



Project Administration

3 key questions to keep trouble at bay

- 1) Do I have pre-approval in writing?
- 2) Is it in my budget?
- 3) Am I on the same page as my NHDOT Project Manager?



6 Project Administration Elements



- 1) LPA Project Agreement
- 2) Scoping Meeting
- 3) Project Schedule
- 4) Project Phases
- 5) Progress Reports
- 6) Reimbursement Requests





Step#1 – LPA Project Agreement

First things first

- 1) Sets the stage for the use of funds
- 2) Follows Governor & Council approval
(several month process)
- 3) NHDOT does enforce terms of LPA Project Agreements



Sections #6 & #10



Project Agreement

Important terms:

- 1-H) Reimbursement of all funds to NHDOT if Sponsor defaults on any part of the Project Agreement
- 3-D) Schedule for project start and completion

New Requirement to update Project Agreement at "Based on Bids"

Sections #6 & #10





LPA Project Agreement

Describes how Sponsor receives federal money

- Sponsor pays all bills upfront (100%)
- If eligible, NHDOT reimburses federal share (typically 80%)
- Agreement will specify Sponsor's match (typically 20%)



Sections #6 & #10



LPA Project Agreement

Remember.....

- Don't add the date to the Project Agreement, NHDOT staff apply the execution date to the document
- A fully executed version will be sent back to Sponsor, including the date

See LPA Manual Appendix #3 for sample Agreement

Sections #6 & #10





Step #2 – Scoping Meeting

Why?

- Face to face or virtual with your NHDOT Project Manager
- Best foot forward opportunity for NHDOT and Sponsor’s multi-year relationship
- Questions and answers for both sides to understand aims and goals
- Represents “Project Start” specified in Project Agreement



Section #6



Step #3 – Project Schedule

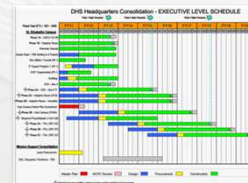
Q&A

Question:

Is a schedule really necessary?


Answer:

YES, it is how we know you can do what you say you want to when you want to do it



Section #7






Project Schedule


Q&A

Question:
How can we be expected to develop a schedule?

Answer:
Utilize the LPA Manual -**Section #7**

Section #7






Project Schedule

Section #7

- Provides Sponsor with outline of all necessary steps
- Most projects are approximately 2 to 3 yrs.
- Schedule is a “living document”
Needs attention and communication to thrive

Section #7



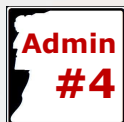


Project Schedule

Section #7 Key Points

- NHDOT review and comments need to be accommodated throughout
- Schedule is flexible to some extent – but the NHDOT Project Manager needs to be kept in the loop

Section #7



Step #4 – Project Phases

Three Main Phases

- 1) Preliminary Engineering (PE)**
- 2) Right-of-Way (ROW)**
- 3) Construction (CON)**



Section #8



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Project Phases

Funding by Phase

➤ Federal grant money is programmed by **phase (PE, ROW, CON)** according to the **Federal Fiscal Year** (Begins Oct 1st)

Section #8 & #9

New Hampshire
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Project Phases

Statewide Transportation Improvement Program

➤ Federal grant money is publicly accounted for in the **STIP - Statewide Transportation Improvement Program** by **phase (PE, ROW, and CON)**

Section #8 & #9

New Hampshire
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Project Phases Amending the STIP

Type of STIP action needed when the Project Cost changes from the amount in the most current STIP

Total Cost of Project Within Approved STIP Years	Full Amendment 6 months +/-	Administrative Modification 2 months +/-	Information? Only 1 month +/-
Less than \$1.5 Million	Cost Increase More than 25%	Cost Increase Up to 25%	Cost Increase Less than 10%
More than \$1.5M	Cost Increase More than 25%	Cost Increase Up to 25%	Cost Increase Less than 8%

Section #8 & #9



Project Phases

Close coordination with your NHDOT Project Manager is needed to properly manage **PE, ROW, and CON** dollars relative to the **Federal Fiscal Year** and the **STIP**

Section #8 & #9





Step #5 - Progress Report

- **Monthly** Progress Reports from the Sponsor are **required**
- Shall be submitted once Scoping Meeting is held



Section #12



Progress Report

Content:

- Briefly describes the activities completed during the month
- Notes the items remaining for project or milestone completion
- Gives an estimated time of completion for tasks

See handout for example progress report

Section #12





Step #6 - Reimbursement Request

- **Monthly** Electronic Reimbursement Requests from the Sponsor are required (ReimburseRequest@dot.nh.gov)
- Notice #2020-02: Federal and State Bridge Reimbursement Procedure
- This requires **timely**:
 - Bills from Vendor to Sponsor
 - Payment to Vendor from LPA
 - Reimbursement requests to NHDOT



See handout for example reimbursement request

Section #12



Reimbursement Request

Eligible costs

- Only eligible costs can be reimbursed
- Only work that has been previously authorized by NHDOT can be reimbursed
- NHDOT reimburses a **%** share based on Project Agreement (typically 80%)

See LPA Manual Section #12 for description of eligible PE, ROW and Construction costs

Section #12





3 Types of Reimbursement Requests

1) Consultant requests

- engineering, architectural and surveying services



2) Construction requests



- ### 3) Other Goods and Services requests (contact NHDOT Project Manager for more information)



Section #12



Consultant Reimbursement Requests

Monthly Package to NHDOT:

- Use sponsor letterhead
- State amount requested
- Provide proof of sponsor payment, and
- Provide running summary of costs incurred (this will become the project financial summary at end of project)



Section #12





Consultant Reimbursement Requests

Also Provide:

- Copies of each consultant invoice with detailed information including summary of contract total, current expenditures and spent to date

Cost Plus Fixed Fee invoices require more information than Lump Sum invoices

See Section #12

Section #12



Consultant Reimbursement

For Cost Plus Fixed Fee Invoices Include:

- Direct labor rates billed
- Indirect labor rates (overhead)
- Time sheets
- Proof of direct expenses
- Fixed Fee (profit) justification

Section #12





Consultant Reimbursement

A Note About Fixed Fee (Profit)

- **Fixed Fee** for all consultant contracts is fixed and billed as **% of project completion** (not a % of labor)
- Invoices should justify the amount of fixed fee billed with the progress to date
- If service is completed with fewer hours, consultant is still entitled to entire **fixed** fee

Section #12



Consultant Reimbursement Request

Sponsor and Consultant cover letter certification statements

**"Sponsor / Consultant acknowledges that they have reviewed the enclosed invoice and believe it to accurately reflects the work performed."*

****Required statement from both sponsor and consultant***

Section #12





Construction Reimbursement Request

- **Construction Engineering (CE)** Requests shall follow the same process as the **Consultant Process**



- **Construction Contractor** requests will be covered in Construction Part 1 later



Section #12




Reimbursement Request

For All Types of Requests:

- We look for required information and if acceptable, approve the request and process payment to the Sponsor
- Once the request is approved, we generate a letter (sent by e-mail) to the Sponsor noting the approval and stating that payment should be received within 3 weeks

Section #12












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6 Project Administration Elements

Re-Cap:

- 1) LPA Project Agreement
- 2) Scoping Meeting 
- 3) Project Schedule 
- 4) Project Phases 
- 5) Progress Reports 
- 6) Reimbursement Requests 







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Project Administration

Project Status

- LPA Project Agreement Executed ✓
- Initial Project Schedule Set ✓
- Budget for each Phase is developed ✓
- Progress Reports submitted monthly ✓
- NHDOT Notice to Proceed to QBS ✓
(Qualification Based Selection)







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Project Administration

Questions ?



**Next Up:
Consultant Selection**



New Hampshire
DOT
Department of Transportation