

*Local Public Agency Manual
Appendix*

Appendix D

Pre-Design Agenda (TAP)

S.P. No. H.009793

F.A.P. No. H009793

Slidell: Olde Town Streetscaping

St. Tammany Parish

Project Description: Removing/reconstructing sidewalks, installing landscaping and a decorative lighting system along a 2 block section.

Project Manager: Steve Meek. He can be reached at 225-379-1833 and steve.meek@la.gov.

Program Manager: Laura Riggs. She can be reached at 225-379-1585 and laura.riggs@la.gov.

Project Funding:

If project is "delivered" by July 1, 2015: 95/5 split

Federal funds: \$906,500

Local Match: \$ 47,711

Total: \$954,211

If project is "delivered" after July 1, 2015: 80/20 split

Federal funds: \$763,369

Local match: \$190,842

Total: \$954,211

Note: DOTD determines whether or not project was satisfactorily submitted on time.

Environmental Document: PCE was approved September 27, 2012. If project is not authorized by September 2015, project will need to be re-evaluated.

Miscellaneous:

- Entity-State Agreement
- Maintenance, Operation and Inspection Plan is required prior to construction
- Right of way versus rights of entry (Note: If Rights of Entries are required, these would be need to be provided to DOTD prior to request for construction authorization)
- Required Drainage: What exactly does this entail?
- Utility adjustments: Only vertical adjustments are eligible.
- Striping related to on-street parking is not eligible.
- Responsible Charge

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/LPA/Pages/Forms.aspx)

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Submittals: Three reviews, each review taking up to 8 weeks. Reviews can be plan (12 copies of everything) or electronic (everything on a disk)

Preliminary

- Plan set(s)
- List of probable pay items

95% Preliminary (PIH)

- Plan set(s)
- Engineer's opinion of probable cost
- Draft Technical Special Provisions

95% Final (ACP)

- Plan set(s)
- Engineer's opinion of probable cost
- Draft Technical Special Provisions

Plan Development:

- LA DOTD Software and Deliverable Standards for Electronic Plans (optional, but preferred)
- Plans will be designed to DOTD's policies, procedures and format. Recommend reviewing Chapter 8 of the Roadway Design Procedures and Details Manual.
- Figure 8-8, "Typical Sheet Order"
 - Title Sheet (new)
 - Summary Tables are required (See examples in Chapter 8)
 - Summary of Estimated Quantities
 - Trns.port pay items are required.
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/default.aspx
 - NS-ENH pay items (Example Cover Sheet and Specification Writing Tips)
 - Plan and Profile Sheets
 - Begin and End Station Project Notes
 - EDSM's
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/EDSM/Pages/default.aspx
 - Curb Policy
 - Sidewalks
 - ADA Requirements
 - Federal code 23 CFR 635 will be enforced.
 - Drainage
 - Pipe Policy Summary
 - Consultant's Hydraulic Design for Review Memo (dated January 23, 2001)
 - Summary of Drainage Structures abbreviation sheet
 - Example "Summary of Drainage Structures" Sheet
 - Minimum Requirements for Preliminary Geometric Review

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- Memo on 2008 Plastic Pavement Striping
- Standard Plans and Special Details
 - Use ProjectWise to see the most current Standard Plans and Special Details.
 - Temporary Traffic Control Special Details are now Standard Plans
- Landscaping portion of the project must be done by a licensed Landscape Architect.
- The Preliminary Plan stamp, as required by LAPELS, should be shown on all plan sheets
- Certification for Permit Lighting
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Right-of-Way/Documents/Certification%20for%20Permit%20Lighting%20Supplement.pdf
- QA/QC
 - (new) Construction Plans Quality Control / Quality Assurance Manual
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/QC-QA.aspx
 - (new) Plan / Constructability / Biddability Review Form for Small LPA Projects
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/LPA/Pages/Forms.aspx