



Local Public Agency (LPA) Qualification Program Definition of Responsible Charge “It is your project - and your responsibility to keep it moving!”

Requirements of an LPA Employee in Responsible Charge:

- ◆ Oversees project activities:
 - * Costs
 - * Time adherence to contract requirements
 - * Design & construction quality and scope
- ◆ Able to answer project status questions if called by LDOTD or FHWA
- ◆ Is aware of the qualifications, assignments, and on-the-job performance of the Entity and consultant staff at all stages of the project
- ◆ Reviews financial processes, transactions and documentation for the project
- ◆ Ensures the construction contract is properly recorded in the Clerk of Court's Office prior to contract work and after construction completion
- ◆ Directs project staff, agency or CE&I consultant to carry out construction project administration
- ◆ Makes or participates in decisions that require change orders or supplemental agreements to the project contract
- ◆ Maintains familiarity of day to day project operations & safety issues
- ◆ Visits and reviews projects on a regular basis (in proportion to the project scope and size)

New Enforcement of an Existing Rule

Responsible Charge—

Federal regulation 23 CFR 635.105 requires that LDOTD and the LPA must provide a full time employee of the public agency to be in "**responsible charge**" of the project. This is not a full time job, but must be an Entity paid employee. This requirement applies even when consultants are providing design or construction engineering & inspection services.

Key Role of Responsible Charge

- ◆ Primary point of contact for the Entity with the LDOTD Project Manager & District Project Coordinator.
- ◆ Attends all key project meetings—if not in attendance, meeting will be cancelled. LDOTD Project Manager will identify required key project meetings—such as: Project Kickoff meeting, Project field inspection, etc.
- ◆ Must be involved in and/or knowledgeable of key project decisions.

For More Information Contact:

- ◆ **Tanya Moore** — Director of Local Public Assistance Programs, LDOTD, 225-379-2515, Tanya.Moore@la.gov
- ◆ **Steven C. Strength**—Director, Louisiana LTAP Center, phone 225-767-9118, Steve.Strength@LA.GOV

Key Duties for LPA Responsible Charge & LDOTD

Project Initiation—Conceptual / Feasibility

Entity

- ◆ Develops the Stage 0 Report /Program Application—works with MPO (if applicable)
- ◆ Processes Entity-State Agreement
- ◆ Completes and submits updated reporting form to the DOTD Project Manager with a copy to MPO (if applicable) - reporting required on a regular basis for life of a project

LDOTD Project Manager/other Personnel

- ◆ Reviews and Approves Stage 0 Report or Program Application
- ◆ Determines type of required Environmental Document
- ◆ Prepares the Entity—State Agreement

Engineering Contracts (if Federal Funds used in Engineering)

Entity Responsible Charge

- ◆ Submits scope of services & man-hours for Contract
- ◆ Executes Contract
- ◆ Provides schedule & budget
- ◆ Reviews/approves and transmits invoices
- ◆ Monitors contract time & requests any extensions

LDOTD Project Manager/other Personnel

- ◆ Reviews scope of services & man-hours
- ◆ Prepares & advertises contract
- ◆ Selects consultant with input from Entity
- ◆ Prepares contract
- ◆ Processes & pays invoices and/or extensions

Preliminary Engineering

Entity and/or Design Consultant

- ◆ Prepares Environmental document
- ◆ Obtains required permits
- ◆ Coordinates utility clearance/certifications
- ◆ Completes pre-design form—prepares and reviews preliminary plans
- ◆ Attends pre-design meeting (Responsible Charge from Entity must attend)
- ◆ Sends plans to & works with Utility companies
- ◆ Entity distributes plans internally for review
- ◆ Attends Plan-in-Hand field review (Responsible Charge from Entity must attend)
- ◆ Summarizes comments & provides back to designer & DOTD project manager

LDOTD Project Manager/other Personnel

- ◆ Processes & obtains Federal approval of Environmental document
- ◆ Checks to ensure permits & utility clearances have been obtained by Entity
- ◆ Schedules & chairs pre-design meeting
- ◆ Reviews preliminary plans
- ◆ Distributes plans throughout LDOTD & FHWA
- ◆ Schedules & Chairs Plan-in-Hand Field Review
- ◆ Distributes notes from field inspection reviews

Preliminary Engineering: Right-of-Way

Entity and/or Consultant

- ◆ Prepares preliminary right-of-way maps
- ◆ Attends Joint Plan review meeting (Responsible Charge from Entity must attend)
- ◆ Prepares final right-of-way maps
- ◆ Acquires right-of-way (per state & federal guidelines)

LDOTD Project Manager/other Personnel

- ◆ Schedules & chairs joint Plan Review meeting
- ◆ Audits right-of-way acquisition by Entity to ensure it has been acquired within all state & federal guidelines

Final Engineering

Entity and/or Consultant

- ◆ Prepares final plans
- ◆ Entity Responsible Charge transmits stamped, signed & dated plans, estimates, calculations, Non-standard items specifications, design exception request form (if applicable)
- ◆ Reviews bids
- ◆ Formally responds to LDOTD's request for concurrence
- ◆ Signs & executes contract timely

LDOTD

- ◆ Reviews final plans & cost estimate
- ◆ Distributes plans throughout LDOTD & FHWA
- ◆ Prepares submittal for letting
- ◆ Advertises & receives bids
- ◆ Reviews bids with Entity & MPO (if applicable)

Construction

Entity and/or CE&I Consultant

- ◆ Records contract in Clerk of Court's office
- ◆ Schedules Pre-Construction meeting
- ◆ Attends all meetings when a decision is needed (Responsible Charge from Entity must attend)
- ◆ Ensures project is constructed in accordance with the plans & specifications
- ◆ Reviews & recommends approval of change orders (Responsible Charge)
- ◆ Ensures Work Zone safety
- ◆ Ensures contractor's monthly estimate documentation is provided to LDOTD
- ◆ Pays contractor's monthly partial payments (Responsible Charge)
- ◆ Prepares/submits Cost Disbursement Certification to LDOTD (Responsible Charge)
- ◆ Attends Final Inspection (Responsible Charge)
- ◆ Records Final Acceptance of project in Clerk of Court's office
- ◆ Ensures Final Estimate & complete documentation is transmitted to LDOTD timely

LDOTD District Project Coordinator

- ◆ Attends Pre-Construction meeting
- ◆ Attends all meetings when a decision is needed
- ◆ Verifies that Entity ensures project is constructed in accordance with the plans & specifications
- ◆ Disburses funds to the Entity, based on monthly estimates
- ◆ Reviews & approves change orders
- ◆ Verifies that Entity ensures Work Zone safety
- ◆ Attends Final Inspection
- ◆ Audits final estimate