

LPA Qualifications Evaluation Form

Local Public Agency (LPA):	Project Name:
Street Address:	Federal Funding Cycle (year):
City, State & Zip:	Phone Number:

Check the appropriate type of project funding:			
Enhancement Funds	<input type="checkbox"/>	Earmark Funds	<input type="checkbox"/>
CMAQ Funds	<input type="checkbox"/>	Scenic Byways	<input type="checkbox"/>
Safe Routes to School	<input type="checkbox"/>	Other (Please define)	<input type="checkbox"/>

Check the project types for which you are requesting to administer:			
Roadway Construction	Pedestrian & Bicycle Facilities	Scenic Beautification	Planning, Research, Preservation
Roadway Widening <input type="checkbox"/>	Sidewalks <input type="checkbox"/>	Landscaping <input type="checkbox"/>	Management Planning <input type="checkbox"/>
Roadway Rehabilitation <input type="checkbox"/>	Walkways or Curb Ramps <input type="checkbox"/>	Street Furniture <input type="checkbox"/>	Research / Preserv. Planning <input type="checkbox"/>
Bridge Replacement <input type="checkbox"/>	Bike Lane Striping <input type="checkbox"/>	Pedestrian Lighting <input type="checkbox"/>	Right of Way Acquisition <input type="checkbox"/>
Intersection Improvement <input type="checkbox"/>	Wide Paved Shoulders <input type="checkbox"/>	Designation Signs - Markers <input type="checkbox"/>	Education <input type="checkbox"/>
Turnouts & Overlooks <input type="checkbox"/>	Off-Road Trails <input type="checkbox"/>		Signs, Exhibits, Guides <input type="checkbox"/>
	Bike - Pedestrian Bridge <input type="checkbox"/>		
	Bike - Pedestrian Underpass <input type="checkbox"/>		
Other (Please Define) <input type="checkbox"/>			

Are you seeking LPA qualification to administer a project on behalf of another LPA or a non-governmental organization (NGO) because that organization intends to apply for a grant or was named a recipient?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Name of non-governmental organization (NGO):	NGO Contact Name:	NGO Contact Phone Number

Attach documentation that the LPA or NGO has permission/authority to administer the project.

Upon receipt of an LPA's request to administer in full or in part the above project, the LPA will be required to complete and submit this LPA Qualifications Evaluation Form. The Local Public Agency Administrator (LPAA) 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 may result in the denial of the applications in whole or part.

If an LPA desires to administer a project, the LPA must make a written request to the LPAA to administer and manage an identified project or phases of a project. An LPA's approval to administer federal or state funded projects will be effective for three years. During this period, an LPA is responsible for providing any changes to processes that were used to qualify them initially an LPA. Furthermore, the LPA will be required to provide financial audits on an annual basis in accordance with the Single Audit Act (OMB Circular A-133: Audits of States, Local Government, and Non-Profit Organizations). The LPA will not be required to reapply for administration of subsequent projects of similar or lesser scope within the three year certification period. However, the LPA will be required to submit an abridged **LPA Qualifications Evaluation Form** providing project specific information in order to initiate and program each subsequent project once funding is received. An LPA's approval to administer a specific project is valid throughout the completion of the project unless circumstances warrant reconsideration by SCDOT.

If an LPA has been approved to administer projects of a specific scope and magnitude, the LPA is expected to administer subsequent projects of similar or lesser scope and magnitude unless extenuating circumstances prohibit the LPA's administration of those projects. Should circumstances with the local government prohibit its administration of the project, the LPA may request SCDOT to administer the project. The cost associated with administering the project shall be included in the project budget.

- I. **Procedures:** By submission of this application, the LPA agrees to adhere to the South Carolina Department of Transportation (SCDOT) Procedures for Local Public Agency Project Administration found on the Internet at www.scdot.org/doing/localPublicAdmin.aspx.
- II. **Project Type:** Please provide information concerning the type of project for which the LPA is requesting to administer. *This information must be provided for each project for which the LPA will be administering.*
 - A. Provide a detailed project scope and budget with this application.
 - B. Please outline which phases of this project the funding will be utilized.

Project Phase	LPA Administer	SCDOT Administer	Seeking SCDOT Reimbursement?	Consultant or In-House?
Planning & Marketing				
Design & Engineering				
Environmental				
Right-of-Way or Land Acquisition				
Construction				
Construction Administration & Inspection				
Testing & Material Certifications				
Other:				

- III. **Required Qualification Documents:** Regardless of the project type and project phase(s) to be administered by the LPA, please provide evidence to support the Local Agency's qualifications in the following areas. Please include resumes for all persons listed.

If the requested documentation has been submitted within the past three years, the documentation does not need to be resubmitted. However, if any part of the requested documentation has been revised or updated since the last submittal, the most recent documents must be submitted with this application. Any revisions to individuals assigned to the specified areas of responsibility must also be indicated in the appropriate spaces and the organizational chart. The LPA should place a check in the appropriate box to indicate if standard items have been submitted under a previous application.

Please indicate if documentation has been previously submitted.

If so, please provide the Project Name, Funding Type, and Date of Submittal

Project Name	
Funding Type	Date of Submittal

A. Documentation of Contract Authority: Provide official documentation that establishes clear authority for the mayor, county engineer or other designated local official to enter into a project agreement with SCDOT. Examples of documentation could include, but are not limited to, resolutions, ordinances, municipal charters, etc.

Please indicate if documentation has been previously submitted.

B. LPA Assurance Plan: As a recipient of federal funds, each LPA is required to submit an assurance plans to ensure compliance with Equal Opportunity (EO) requirements on federal-aid projects.

Please indicate if documentation has been previously submitted.

C. Project Administration / Organizational Chart: The LPA shall designate a Person in Responsible Charge or hereinafter the "Project Administrator" who will serve as a point of contact for the SCDOT and have the authority to administer all SCDOT delegated responsibilities and project approvals. The Local Agency shall also provide sufficient support staff to assist the Project Administrator in carrying out project activities. While the support staff may be a combination of both Local Agency employees and consultant personnel, the LPA's Project Administrator must be a full time employee of the Local Agency and must be capable to carry out the following responsibilities:

- Administers inherently governmental project activities, including those dealing with cost, time adherence to contract requirements, construction quality and scope of Federal-Aid projects;
- Maintains familiarity of day to day project operations, including project safety issues;
- Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste and abuse;
- Directs project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation;
- Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The organizational chart needs to clearly show chain of project authority and project responsibilities. For each project responsibility, the chart should include individual names along with their affiliation. Resumes are to be provided to support capabilities and experience.

Staff under the direction of the Person in Responsible Charge must have the necessary licensure in the State of South Carolina to carry out their duties. If consultant services will be procured, this should be indicated on the organizational chart and any additional information pertaining to certifications and licensure shall be submitted with the request for approval of the consultant selection. No work shall begin (work includes any activities concerning the LPA project, including, but not limited to advertising for and hiring design consultants and or advertising for and hiring for construction services) until and executed participation agreement is issued by SCDOT AND you receive a formal Notice to Proceed (NTP) for the project.

The information below must be provided for each project for which the LPA will be administering. Changes to

Person in responsible charge (LPA's Project Administrator):

LPA Project Administrator Designee(s) Name/Title:	
Phone:	E-mail Address:
Designee Responsibilities (attach resume)	

Please indicate if resume has been previously submitted.

C. Finance & Accounting Principles: Provide the following documentation:

Please indicate if documentation has been submitted for current fiscal year.

- The LPA must submit a copy of its most recently completed audit including management letter and corrective action plan, where applicable. The audit documentation must support the entity's ability to fiscally handle and administer the project (i.e., being fiscally sound and having adequate financial management systems). There should be no material or significant issues related to prior or current SCDOT projects, by the entity as a whole, which would provide doubt regarding the LPA's ability to administer an LPA project. Audits should be completed and available for review within nine months of the applying entity's fiscal year end. Audits for sub recipients expending more than \$500,000 in federal awards in a fiscal year must be in accordance with the Single Audit Act Amendments of 1996 and Office of Management and Budget Circular A-133, **Audits of States, Local Governments and Non-Profit Organizations**.

An LPA's approval to administer federal or state funded projects will be effective for three years but the LPA will be required to provide financial audits on an annual basis in accordance with the Single Audit Act (OMB Circular A-133: Audits of States, Local Government, and Non-Profit Organizations).

- Documentation showing the availability and source of any required matching funds for the project, if applicable. Examples of adequate documentation include a letter of credit, minutes of meetings where the matching funds were approved by an appropriate governing body, or letters of award from funding sources. Other documentation may be found acceptable depending on the situation.
- Provide procedures for identifying, accumulating and reporting all costs associated with the proposed project.

- Does the LPA plan to charge indirect costs to this project? Yes No

- If LPA indirect costs are to be charged to the project, the LPA must submit an indirect cost allocation plan (ICAP) or indirect cost rate proposal prepared in accordance with applicable cost principles (*OMB Circular A-87* for State, Local and Indian tribal governments; *OMB Circular A-122* for Non-Profit Organizations; and *OMB Circular A-21* for educational institutions). If available, documentation of approval by a cognizant or other oversight agency must be submitted with the ICAP/rate proposal.

Person in responsible charge of Finance, Accounting and Record Keeping:

Project Management Designee(s) Name/Title:	
Phone:	E-mail Address:
Designee Responsibilities (attach resume)	

Please indicate if resume has been previously submitted.

D. **Experience:** Documentation of previously completed and maintained successful capital improvement projects of a similar size, nature and complexity including but not limited to SCDOT projects. The LPA must demonstrate sufficient expertise and capability to perform and/or supervise the design, environmental, PS&E, right-of-way or land acquisition, construction administration phases of the project, and procurement of professional and construction services (as applicable to the project) in accordance with State and Federal requirements. For example, provide historical information, along with supporting documents.

Project Name:			
Project ID:	Awarding Agency:	Amount:	Funding Source:
Scope:			
Comments:			
Project Name:			
Project ID:	Awarding Agency:	Amount:	Funding Source:
Scope:			
Comments:			
Project Name:			
Project ID:	Awarding Agency:	Amount:	Funding Source:
Scope:			
Comments:			

IV. **Supplemental Qualification Documents:** Depending on the project type and phase of work the local agency is requesting to administer, additional supporting documentation may be needed for SCDOT's review to determine qualifications and capabilities.

If the requested documentation has been submitted within the past three years, the documentation does not need to be resubmitted. However, if any part of the requested documentation has been revised or updated since the last submittal, the most recent documents must be submitted with this application. Any revisions to individuals assigned to specified areas of responsibility must also be indicated in the following spaces and the project's organizational chart.

A. **Procurement Procedures:** If services are procured by the LPA for which costs are reimbursed with either Federal or State funds, provide a copy of the LPA's procurement procedures for professional and construction services and other items (materials and supplies) as may be applicable to this project.

Procurement Manager Name/Title:	
Phone:	E-mail Address:
Designee Responsibilities (attach resume)	

Please indicate if documentation has been previously submitted.

B. **Right of Way / Land Acquisitions:** Documentation under this category is required for any project which property is acquired. Indicate the name of the attorney licensed in the State of South Carolina, who will administer the legal transfer of property (if applicable to this project) and provide certifications or other documents as required by local, state and federal law. This person must be an employee or officer of the LPA, or contracted as an individual through a qualified professional firm. If this person has not yet been retained, please include a statement certifying that this requirement will be met upon approval of this qualifications application.

1. Person overseeing the Right of Way Responsibilities:

Project Management Designee(s) Name/Title:	
Phone:	E-mail Address:
Designee Responsibilities (attach resume)	

Please indicate if documentation has been previously submitted.

2. Attorney:

Attorney Name/Title:	
Phone:	E-mail Address:
Attorney Firm:	

Please indicate if documentation has been previously submitted.

3. Negotiation of Land Purchase: On January 2, 1971, Public law 91-646, the "Uniform Relocation and Real Property Acquisition Policies Act of 1970" (Uniform Act) was signed into law. The Uniform Act, provides important protections and assistance for people affected by federally funded projects. This law was enacted by Congress to ensure that people whose real property is acquired, or who move as a result of projects receiving federal funds, will be treated fairly and equitably and will receive assistance in moving from the property they occupy.

Person Responsible for Appraisal of Subject Property Acquisition:

Project Management Designee(s) Name/Title:	
Phone:	E-mail Address:
Designee Responsibilities (attach resume)	
Note: The appraisal is to be reviewed and approved by an SCDOT review appraiser and approved by the SCDOT Right of Way Office prior to the offer being made.	

Please indicate if documentation has been previously submitted.

Person Responsible for Conducting Negotiations:

Project Management Designee(s) Name/Title:	
Phone:	E-mail Address:
Designee Responsibilities (attach resume)	
Note: SCDOT will not participate in land acquisition settlements higher than the SCDOT approved appraised amount. Settlements for any amount other than the SCDOT approved appraised amount must be approved by the SCDOT Right of Way Office prior to fully executed Title to Real Estate or Easement.	

Please indicate if documentation has been previously submitted.

Person Responsible for Developing and Submitting the request for the Right of Way/Title Certificate:

Project Management Designee(s) Name/Title:	
Phone:	E-mail Address:
Designee Responsibilities (attach resume)	
Note: Right of Way Title/Certificate must be approved by the SCDOT Right of Way Office prior to reimbursement.	

Please indicate if documentation has been previously submitted.

D. Provide a Project Development Process as it will be incorporated into your existing processes. The process should be a detailed process that demonstrates the LPA's knowledge of project development activities including but not limited to the following:

- Environmental (NEPA Process and other environmental Permits)
- Change Order or Contract Modification Process (all change orders and contract modifications must be pre-approved by SCDOT)
- Dispute Resolution / Claims Management Process
- Disadvantaged Business Enterprise (DBE) compliance
- Davis-Bacon and/or State Prevailing Wages Compliance
- EEO Compliance

Please indicate if documentation has been previously submitted.

E. Provide detailed Quality Control procedures for design and construction (attach). These procedures should demonstrate how the LPA will be integrating the inspection, testing and materials certifications requirements into their existing QA/QC processes. The LPA must demonstrate sufficient expertise and capability to perform and/or supervise inspection and testing activities or contract with a qualified Engineering firm to manage inspection and testing activities.

Please indicate if documentation has been previously submitted.

F. Long-Term Maintenance: Certification that, for projects involving landscape plant materials, irrigation systems, lighting or architectural appurtenances, the applicant is willing, equipped, and capable of assuming long-term maintenance. Attach evidence of ability to provide maintenance along with a letter of commitment to provide long-term maintenance.

Person/Agency responsible for Long-term Maintenance of Project:

Project Management Designee(s) Name/Title:	
Phone:	E-mail Address:
Designee Responsibilities:	

Please indicate if documentation has been previously submitted.

V. **Signatures:** The application and supporting information will be reviewed by the SCDOT Local Public Agency Administration Office to determine if you are qualified to administer the project referenced herein. The LPAA Office may need to contact you for additional information or clarifications.

The LPA, as witnessed by the signatures below, understands that:

- Its ability to administer the project is contingent on a finding by SCDOT that the LPA is qualified and adequately staffed to administer the specific project or phase of the project.
- It is further understood that no work (work includes any activities concerning the LPA project, including, but not limited to advertising for and hiring consultants and/or advertising for and hiring for construction services) on this project shall proceed until a participation agreement between SCDOT and the LPA has been fully executed AND a Notice to Proceed has been issued.
- Expenses incurred prior to a Notice to Proceed from the SCDOT are not eligible for reimbursement.
- It is further understood that, after the Notice to Proceed, all payments from the SCDOT to the LPA are to be based on reimbursements for documented expenses which the LPA has paid in full prior to seeking reimbursement.

The person in responsible charge signing this form certifies that the information contained herein, including all addenda, is correct.

SIGNATURES:

Local Public Agency Date

Witness Date

SCDOT Use Only:

The Local Public Agency Administrator (LPAA), with the assistance from agency offices, has evaluated the completed statement of qualifications provided by the requesting LPA and recommends the following:

<input type="checkbox"/> Approval of full administration of all project work types by the LPA, subject to the satisfactory performance and no change in state qualifications.
Comments:
<input type="checkbox"/> Approval of limited LPA administration for the identified phases of work for the subject project.
Comments:
<input type="checkbox"/> Approval/Denial pending the provision of supplemental information. The LPA qualification package was lacking the following information necessary to make a determination.
Comments:
<input type="checkbox"/> Denial of LPA administration request.
Comments:

Local Public Agency Review Team:

Name:	Title:	Department:

APPROVED BY:	

Local Public Agency Administrator: [Machael M. Peterson](#)

Date

LPA Qualification Submittal Checklist

Qualification Packet Requirements	Submitted
Cover Letter	<input type="checkbox"/>
LPA Qualifications Evaluation Form	<input type="checkbox"/>
Documentation that the NGO or other LPA has permission/authority to administer project (if applicable)	<input type="checkbox"/>
Detailed Project Scope	<input type="checkbox"/>
Detailed Project Budget	<input type="checkbox"/>
Certification of Authority	<input type="checkbox"/>
Resume for Project Administrator	<input type="checkbox"/>
Last Completed Fiscal Year Annual Financial Accounting Audit including management letter and corrective action plan	<input type="checkbox"/>
Documentation of Source of Matching Funds for this project	<input type="checkbox"/>
Provide procedures for identifying, accumulating and reporting all costs	<input type="checkbox"/>
Resume for Person in charge of Finance & Accounting on this Project	<input type="checkbox"/>
Procurement Procedures	<input type="checkbox"/>
Resume for Person in charge of Procurement on this Project	<input type="checkbox"/>
Resume(s) for Person(s) in charge of Right of Way/Land Acquisitions	<input type="checkbox"/>
Organizational Chart for Project (including resumes, certifications and licenses for all individuals indicated)	<input type="checkbox"/>
Supporting Documentation for Experience with Previous Projects (if available)	<input type="checkbox"/>
Detailed Project Development Process	<input type="checkbox"/>
Detailed Quality Control Procedures for Design & Construction	<input type="checkbox"/>
Statement of Ability to provide Long Term Maintenance	<input type="checkbox"/>