Provided clarification to various general statements throughout the chapter.
- ◆ Removed section regarding “Advance Funding Agreements for Specific Projects,” which is no longer applicable.

Supersedes

Local Government Projects Policy Manual 2019-1

Contact

For more information about this manual, please contact the Transportation Programs Division, Local Government Projects Section.

Archives

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Manual Notice 2019-1

From: John Jameson, Director, Local Government Projects Office

Manual: *Local Government Projects Policy Manual*

Effective Date: November 08, 2019

Purpose

The Local Government Projects Policy Manual provides applicable laws and regulations for local governments developing transportation projects under the oversight of the Texas Department of Transportation. This manual addresses both state of Texas requirements and federal requirements administered through the Federal Highway Administration; however, it does not address public transportation, aviation or concessionaire projects.

This update to the manual includes changes to Chapter 2, including updated state and federal laws and regulations, changes associated with local government project requirements and oversight, and general clarification of various manual provisions.

Contents

Chapter 2 – Project Initiation

- ◆ Updated references to the revised federal Uniform Administrative Requirements and Cost Principles.
- ◆ Addressed TxDOT responsibilities to formally determine a local government's abilities and resources in relation to performing one or more elements of the project development process, including processes for risk assessment, evaluation of qualifications and levels of TxDOT oversight.
- ◆ Added provisions describing the role of a project manager for each local government project.
- ◆ Updated provisions specifying funding participation and party responsibilities reflected in revisions to state rules.
- ◆ Expanded examples of non-construction local government projects.
- ◆ Addressed the addition of a Local On-System Agreement simplifying documentation and oversight associated with fully local government-funded projects on the state highway system.
- ◆ Clarified the requirements related to obtaining state and federal project authorization.
- ◆ Addressed federal requirements relating to formatting and retention of project records.

Supersedes

Local Government Projects Policy Manual 2015-1

Contact

For more information about this manual, please contact the Transportation Programs Division, Local Government Projects Section.

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Manual Notice 2015-1

From: David Millikan, Director, Local Government Projects Office

Manual: *Local Government Projects Policy Manual*

Effective Date: June 04, 2015

Purpose

The Local Government Projects Policy Manual provides applicable laws and regulations for local governments developing transportation projects under the oversight of the Texas Department of Transportation. This manual addresses both state of Texas requirements and federal requirements administered through the Federal Highway Administration; however, it does not address public transportation, aviation or concessionaire projects.

Contents

New manual issued.

Supersedes

None.

Contact

For more information about this manual, please contact the Local Government Projects Office.

Archives

None.