

62.1 General Discussion

All public agencies are allowed to administer projects funded by Enhancement, Scenic Byways, and Safe Routes to School programs. Agencies must follow the guidelines established by this chapter of the *LAG Manual*. Electronic access to the entire LAG Manual can be found at: <http://www.wsdot.wa.gov/TA/Operations/LAG/LAGHP.htm>

Non-profit groups may administer projects that will not require design, the acquisition of property or construction (such as bicycle maps, educational or enforcement only projects, archaeological planning and research projects, or development of a corridor management plan for a scenic byway). At the completion of the project the non-profit group shall provide a Certification Statement that the work has been completed in accordance with the approved project prospectus.

Projects within the Interstate right of way shall be designed and constructed in accordance with the Washington State Department of Transportation (WSDOT) guidelines and standards. WSDOT or a CA agency with oversight by the WSDOT must administer the project. For additional information see *Local Agency Guidelines (LAG)* Section 14.4.

Only public agencies are allowed to administer projects that include design, acquisition of property, or construction. All non-profit groups must obtain a public agency sponsor for the project. The public agency sponsor will oversee the administration of the design, acquisition of property, and construction phases and provide the Certification Statement at the completion of the project.

62.2 Consultants

If the agency requires the consultant services of architects, landscape architects, land surveyors, or engineers then LAG Chapter 31 needs to be followed. (Public agencies shall follow the rules outlined in LAG Chapter 31). If there are any questions, contact your Region Local Programs Engineer for assistance.

62.3 Design Standards

The design standards for roadway and pedestrian projects shall be at a minimum the City and County Design Standards which can be found in LAG Chapter 42. The design standards for bicycle or shared use facilities shall be the WSDOT *Design Manual*. The design documents are to be signed and stamped by a Professional Engineer Licensed in the State of Washington.

All other projects shall be designed and approved in accordance with state law, and if applicable, in accordance with US Department of Interior Standards for Archeology and Historic Preservation, Volume 90 #140:44716.

.35 Design Documentation and Approval. For projects on the National Highway System (NHS), design documentation shall be in accordance with applicable sections of the WSDOT Design Manual. Please contact your Local Programs Engineer for guidance.

Local agency projects with work on, over, or below state highway routes may require design and traffic documentation approval from WSDOT as a separate step prior to completion of the Plans, Specifications and Estimate (PS&E) and Advertisement. Please contact your local Program Engineer to determine what design documentation is needed for your specific project, especially if working on intersections, between backs of curbs or within the paved roadway and shoulders.

62.4 Environmental

NEPA environmental documentation is required on all Right of Way and Construction projects. Most Enhancement, Safe Routes to School, and Scenic Byways projects will fall under the documented categorical exclusion (DCE) classification and require only the completion of an Environmental Classification Summary (ECS) form for NEPA documentation. DCEs typically are projects that a local agency is capable of preparing much of the necessary documentation with minimal direction. Detailed instructions on completing the ECS form are available in the ECS Guidebook, which can be downloaded from the H&LP's Environmental Web site. The Region Local Programs Engineers are the local agency's primary point-of-contact for advice to complete the ECS. When the initial draft of the ECS is completed, H&LP Environmental Engineers will review documents, provide technical assistance, and answer questions as needed.

When additional documentation is required to support the DCE determination, such as a biological assessment, cultural resources, and hazardous waste discipline reports, it is the responsibility of the local agency to prepare that documentation. Any additional documentation shall be prepared and submitted in accordance with LAG Chapter 24.

For those projects that require higher level NEPA documentation—Environmental Impact Statement (EIS) or Environmental Assessment (EA)—it is the responsibility of the local agency to prepare the NEPA document. Development of the EIS or EA shall be in accordance with the process outlined in LAG Chapter 24.

The local agency is responsible for ensuring compliance with SEPA and obtaining all applicable local, state, and federal permits.

62.5 Acquisition of Property

If the project requires additional right of way (the acquisition of land, buildings, or easements), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. If your agency is not a Certified Acceptance (CA) agency with approved Acquisition Procedures, contact your Region Local Programs Engineer for consultation and assistance prior to beginning any right of way processes.

62.6 Construction/Contract Documents

There are two options for a public agency to use in the construction of a project. A public agency may advertise for bids or use in-house forces with an approved “Public Interest Findings” document.

The “Public Interest Findings” document shall contain justification that includes cost estimates that clearly shows that it is more cost effective to do the work by agency in-house forces versus competitive bidding. The public agency shall submit the “Public Interest Findings” with their agreement requesting construction funding to the Region Local Programs Engineer.

The contract documents for bids are required to incorporate federal requirements such as competitive bidding, DBE/EEO, and Buy America provisions, see 62.10 for the list of federal specifications. Projects within the highway, city street or county road right of way may require the inclusion of Davis Bacon prevailing wage rate. Please contact your Region Local Programs Engineer to determine if Davis Bacon prevailing wage rates apply. Contract documents shall be signed and stamped in accordance with state law.

Sole sourcing or use of trade names in specifications and on plans are discouraged and if used, is subject to the approval of the Region Local Programs Engineer.

Prior to advertising for publishing, manufacturing, and/or construction of a work product or project a copy of the PS&E, Scenic Byway Corridor Management Plans, interpretive signage, literature, etc., shall be provided to the WSDOT Region Local Program Engineer for final review and concurrence.

62.7 Advertising, Award, and Execution

The contract advertisement period is a minimum of two weeks. The agency will award and execute the contract to the lowest responsive bidder, unless the agency decides that all bids are to be rejected.

62.8 Certification Statement

After the completion of the contract and acceptance by the agency, a Certification Statement shall be provided to Region Local Programs Engineer. The Certification Statement must state that the work has been completed in accordance with the approved project prospectus and provide a Building Permit that has been signed off by the building inspector or must state that the work has been completed in accordance with the approved project prospectus, and applicable federal, state and local codes, public works contracting requirements and laws.

62.9 WSDOT's Final Inspection

After the contract work is completed, the Region Local Programs Engineer will conduct a final inspection of the project.

62.10 Federal Specifications

Washington State Department of Transportation's Standard Specifications for Road, Bridge, and Municipal Construction

- 1-04.4 Changes
- 1-04.7 Differing Site Conditions (Changed Conditions)
- 1-07.11 Requirements for Nondiscrimination
- 1-08.1(1) Subcontractor Completion and Return of Retainage Withheld
- 1-08.9 Liquidated Damages

Washington State Department of Transportation's *General Special Provisions*

- GSP 0651.GR1 Buy America
- GSP 07112.GR1 EEO
- GSP 07112B.GR1 DBE Zero Goal (Race Neutral) or
- GSP 07112C.FR1 DBE Mandatory Goal (Condition of Award)
- GSP 0712.GR1 Federal Agency Inspection
- FHWA 1273 Federal Aid Contract Provisions
- Davis Bacon Federal Wage Rates, if applicable.

62.100 Appendices

62.101 Project Administration Review (PAR)

62.102 Project Standards

- Does project include design, acquisition of property or construction? Yes/No
- Were Consultant services required? Yes/No
 - o If Yes, was LAG Chapter 31 followed Yes/No
- Design Document Dated _____
- NEPA approved _____
- Property Acquired Yes/No
 - o If yes, Right of Way Certification Dated _____
- Construction with in-house forces Yes/No
 - o If yes, PIF dated _____
- Advertisement Period No. of Weeks _____
- Certification Statement dated _____
- Change Orders _____
- Bill review _____

Work Type	Funding	Design	Environmental	Civil Rights	Right of Way	Plans, Specs and Estimates	①②③ Bid Procedures	Construction Contract Admin	Notes
Bicycle Lanes and Paths	See LAG Manual Chapters 14, 21, and 23	WSDOT Design Manual per RCW 35.75.06 and 36.75.24	See LAG Manual Chapter 24	See LAG Manual Chapters 26, 27, and 28	See LAG Manual Chapter 25	See LAG Manual Chapter 44 or as approved by the Region Local Program Engineer	See LAG Manual Chapters 43 and 46 and RCW 39.04 Small Works Bidding	<p>② All agencies must supply a certifying statement</p> <p>➔</p> <p>② WSDOT/APWA Standard Specifications, WSDOT Construction Manual, LAG Manual Chapter 52</p> <p>Per Uniform Building Codes (permit requirements, inspections, materials, etc.)</p> <p>➔</p> <p>④ Per US Coast Guard Codes (permit requirements, inspections, materials, etc.)</p>	<p>① Prior to advertisement, a copy of the Plans, Specifications and Estimate shall be provided to the WSDOT Region Local Program Engineer for review and concurrence.</p> <p>② All agencies must supply a Certification Statement that the work has been completed in accordance with the project application, plans, specifications, and all applicable state and local codes, public work contracting requirements and laws.</p> <p>③ For Projects that involve procurement and installation refer to:</p> <p>RCW 36.32 - Counties</p> <p>RCW 35.23 - Cities and</p> <p>RCW 39.04 - Municipalities</p> <p>④ All agencies must supply US Coast Guard final inspection and acceptance documentation. This will serve as final inspection.</p>
Landscaping and Irrigation		Per agency adopted standards							
Public Roads and Dual Use Bicycle Pedestrian Lanes		LAG Manual Chapter 42							
③ Bicycle Facilities (lockers, racks, etc.)		Per Agency Adopted Standards							
Structures		WAC 51-11 to 30 RCW 9.27 State Building Codes							
③ Bus Shelters		Per Agency Adopted Standards, 49 CFR 37APPA, and all current ADA standards							
Archeology and Historic Preservation		US Dept Interior Stds. For Archeology and Historic Preservation Volume 90 #140:44716 SHPT (360)407 0771							
Buildings Utilities		WAC 51-11 to 30 RCW 9.27 State Building Codes							
Sidewalks, Paths and Trails		LAG Manual Chapter 42 and all current ADA Standards							
Water Craft		Maritime Standards of Sea Worthiness							