Doing Business with INDOT:

A Comprehensive Guide for Indiana Communities

NextLevel INDIANA

Roadmap to Doing Business with INDOT

We will use the Project Process to cover:

20 steps to Doing Business with INDOT

- We will highlight requirements
- We will cover FAQs
- And we will highlight things to remember

NextLevel
INDIANA

1) Designate an Employee of Responsible Charge*

- Must be an employee of the agency

- Knowledge necessary to drive the project to completion: Project Management

- Multi-tasking

- Collaborator between all parties / liaison

- Become certified & maintain certification

- Obtain ITAP (INDOT Technical Application Pathway Login)

* ERC is not required for State funded projects

NextLevel
INDIANA

1) ERC Responsibilities (primary)

- Represents financial and managerial decision of the agency

- Requests early coordinator meetings

- Facilitates contract completions & execution

- Works with INDOT throughout payment processes

- Prepares RFP (requests for proposals) for consultants

- Validates consultant selection process

- Monitors compliance with all State, Local & Federal Requirements

- Coordinates public hearings

- Coordinates completion of the environmental document

NextLevel INDIANA

1) ERC Responsibilities (Continued)

- Maintains the LPA Project Development certification

- Affirms Design meets INDOT's Design Standards

- Oversees Utility & Rail Relocation work (if required)

- Adheres to Uniform Acquisition & Relocation Act for property acquisitions

- Certifies final tracings submissions

- Retains all project documentation and required records

- Completes quarterly reports and attends tracking meetings

- Manages the consultant's performance

NextLevel INDIANA

ERC Responsibilities (misc.)

- Bridge Inspection Program Management – Addl. ERC Certification required
- MPO Coordination
- Collaborate with ADA / Title VI Coordinator

2) ERC Certification & Training

- ERC takes LPA ERC Basic Project Development Training - ONLINE

- Certification is good for one year

- Recertification classes are available - ONLINE

If an ERCs certification has lapsed:

- The LPA may continue to work on the project so long as there is an active purchase order. Work is not reimbursable until the LPA has recertified their ERC. The next phase of a project cannot begin until the ERC is recertified!

NextLevel
INDIANA

3) Develop a Documentation System

- Project Records must be maintained for 5 years

- Related Policies should be kept close at hand:
  - ADA Transition Plan (ADA Coordinator updates every 2-3 years)
  - Title VI Implementation Plan & Annual Goals & Accomplishments Report (Title VI Coordinator updates every year)
  - Asset Management Plans (Community Crossings, some Federal Aid projects)

4) Obtain ITAP Access & Enroll

- INDOT's Technical Applications Pathway (ITAP) is located at: https://itap.indot.in.gov

- The project application, quarterly tracking reports, etc. will be managed through ITAP

This is a good time to:

- Email Accessforall@indot.in.gov to ensure your ADA and Title VI compliance will not inhibit your eligibility.

- Make sure you are not 60 days past due on any money owed to INDOT!

- Verify ERC's certification status to ensure it will last throughout the project

NextLevel
INDIANA

5) Inquire / Research available funding

- The local call application can be accessed through ITAP by ERC
  - "Click here to request new applications" or "Application / Request New App."
  - Any INDOT application available will get listed
  - Click the plus "+" sign next to SPMS to see:
    - Local Call Application
    - Local quarterly report

- Review the application requirements

6) Determine whether your project is eligible

- Program qualifications determine eligibility
  - HSIP (Highway safety improvement program) – very specific project requirements, limits spending
  - "Transportation Alternatives" (now STBGTA set aside) – few project types are eligible, further limited by INDOT toward Bike / Ped – includes Common Paths
  - CMAQ – geographically limited based on EPA particulate levels (Metropolitan, eg.)
  - STBG – Roads & Bridges
  - Misc. (planning, transit)
  - Community Crossings – State Funded, no ERC required, all LPAs eligible, 50/25 match
- Each program has specific documentation requirements
- Must be compliant with the ADA

NextLevel INDIANA

7) Complete the Application in ITAP

- Ensure a commitment letter is included

- Eligible applications are scored by INDOT

- Selected projects received a Notice of Award

NextLevel
INDIANA

8) Include your project in the TIP / STIP

- If you are in an MPO area, your project must be included in the TIP

- Selected projects will be included in INDOT's STIP

http://www.in.gov/indot/2348.htm

9) Early Coordination Meetings

- Discuss & review project requirements
- Review consultant selection procedures
- Discuss RFP process
- Draft the INDOT / LPA Contract
- Project scope, scheduling & budget development
- Right-of way & utilities issues
- Project Development
- Q&A

10) The Contract

- Project description

- LPA rights & duties

- INDOT rights & duties

- Project funds

- LPA must sign within 6 weeks of receipt and return immediately upon signing. Signature can't be more than 30 days old once it gets to the AG.

- INDOT boilerplate available

NextLevel INDIANA

11) LPA submits matching funds

- Before construction the LPA must submit its matching funds

12) Environmental Document

- NEPA Process

- Environmental Justice & Title VI Considerations evaluated

13) Plans Developed

- Field surveys taken

- Plan developed

- Bring ADA issues to the Technical Advisory Committee (TAC) EARLY

- Otherwise submit plans at stage 3 for review

- Final tracings due 30 days before RFC

14) Letting

- INDOT prepares for letting once final tracings are received
- Letting dates are established in advance with RFC date

15) Notice to Proceed

- INDOT issues a Purchase Order (PO) once the contract is executed and an RFP has been approved

- LPA must received the NTP AND notify the consultants before work can begin on the project

16) Preconstruction Meeting

- ERC coordinates the precon meeting with the district construction area engineer

- INDOT district provides the precon checklist

- PE/S ensures everyone is mentioned in the GIFE at section 2.3 is invited

17) Construction Administration

- Change orders are the responsibility of the PE/S and may require the LPA to provide funding

- Differences between change orders and advice of changes: advice of changes add money to a project, change orders just change the way money is used

18) Construction Inspection

- Responsibility of the LPA

- Required on federal aid projects

- A CO consultant may be used

- The PE/S oversees the inspection

- INDOT retains oversight responsibility

19) ERC submits quarterly Reports

- Reports are submitted to the MPO if the LPA is in an MPO area

- Reports are submitted by ERC to INDOT if LPA is outside an MPO area

- Reports submitted to INDOT are submitted via ITAP

- Reports are due the 21st of Jan / Apr / Jul & Oct.

20) Final Construction Record

- Form IC-639 will be sent to the LPA

- It is the Report of Final Inspection & Recommendation for Acceptance

- LPA must sign and return to INDOT within 10 days.

Cancellation

- The highest ranking official of the LPA must notify INDOT in writing and

- Include the project description and DES number

- Funds may have to be repaid for cancelled projects

Remember

- DBE Goals
- Accessibility requirements
- Nondiscrimination Requirements
- Avoid Scope Creep
- Comply with ethics
- Follow selection requirements
- Errors and Omissions protocols

Leftover Funds

- Leftover funds revert back to INDOT
- INDOT conducts its final audit and closes the project out.