



# **Construction Project Guidelines**

**Locally Let, State Funded Projects**

Kansas Department of Transportation  
Bureau of Transportation Planning  
Revised December 2015  
[www.ksdot.org/accessmanagement](http://www.ksdot.org/accessmanagement)

# Locally Administered Construction Project Guidelines

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## **Other KDOT Policies**

This policy does not supersede any policies, guidelines, manuals or practices established by the Bureaus of Design and Local Projects, and in particular, those pertaining to driveways, local road connection or joint-use agreements. Further, this policy does not replace guidelines established, adopted or in use by the Bureau of Right of Way. Persons using this Policy should also review current policies and guidelines in place for the Bureaus of Design, Local Projects and Right of Way.

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These guidelines should be used for Access Management Construction Program Projects and Economic Development Road Projects. These are **not grant programs** and function as **State reimbursement programs**. These guidelines **only** apply to these two programs. For all other Local Programs, refer to the *Local Public Authority (LPA) Project Development Manual* located on KDOT's KART website at following link:

<http://kart.ksdot.org/>

## **Access Management Construction Program Description**

The Kansas Department of Transportation (KDOT) Access Management Construction Project Program is designed to assist our local partners in implementing the recommendations of a KDOT Corridor Management Plan, KDOT Access Management Plan or KDOT Area Transportation plan, or KDOT Memorandum of Understanding (MOU). Those agencies who are invited to participate in the program will have executed an agreement as part of a plan and have a project that implements the recommendations of their plan.

## **Economic Development Road Projects**

The Kansas Department of Transportation (KDOT) Economic Development Road Projects are projects that have been selected through the Economic Development (ED) Program and include a roadway improvement. The KDOT Access Management Unit will have oversight of these projects and they should follow these Guidelines.

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**Please read these Construction Project Guidelines (Guidelines) thoroughly before beginning work on your project.**

These Guidelines should be followed during all phases of a Construction Project. *The Local Public Authority (LPA) and consultant(s), if hired by the LPA, are responsible for following these Guidelines.*

LPAs that hire consulting firms for professional services are responsible for ensuring that the firm is aware of and familiar with the Guidelines and all related correspondence as needed throughout the project. These Guidelines and related forms can be obtained by contacting the Access Management Engineer or Special Projects Engineer (see contact information in Appendix A).

LPAs are solely responsible for administering the project and letting the project to contract. Additionally, LPAs are solely responsible for the development and accuracy of the Plans, Specifications & Estimates (PS&E) for a Construction Project.

LPAs should maintain a Construction Project File containing these Guidelines to assist them throughout the project. The LPA is responsible for the storage and archival of all Construction Project plans, files and contract documents.

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## A. Initiation, Scoping and Scheduling Phase

This section includes the requirements necessary to begin an Access Management (AM) Construction Program Project once the LPA has received the application selected letter. The following is a list of steps that will occur during the initial phase of the project. Special Projects Engineer will set up a project kick-off meeting with the Local Public Authority (LPA) and the consultant, if hired by the LPA, to discuss the project details.

### 1. Project Initiation

The AM Engineer will contact the LPA to discuss specific scope, schedule and funding details and begin the Project Authorization process.

### 2. “Construction Project Authorization” (DOT Form 883)\*

After a project has been selected, and the discussions above have taken place the Deputy Secretary for Engineering and State Transportation Engineer signs the DOT Form 883. A notification letter will be sent to the LPA once the project has been authorization.

**NOTE:** As part of the project authorization, the project will be given a KDOT project number. Include this project number in the *subject line* for **ALL** project related correspondence with KDOT.

\* ED projects may not follow these exact steps.

### 3. Project Agreement

Once a project has been authorized, a project agreement will be prepared by KDOT and sent to the LPA. Upon receipt of the project agreement, the LPA shall sign and seal **three (3)** original copies of the City/County State Agreement and return them to the **Project Manager** for execution. After the agreement is fully executed, an original copy will be sent to the LPA for their records. The LPA is responsible for providing the Consultant (if applicable) a copy of the City/County State Agreement after execution.

**NOTE:** See [Contact Information](#) in appendix A.

KDOT reserves the right to set a retainage that is based on project size and/or size of LPA. This amount (if specified) will be set forth in the project agreement.

### 4. Consultant Contract

If the LPA chooses to have the project designed by a Consultant, the LPA will be responsible for the management of the consultant contract. Contracts between the LPA and any consultant retained by them shall contain language requiring conformity with the City/County State Agreement. In addition, any contract between the LPA and any consultant retained by them to do the design for the Project covered by the Agreement shall also contain the following:

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- (a) Language requiring completion of all plan development stages no later than the current Project schedule's due dates, exclusive of delays beyond the Consultant's control.
- (b) Progress Reports. Language requiring the Consultant to submit to the City (and to the Secretary upon request) progress reports at monthly or at mutually agreed intervals in conformity with the official Project schedule.
- (c) Third Party Beneficiary. Language making the Secretary a third party beneficiary in the agreement between the City and the Consultant. Such language shall read:

“Because of the Secretary of Transportation of the State of Kansas’ (Secretary’s) obligation to administer state funds, federal funds, or both, the Secretary shall be a third party beneficiary to this agreement between the City and the Consultant. This third party beneficiary status is for the limited purpose of seeking payment or reimbursement for damages and costs the Secretary or the City or both incurred or will incur because the Consultant failed to comply with its contract obligations under this Agreement or because of the Consultant’s negligent acts, errors, or omissions. Nothing in this provision precludes the City from seeking recovery or settling any dispute with the Consultant as long as such settlement does not restrict the Secretary’s right to payment or reimbursement.”

The LPA shall provide the consultant contact information and a copy of the executed consultant contract to KDOT.

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## **B. Design Phase**

The LPA shall make (or contract to have made) design plans, specifications, estimates, surveys and any necessary studies or investigations including, but not limited to environmental, hydraulic and geological investigations or studies for the project.

The LPA shall have the project designed in conformity with the State and Federal design criteria appropriate for the project in accordance with the current manuals, policies and memos adopted by the Secretary of Transportation.

Since computer designed files are not required to be submitted, there are no requirements for specific programs. Items submitted to KDOT can be in PDF format. We do not require our projects to use Cadd Conform, but standard labeling should be used. **Plan sheets need to follow the order as outlined in Appendix B.** See the Road Design Manual found on the KART website for examples of various sheet layouts and expected level of detail.

The use of KDOT Standard Drawings, specifications and bid items are required on all projects where work is conducted on the highway and/or within KDOT's right of way. LPA standard drawings may be substituted as seen appropriate and where approved by KDOT.

The location for KDOT Design Manuals, Local Projects LPA Project Development Manual and Standard Drawings is on KDOT's KART website at the following link:

<http://kart.ksdot.org/>

**NOTE:** KDOT Standard Drawings are updated as needed. The designer should check the website above periodically so the latest standard drawings are used in the final design plans.

### **Electronic Submittal:**

Most submittals in the design phase can be sent by email; however, when files are larger than **8mb**, the LPA will need to use the KDOT FTP site to submit files. Send an email to the Project Manager with the file name and password (if used) when the file has been uploaded to the FTP site. The KDOT FTP Instructions are on the KDOT website at the following link:

[http://www.ksdot.org/Assets/wwwksdotorg/bureaus/burTransPlan/AccessMgt/KDOT\\_FT\\_P\\_Instructions.pdf](http://www.ksdot.org/Assets/wwwksdotorg/bureaus/burTransPlan/AccessMgt/KDOT_FT_P_Instructions.pdf)

The following is a list of steps that will occur in the design phase of the project. In addition to the Order of Plan Sheets, Appendix B also includes the Submittal Check List the Additional Field Data Sheet and copies of the required DOT forms and required contract specifications.

#### **1. Environmental Plans**

Once the proposed right of way (ROW) limits have been defined, the LPA will be responsible for submitting **one (1)** electronic set of plans to the Project Manager for the Environmental Clearance review. This set of plans needs to include the *Title, Typical*

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*Section, Plan and Profile sheets.* The plans will be used by KDOT to initiate the Environmental Clearances process.

**NOTE:** KDOT will review the Plans to determine any Environmental Clearances that may be necessary. The LPA will be responsible for any environmental items, including permits, needed for the project.

## 2. Field Check Plans

The LPA will be responsible for the field check stage of the project. If the LPA conducts a field check meeting, a copy of meeting minutes should be sent to the Project Manager.

## 3. Office Check Plans

The LPA will be responsible for submitting **one (1)** electronic set of Office Check plans, **two (2)** half-size (11" x 17") sets of plans and a project cost estimate to the Project Manager for KDOT review. **One (1)** additional half-size (11" x 17") set of plans is to be submitted to the Area Engineer.

KDOT's review of the Office Check Plans may take six (6) weeks or more to complete. Once KDOT's review is completed, the Project Manager will send the LPA and/or Consultant a copy of all review comments.

Once all review comments have been addressed, the Office Check plans should be resubmitted to the Project Manager for verification of any changes (see Item 9 Final Check Plans & Contract Documents below).

## 4. Environmental, Hydraulic, and Geological investigations or studies

The LPA should submit a copy of all investigations or studies to the Project Manager for review which should be documented in the project file.

## 5. Permits

The LPA will be responsible for obtaining all necessary permits for the project from the appropriate permitting agency. These permits may include, but are not limited to:

- a. KS Department of Agriculture, Division of Water Resources
- b. US Army Corps of Engineers
- c. KS Department of Wildlife Parks
- d. KS Department of Health & Environment
  - i. SWPPP is most commonly needed
- e. US Fish & Wildlife
- f. Local Government Floodplain Permit
- g. KDOT Highway Access (DOT Form 309) or Use of Right of Way Permit (DOT Form 304). When KDOT Highway Access DOT Form 309 is needed the LPA will need to complete the Highway Access Application ([DOT Form 827](#)) as well as the Additional Field Data Sheet found in Appendix B\*\*.

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\*\* Since Access Management Projects do not have KDOT oversight, the LPA will be responsible for obtaining a KDOT “Highway Permit for Highway Access” or “Highway Permit for Use of Right of Way”

The LPA will be responsible for submitting the “List of Permits and Status of Same” ([DOT Form 1307](#)) to the Project Manager. See Appendix B.

## 6. Utility Adjustments

The LPA will be responsible for the removal and/or relocation of all existing structures, pole lines, pipe lines, meters, manholes and other utilities, publicly or privately owned, which may be necessary to construct the project in accordance with the final design plans. New or existing utilities that have to be installed, moved or adjusted will be located or relocated in accordance with the current version of the [KDOT Utility Accommodation Policy](#), as amended and/or supplemented.

The location of the [KDOT Utility Accommodation Policy](#) is on the KDOT website.

The LPA will be responsible for submitting the “Status of Utilities” ([DOT Form 1304](#)) to the Project Manager. This form is in Appendix B and on the website.

## 7. Right of Way Acquisition

The LPA shall acquire **ALL** ROW for the project. The LPA will, in its own name as provided by law, acquire by purchase, dedication or condemnation all of the ROW, easements and access rights shown on the final design plans in accordance with the schedule submitted to KDOT. The necessary ROW, easements and access rights shall be acquired in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended by the Surface Transportation and Uniform Relocation Assistance Act of 1987, and administrative regulations contained in 49 C.F.R. pt. 24, entitled [Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs](#). Compliance with these policies is the responsibility of the LPA.

For more information regarding the right of way acquisition process, forms, and checklists, the LPA should consult Chapter 6 Right of Way of the *Local Projects Local Public Authority (LPA) Project Development Manual*. This manual can be found on the KART website (see link above).

The LPA must maintain a separate parcel file for each acquisition of real property and all the people displaced. LPA records must be sufficient to demonstrate compliance with all applicable laws and requirements and be available for inspection by KDOT, FHWA and possibly other divisions of state and federal government. The LPA must retain records for at least three (3) years after the final payment is made for any ROW phase of the project. Provided below is a list of the minimum records needed to be retained in case of audit:

- All Correspondence
- Title Documents

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- Design Summary Information and Plat
- Appraisals and Review Appraisals
- Agency Approval to Make Offers
- Written Offer Letter
- Negotiator's Notes
- Administrative Settlement (if used)
- Copy Signed Contracts
- Conveyance and Closing Documents
- Proof of Payment to Landowners/Tenants
- Relocation Forms
- Relocation Agent's Notes
- Condemnation Documents (if used)
- [Real Property Acquisition Checklist](#) (also found in Appendix B)
- Right of Way Record Checklist (see Checklist G in LPA Manual)
- Proof of Payment to Landowner(s) and Tenant(s)

After the required right of way for a project has been acquired and cleared for construction, the LPA will be responsible for submitting the “Right of Way Clearance Form” ([KDOT Form 1306](#)) to the Project Manager. If no right of way was acquired for the project, the LPA must still submit a completed KDOT Form 1306. Any required field can be marked with a “0”. This form can be found on KDOT’s website or Appendix B. The LPA will record all ROW deeds, dedications, permanent easements and/or temporary easements with the Office of the Register of Deeds. If the acquired property abuts existing KDOT ROW, the LPA will be responsible for submitting a copy of the deed to the Project Manager.

## 8. Project Contract and Specifications

Use of the KDOT Standard Specifications for State Road and Bridge Construction (2015 Edition) is required on all projects where work is conducted on the highway or within KDOT right of way. The use of local specifications may be used with the Project Manager’s prior approval if the highway is maintained by the local entity. The most current edition can be found at:

<http://www.ksdot.org/bureaus/burConsMain/specprov/specifications.asp>

The LPA may make reference to the KDOT Standard Specifications for State Road and Bridge Construction manual in the contract, but will be required to obtain the Mandatory Required Contract Provisions from the KDOT website and incorporate them into the construction contract. The following is a list of contract provisions that should be used in the contract.

- 08-10-66-R05(LPA) Required Contract Provision – Certification – Noncollusion and History of Debarment
- 01-01-11(LPA) Required Contract Provision – Tax Clearance Certificate

These can be obtained at the following website:

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<http://www.ksdot.org/Assets/wwwksdotorg/bureaus/burConsMain/specprov/2015/PDF/15-required.pdf>

The following two paragraphs must be placed above the signature line in the bidding document.

**REQUIRED CONTRACT PROVISIONS:** The current versions of the following Required Contract Provisions (I-IV) require the Contractor to furnish information. The Contractor shall complete and submit with its proposal these provisions. The City/County of ----- **will reject** proposals that fail to contain completed Required Contract Provision I and **may reject** proposals that fail to contain completed Required Contract Provision IV.

- I. 08-10-66-R05(LPA) Certification-Noncollusion & History of Debarment
- IV. 01-01-11(LPA) Tax Clearance Certificate

**CERTIFICATION:**

I CERTIFY THAT I AM AUTHORIZED TO REPRESENT THE CONTRACTOR IN PREPARING AND PRESENTING THIS PROPOSAL. I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING (INCLUDING BUT NOT LIMITED TO THE INFORMATION CONTAINED IN THE REQUIRED CONTRACT PROVISIONS REFERENCED ABOVE) IS TRUE AND CORRECT. EXECUTED ON \_\_\_\_\_ (DATE).

The LPA may use their own project specifications; however, the most recent version of KDOT's Standard Specifications for State Road and Bridge Construction in English units is required to be referenced.

The LPA will require the contractor to provide a performance bond in a sum not less than the amount of the contract as awarded. The LPA will also require the Contractor to indemnify, hold harmless, and save the Secretary and the City from personal injury and property damage claims arising out of the act or omission of the Contractor, the Contractor's agent, subcontractors (at any tier), or suppliers (at any tier).

The LPA will be responsible for submitting one electronic copy of the construction contract and specifications document to the Project Manager. Inspectors are required to be KDOT certified. Include inspector information and certifications.

**9. Final Check Plans & Contract Documents**

The LPA will be responsible for submitting **one (1)** electronic set of Final Check plans, a final project cost estimate and contract documents to the Project Manager for KDOT review.

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KDOT's review may take six (6) weeks or more to complete. Once KDOT has completed their review and all comments have been addressed, the Project Manager will notify the LPA the plans have met all of KDOT requirements.

**NOTE:** Although plans may be complete, the project will not be authorized for advertisement or reimbursement until applicable items on Phase A and B Check List are completed (as outlined in Appendix B).

### **10. Plans Complete**

After final plans have been accepted, the LPA will be responsible for submitting to the Project Manager **one (1)** electronic set of completed plans signed and sealed by a Professional Engineer licensed in the State of Kansas. Additionally, **two (2)** half-size (11" x 17") set of plans should be submitted to the Area Engineer.

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## C. Construction and Contract Administration Phase

The LPA is responsible for administering the project and letting the project to contract.

The following is a list of steps that occur in the construction and contract administration phase of the project. Example letters for Request to Advertise, Request to Concurrence in Bid, Request for Payment and Certification of Completion can be found in Appendix C.

### 1. **Advertise**

Once all items on the Phase A & B checklist (located in Appendix B) have been completed, the LPA will send a letter to the Project Manager requesting approval to advertise the project for bids. A template is available for this request in Appendix C.

Upon receiving authority to advertise from KDOT, the LPA will be responsible for advertising the location and time of the bid opening and for notifying prospective bidders (interested contractors) of the project location, scope or any special circumstances. The LPA must advertise in its official newspaper; however, advertising in other newspapers and industry publications is highly recommended. The LPA should follow their standard advertising practice. If there is not an existing process in place, a 30-day advertising period should be used. **The project must not be advertised for construction until Authority to Advertise is issued by KDOT.**

### 2. **Project Letting**

The LPA will conduct the project letting according to local standards, state laws and regulations.

Bids shall be opened and read publicly. Prior to reading bids, proposals should be checked for any irregularities. If a bid is found irregular, it shall not be read and shall be declared irregular.

This is a locally administered project utilizing State funds. The LPA is responsible for verifying that all bidders are eligible and listed on KDOT's prequalified list. The link to KDOT's prequalified contractors can be found at: <http://www.ksdot.org/hwycont.asp>.

### 3. **Bid Submittal**

The LPA will prepare a bid tab sheet for comparison and analysis of the bids to determine if any collusion is evident. If no collusion is evident, the LPA will identify the lowest responsible qualified bidder.

Once the LPA has reviewed all bids and selected a contractor, they must submit a letter to the Project Manager requesting concurrence in the contract award. A template is available for this request in Appendix C.

Upon receipt of the Bid Submittal package, KDOT will review the bid and determine whether to concur or notify the LPA that the bid should be rejected. If KDOT does not

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concur with the bid, the LPA should reject the bid and will be required to rebid the project.

Submit the letter to the Project Manager along with the bid tab sheet (including the excel version of the bid tab sheet) and the low bidder's bid documents with a copy of the signed contract provisions.

## **4. Concurrence and Award**

KDOT will review the bid submittal and consider the LPA's recommendations. The Project Manager will submit the recommendation of award to the Deputy Secretary for Engineering and State Transportation Engineer for approval. Once approved, a letter of concurrence and award will be sent to the LPA authorizing it to award the project and begin finalizing the contract. Once the LPA receives the required bonds and insurance papers from the contractor, the contract may be executed. If the inspectors information and KDOT certifications has not already been submitted, please submit at this time.

## **5. Notice to Proceed & Preconstruction Meeting**

The LPA will issue a "Notice to Proceed" to the contractor when all necessary documentation is signed and a start date is agreed upon by the contractor and the LPA. The LPA will send a copy of the executed contract and the "Notice to Proceed" to the KDOT Area Engineer and the Project Manager. After KDOT reviews the "Notice to Proceed", the executed contractor's contract, and has verified that the performance bond is in a sum not less than the amount of the contract as awarded, a letter of acknowledgement will be sent to the LPA. If there is a preconstruction meeting the Area Engineer and the Project Manager need to be informed of the date/time with the option to attend.

## **6. Shop Drawings**

If shop drawings are required for a project, the LPA will have the primary responsibility for review and approval, but will submit a copy of the drawings to the Project Manager for documentation in the project file.

## **7. Change Orders**

If KDOT's maximum participation, as defined in the project agreement, has not yet been met for the project, the LPA may be eligible for change orders. When funds will be used to pay for the change order, the LPA will have the primary responsibility for review; however, approval and/or concurrence by the Project Manager prior to any work being completed is required for any one change order item larger than \$5,000.

The LPA will submit a copy of **ALL** change orders to the Project Manager to be added to the project file, even if KDOT's maximum participating funds have been exhausted. A letter or email should be sent to the Project Manager including the reason for the change order, the amount of the change order, the original construction contract amount and the new contract amount with change order.

## **8. Request for Payment**

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The LPA may choose to receive reimbursement as a lump sum at the end of a project or as partial payments as work is completed. If the LPA chooses partial payments, the payments will be made to the LPA for amounts not less than \$1,000 and no more frequently than monthly. The LPA will be responsible for submitting a letter requesting reimbursement and supporting documentation to the Project Manager. A template is available for this request in Appendix C.

Supporting documentation will include:

- the invoice the contractor submitted to the LPA,
- a copy of the contractor's pay estimate and
- a copy of the LPA's check to the contractor

KDOT will have a retainage in addition to any LPA retainage; refer to the agreement for retainage amount. Once the final documentation in Step 11 Completion of Construction Certificate (below) is received, the final reimbursement will be made releasing this retainage.

## **9. Notice of Substantial Completion**

If the project is within KDOT ROW and after the project has been substantially completed, the LPA shall submit a letter of substantial completion to the KDOT Area Engineer and the Project Manager. A template is available for this notification in Appendix C.

If the work is not within KDOT ROW, proceed to step 11 Completion of Construction Certificate below.

## **10. Highway Permit Completion or Revocation Notice**

If work was done within KDOT ROW, the LPA obtained a permit in the design phase. Once the project is complete, the Area Engineer will issue a "Highway Access Permit Completion/Revocation Notice" (DOT Form 309C) to the LPA.

## **11. Completion of Construction Certificate**

When the LPA has made the final payment and all work under the contract is complete in a reasonable conformance with the final plans, contract documents and specifications, the LPA will submit the Completion of Construction Certificate to the Area Engineer and the Project Manager.

A template is available for this notification in Appendix C. The letter will include:

- the date when the LPA notified the contractor that the project has been accepted,
- the date when the LPA made the final payment to the contractor and/or subcontractors, and
- a statement that the LPA has been justly compensated for loss and/or damage of property incurred by the contractor and/or subcontractors during the completion of the project.

*NOTE: If a standard document is currently used by the LPA, this documentation will also be accepted.*

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The Completion of Construction Certificate shall be signed by the following:

- the licensed Professional Engineer responsible for the construction inspection certifying that the project was completed in compliance with the final design plans, specifications and contract documents;
- the LPA to certify that the contractor has been paid in full and the warranty period has begun and
- the contractor acknowledging payment in full.

The LPA will also provide KDOT with a final set of as-built plans. If work is completed on the highway, a copy of the survey book(s) should be submitted.

## **12. KDOT Acknowledgement of Completion**

Upon receipt of the Notice of Substantial Completion and the Completion of Construction Certificate, final as-built plans, copy of survey book and after the final reimbursement check by KDOT has been issued, the Project Manager will send a letter of acknowledgement to the LPA closing out the project.

## **Appendix A**

## **Contact Information**

Kansas Department of Transportation  
Bureau of Transportation Planning  
Eisenhower State Office Building  
700 SW Harrison Street  
Second Floor, Tower  
Topeka, KS 66603-3754  
Fax: 785.296.0963

**Jessica Upchurch, P.E.**  
Special Projects Engineer  
785-368-7099  
[jessicau@ksdot.org](mailto:jessicau@ksdot.org)

## **Appendix B**

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## Construction Project Phase A and B Check List

### Phase A Items

- Submit signed & sealed Project Agreement (3 Copies)
- Submit copy of the consultant contact information and copy of project scope of services to the Project Manager (if applicable).

### Phase B Items

- Submit one (1) electronic set of Environmental Plans to the Project Manager (PM) to initiate the Environmental Clearances Process.
- If Field Check Memo available, submit a copy to the PM.
- Submit one (1) electronic set of Office Check plans, two (2) ½ size (11" x 17") sets of plans and a project cost estimate to the PM and one (1) ½ size sets of plans to the Area Engineer.
- Submit a copy of all Environmental, Hydraulic, and Geological studies to the PM.
- Submit the "List of Permits and Status of Same" ([DOT Form 1307](#)) to the PM.
- If the project is on KDOT right of way, complete a KDOT "Highway Permit for Highway Access" ([DOT Form 827](#)) or "Highway Permit for Use of Right of Way" (DOT Form 304) and complete the **Access Field Data Sheet** (See Appendix B).
- Submit the "List of Utilities and Status of Same" ([DOT Form 1304](#)) to the PM.
- Submit the "Right of Way Clearance Form" ([DOT Form 1306](#)) to the PM.
- Submit a copy of the deeds for acquired property abutting KDOT ROW to the PM
- ED PROJECTS ONLY - Submit a copy of verification that development necessitating the Project is underway. This is usually evidence of construction, such as a building permit.
- Submit one electronic copy of the construction contract and specifications document to the Project Manager. Include inspector(s) information and KDOT certification(s).
- Submit one (1) electronic set of Final plans, and cost estimate to the Project Manager.
- Submit one (1) electronic set of completed plans signed and sealed by a Professional Engineer licensed in the State of Kansas to the Project Manager.

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**Order of Plan Sheets** (*only use those pertaining to the project*) – see the Road Design Manual for detailed descriptions and examples

TITLE SHEET (include index)

TYPICAL SECTIONS

FOUNDATION TREATMENT, COMPACTION & SUBGRADING DETAIL SHEETS

PLAN-PROFILE SHEETS (Mainline)

PLAN-PROFILE SHEETS (sideroads, side streets, frontage roads and detours)

INTERSECTION DETAILS

Street Intersections in Order of Stationing

Curb Return Profiles

PAVEMENT DETAILS

Concrete Pavement (Dowel Jointed, Non-Reinforced)

Contraction and Expansion Joint

Dowel Assemblies

Concrete Pavement Auxiliary Details

Curb, Gutter, and Combined Curb and Gutter

Alley and Entrance Pavement

Sidewalk and Steps

MISCELLANEOUS DETAILS

MITIGATION DETAILS

INLET AND MANHOLE DETAILS

Flume Inlet and Slope Drain

Curb/Gutter/Ditch Inlet

Combined Inlet Manhole

Concrete Manhole

SEWER DETAILS (Profiles, special layouts, etc.)

SCHEDULE OF INLETS AND MANHOLES

Schedule of Storm Sewer Conduits

Schedule of Storm Sewer Installations

Schedule of Inlets and Manholes

Schedule of Ditch and Gutter Inlets

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## **Order of Plan Sheets** (*Continued*)

RIPRAP

DITCH LINING

UNDERDRAINS

    Underdrains

    Typical Median Underdrains

GUARDRAIL

    Guardrail Layout Sheets

    Guardrail Detail Sheets

CONCRETE SAFETY BARRIER

RETAINING WALLS

END SECTIONS

PIPE CULVERT SUMMARY

DRAINAGE DATA SHEET

CULVERTS

SOIL SAVER (For RCB)

CULVERT EXTENSIONS (Typical)

STANDARD PILE DETAILS

FENCING PLANS AND FENCING DETAILS

TEMPORARY EROSION AND POLLUTION CONTROL (Soil Erosion)

SEEDING

ROADSIDE IMPROVEMENT

LIGHTING

TRAFFIC

SIGNING AND PAVEMENT MARKING

CONSTRUCTION SEQUENCE

TRAFFIC CONTROL

DRAINAGE AREA SHEET(S)

CROSS SECTIONS (Mainline)

CROSS SECTIONS (Sideroads, frontage roads, detours, etc.)

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## Additional Field Data Sheet

Project No.

City

County

Route

### Access Location Information

- Reference Point =  distance to the nearest mile post
- GPS Coordinates in decimal degrees  
Lat =  Long =
- Location of access from nearest cross street  
 miles  N  E  S  W of  (Cross St/Jct)

### Highway Information

- Highway Surface Type: (Check one)  Asphalt  Concrete
- Highway Surface Width =  ft
- Highway Shoulder Width =  ft
- Area Type: (check one)  Developed  Undeveloped  CBD
- Highway Section: (check one)  Curb & Gutter  Open Ditch
- Number of lanes =
- Average Daily Traffic =
- Access Route Class: (check one)  A  B  C  D  E
- Highway Grade  %

### Access Detail Information

- Taper type (check one)  Access Taper  Auxiliary Lane  Deceleration Taper  
 Other (Taper or Lane that does not meet policy)  N/A (curb and gutter section only)
- Stopping Sight Distance Upstation =  ft
- Stopping Sight Distance Downstation =  ft
- Intersection Sight Distance Left =  ft
- Intersection Sight Distance Right =  ft
- Adjacent Access Spacing Up =  ft to Type  1  2  3  4  5  6
- Adjacent Access Spacing Dn =  ft to Type  1  2  3  4  5  6

# Locally Administered Construction Project Guidelines

**KANSAS DEPARTMENT OF TRANSPORTATION**  
**Status Of Utilities**  
**Bureau of Local Projects**

07-01002

Date 10/1/15

County: \_\_\_\_\_

Project Number: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Company and Utility Type	Contact Name/Address and Phone Number	Relocation Completed	Expected Relocation Date	General Description of Utility Relocation/Notes
Please review the notes below before listing any utility or entering any dates.				

If no utilities are within the limits of the project R/W, indicate NONE.  
 USE ONLY actual calendar month/day/year. DO NOT use 30 days, 60 days, etc.  
 Utilities are to be moved as outlined under the KDOT BRUD Memo 84-10.  
 This form should be returned to the Bureau of Local Projects when Form 1306 is submitted.

The information provided in this document does not constitute a guarantee that utility facilities will be clear of construction. Estimated completion dates are dependent upon many variable (weather, material or product availability, r/w acquisition, etc). **The estimated completion date is only an estimate.** The information shown on this report are to be consistent with those shown on the final construction plans. **The final responsibility for verifying all utility owners on this project and reflected in this report lies with the Local Agencies.**

Submitted By \_\_\_\_\_ Authorized City/County Official \_\_\_\_\_ Date \_\_\_\_\_  
 If the utilities identified on this form are not relocated prior to this submittal, it is the responsibility of the LPA to ensure that those utilities are adjusted prior to any potential conflicts with construction. Once the utilities are adjusted, an updated Form 1304 must be submitted by the LPA to the Bureau of Local Projects.

DOT FORM 1304 Revised 07/2010

Status of Utilities

Name of Company and Utility Type	Contact Name/Address and Phone Number	Relocation Completed	Expected Relocation Date	General Description of Utility Relocation/Notes



Print out additional Page 2 sheets if needed

# Locally Administered Construction Project Guidelines



## Certification by the Local Agency to the Kansas Department of Transportation of Real Property Acquisition Procedures, Right of Way Clearance, Utility Arrangements and other Matters

KDOT Project No.:   
Project Name:   
Location:   
Date:

WHEREAS: Said improvement is located  and  
WHEREAS: Said improvement consists of   
herein referred to as Project, and

WHEREAS: The Secretary of Transportation of the State of Kansas, hereinafter referred to as the Secretary, as agent for the City/County , Kansas, hereinafter referred to as the City/County have entered into an agreement dated  and

WHEREAS: The above referenced agreement requires the City/County to provide to the Kansas Department of Transportation its certification of certain federal and state requirements prior to commencement of the Project.

**NOW THEREFORE, THE CITY/COUNTY HEREBY CERTIFIES:**

Right of Way.

1. That all right-of-way (R/W), easements, and other property interests as indicated on the plans as necessary for the construction of the Project have been acquired, including legal and physical possession, evidenced by said documents being recorded in the Register of Deeds office. All acquisitions were completed by the City/County in compliance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4601 et seq.), and amendments thereto, BLP Memos 99-2 and 02-11 and Attachments 1 through 9, and the Federal Highway Administration's booklet entitled, "Real Estate Acquisition Guide for Local Public Agencies".
2. That the total number of tracts acquired equals (A+B+C+D) .....   
A: Number of Tracts Purchased .....   
B: Number of Tracts Administrative Settlements Were Used .....   
C: Number of Tracts Condemned .....   
D: Number of Tracts Donated .....

Total amount paid to landowner(s)/tenant(s) by agency for the acquisition of properties:

# Locally Administered Construction Project Guidelines



## Certification by the Local Agency to the Kansas Department of Transportation of Real Property Acquisition Procedures, Right of Way Clearance, Utility Arrangements and other Matters

3. If buildings, structures, or other improvements owned by a tenant or landowner were acquired or relocated, the Bureau of Right of Way of the Kansas Department of Transportation was contacted for guidance as to the proper procedures.

A: Number of Tracts with Relocation .....

B: Were buildings, structures, or other improvements involved in this project?  Yes  No

Total amount paid to landowner(s)/tenant(s) by agency for relocation benefits:

4. If the new R/W or permanent easement acquired for the Project is adjacent to, along, or abutting KDOT highway R/W, copies of the deeds and plan sheets showing the applicable R/W tracts shall be submitted to KDOT Bureau of Local Projects.

Was new R/W or permanent easement acquired adjacent to, along, or abutting KDOT highway R/W?  Yes  No

5. Records will be maintained on file for at least three (3) years after the acquiring agency has been notified that the Project has been accepted by the Kansas Department of Transportation.

### Utility Arrangements.

6. Any companies owning or operating utilities or other facilities within the limits of the Project, have been contacted and the facilities have been relocated, or arrangements made and/or plan notes indicating the moving, removing or adjusting of such facilities, as may be necessary, upon due notification of such companies by the City/County (DOT Form Number 1304, attached hereto, lists such companies with headquarters addresses and gives the status of relocations.)

### Availability of Funding.

7. That City/County funds will be available for the matching of State and/or Federal funds to finance construction work on this Project.

### Compliance with Applicable Regulations and Absence of Legal Impediments.

8. The City/County certifies that no known or foreseeable legal impediments exist that would prohibit completion of the project and that the project complies with all applicable codes, standards and/or regulations required for completion.

BE IT RESOLVED: The City/County makes the above certifications and the Secretary can proceed in accordance with the provisions of the agreement above referenced for the Project.

Signed this  day of ,  at , Kansas

Certified By:

City/County Engineer / Road Supervisor

[Print Form](#)

# Locally Administered Construction Project Guidelines



## List of Permits and Status of Same

KDOT Project No.:

Project Name:

Location:

Date:

	YES	NO
Mitigation measures required for project?	<input type="checkbox"/>	<input type="checkbox"/>

Permitting Agency	Permit Required		Status
	YES	NO	
KS Dept. of Agriculture, Division of Water Resources	<input type="checkbox"/>	<input type="checkbox"/>	
US Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>	
KS Dept. of Wildlife, Parks, and Tourism	<input type="checkbox"/>	<input type="checkbox"/>	
KS Dept. of Health and Environment	<input type="checkbox"/>	<input type="checkbox"/>	
US Fish and Wildlife	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input style="width: 200px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input style="width: 200px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Note:** In cases where permits may not be required, but contact or consultation with the Agency is as indicated on the "KDOT Final Environmental Memo," please note status in the "Status" column.

**Mitigation Measures and Special Provisions:**

**Print Form**

Signature of LPA or designee

## Appendix C

# Locally Administered Construction Project Guidelines

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## Construction Project Phase C Check List

### Phase C Items

- Submit a letter to the Project Manager requesting approval to advertise. **The project must not be advertised for construction until Authority to Advertise is issued by KDOT.**
- Submit a letter to the Project Manager requesting concurrence in the contract award along with the bid tab sheets and the low bidder's bid documents.
- Submit a copy of the executed contract, performance bonds and the Notice to Proceed to the KDOT Area Engineer and the Project Manager.
- Notify KDOT Area Engineer and Project Manager of date, time and location for preconstruction meeting. Submit any meeting notes to KDOT.
- If shop drawings are required for a project submits a copy of the drawings to the Project Manager.
- Submit a copy of **ALL** change orders to the Project Manager to be added to the project file. Approval and/or concurrence by the Project Manager prior to any work being completed is required for any one change order item larger than \$5,000.
- If the project is on KDOT right of way and required either a KDOT "Highway Permit for Highway Access" (DOT Form 309) or "Highway Permit for Use of Right of Way" (DOT Form 304) submit the "Letter for Notice of Substantial Completion" to the KDOT Area Engineer and the Project Manager.
- Submit the "Completion of Construction Certificate" to the Area Engineer and the Project Manager. A copy of any Notice of Completion and/or Notice of Acceptance forms the City provides to the contractor should also be forwarded to KDOT.
- Provide KDOT with a final set of as-built plans. If work is completed on the highway, a copy of the survey book(s) should also be submitted.

# Locally Administered Construction Project Guidelines

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## Template: Request for Approval to Advertise

Date

Proj Mgr Name

KDOT Access Management  
700 SW Harrison Street  
Eisenhower Bldg, 2<sup>nd</sup> Floor  
Topeka, KS 66603-3754

Re: Request approval to advertise  
KDOT Project # XX-XX KA-####-## – Project short description

Dear AM Proj Mgr Name:

The Choose an item of Enter name of city/county requests approval to advertise for bids for the Project Short Description project. Enter Consultant Name has prepared the construction plans and Contract Documents and Specifications for the project. It is my understanding they have coordinated the review process through your office and have addressed your concerns regarding these documents. All items on the KDOT required items list for this project have been submitted to the Access Management Project Manager.

The construction plan and specification preparation, the permitting process and acquisition of Right of Way are complete. The relocation of utilities that are in conflict will be completed by Enter Utility relocation Date.

The Choose City or County has selected to use Click here to enter consultant name or “city personnel” to conduct the inspection for the project. A list of inspectors working on this project along with their certification numbers and expiration dates are Choose an item..

Contingent upon your approval we would like to begin advertising for bids on Enter Advertising Date and hold a letting on Enter Letting Date. *(NOTE: if the city/county would like to have a shorter advertisement period please indicate the following 1)Reason for reduction, 2) provide information on city/county ordinances/policies on advertisement period.)*

The Advertisement will be placed in Enter local newspaper name and any other advertising locations. If you need any additional information, please contact our office or Enter Consultant Name.

Sincerely,

Choose an item of Enter Name of City/County, KANSAS

LPA Contact Peron’s Name  
LPA Contact Peron’s Title

# Locally Administered Construction Project Guidelines

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## Template: Request for Concurrence and Award

Date

Project Manager Name  
KDOT Access Management  
700 SW Harrison Street  
Eisenhower Bldg, 2<sup>nd</sup> Floor  
Topeka, KS 66603-3754

Re: Construction Contract Award Concurrence  
KDOT Project # XX-XX KA-#####-## – Project short description

Dear Project Manager Name:

The bid letting for the Project short description project was conducted on Enter Let Date. There were Number of bids were received, opened and read to the public. The base bids range from a low of Enter Lowest bid Amount to a high of Enter Highest Bid Amount. The engineer's estimate was Enter Engineer's Estimate Amount. Enter the name of the Contractor submitting lowest bid of Enter the Contractor's town and state submitted the low bid. Bid tabulations from the letting are attached for your review.

Enter the reason this contractor was selected. This can include prior experience with company, qualifications, and any other item city wants to add.

At the Enter meeting date Choose an item Council meeting, the Council approved the award of construction contract to Enter Contractor Name in the amount of Enter the Contractor's Construction Amount. The award of the contract was approved contingent upon KDOT concurrence. Please review the enclosed bid documents from Enter Contractor Name. Upon receipt of your concurrence and authorization to begin construction, we will issue the Notice of Award and begin executing the construction contract with Enter Contractor Name.

Sincerely,

Choose an item of Enter Name of City/County, KANSAS

LPA Contact Person's Name  
LPA Contact Person's Title

### Attachments

1. Bid Tabs
2. Excel version of bid tabs
3. Enter Contractor Name bid documents

# Locally Administered Construction Project Guidelines

Template: Request for Reimbursement ([Template for Reimbursement Request](#))



## Payment Request Form

<b>Date:</b>	
Project Description:	
KDOT Project #:	CMS Contract #:
LPA:	LPA Project #:
<b>LPA Invoice #:</b>	<b>Please enter an Invoice Number!</b>
Contract Amount:	
Project Max:	Reimbursement Max: \$ - to the LPA
Max KDOT Retainage: \$ -	Computed Local Retainage: \$ -
Work completed through:	Begin Date: End Date:
Final Invoice ?	<b>Must enter Begin and End dates!</b>

<b>Total Costs Claimed</b>		
Less: Non-Participating		
Less: Local Retainage*	10.00% or Fixed Amount of	\$ -
Subtotal		\$ -
Less: Over the Max of the Contract		\$ -
<b>Total Participating Cost</b>		\$ -
KDOT	80%	\$ -
Less: Local Participation	20% Prepaid Amount	\$ -
Less: KDOT Retainage	or Fixed Amount of	\$ -
Less: Liquidated Damages:	days @ per day	\$ -
Less: Previous Reimbursements		
<b>AMOUNT DUE</b>		\$ -

Previous Payments from KDOT	\$ -
Plus: Current Reimbursement from KDOT	\$ -
<b>Total Reimbursement from KDOT</b>	\$ -
Outstanding Reimbursements from KDOT	\$ -
<b>Total Reimbursement for CMS contract including pending payments</b>	\$ -

\*\*\* Note: Invoice details must be submitted with invoice.\*\*\*

\*Local retainage percentage calculated on Participating Items only

Submitted by:

\_\_\_\_\_  
The Wizard of Oz

Rev. 12/2015

# Locally Administered Construction Project Guidelines

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## Template: Notice of Substantial Completion

Date

KDOT Area Engineer Name

KDOT Area Choose an item Engineer

Address

City, KS Zip

Re: Notice of Substantial Completion

KDOT Project # XX-XX KA-####-##

KDOT Permit # ##-##-#####

Project Description: Project short description

Dear KDOT Area Engineer Name:

The work was been substantially completed for the above referenced project as of Enter Date.

The project is ready for your final inspection.

If you have any questions, please feel free to contact me.

Sincerely,

LPA Contact Person's Name

LPA Contact Person's Title

c: Project Manager Name Access Management

# Locally Administered Construction Project Guidelines

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## Template: Completion of Construction Certificate

### Completion of Construction Certificate

KDOT Project # XX-XX KA-####-##

Project Description: Project short description

To: Click here to enter Area Engineer Name

The work was completed for the above referenced project on Enter Completion Date. Please accept this letter as my certification that the project was completed in substantial compliance with the final design plans, specifications and contract documents.

Printed Name

Title

---

Engineer

Signature

Date

The contractor has fulfilled all obligations under the contract documents and has been paid in full.

City/County Responsible for Project

Representative printed Name

Title

---

Owner

Authorized Representative Signature

Date

Contractor

Representative printed Name

---

Contractor

Date

Authorized Representative Signature