

Project Delivery Policy

H&LP has continued to focus on project delivery of the federal and state administered funds. For the Bridge, Safety, Safe Routes to School and Pedestrian & Bicycle Safety programs, H&LP has established the following Delivery Policy to further oversee and define the requirements for projects administered through H&LP.

In January each year, H&LP will notify agencies of their upcoming deliverables of the previous projects selected based upon the Quarterly Project Report (QPR). At that time the local agency will need to evaluate whether they can meet the timelines or they will need to begin the process described below to obtain approval of a time extension.

Projects are considered delayed when the following occurs:

First Delay – If the project does not meet the construction award date identified in the original QPR, an agency can request an extension to the deadline, through Region Local Programs Engineer via email for H&LP to determine if the reason or reasons for the delay is acceptable.

Second Delay – Agency's Public Works Director submits a letter, prior to the deadline, including reason for the additional delay and proposed progress plan, for new extended deadline. Through face-to-face and/or phone negotiations with H&LP (HQ & Region) and the local agency, a negotiated extension is determined and approved by H&LP Director.

This negotiated extension is the last opportunity to revise the schedule. If the project is further delayed, the agency may be requested to withdraw the project.