

NCDOT Division of Aviation “Next Steps” for Design Phase Award & Total Project Amount Award

February 23, 2016

A "Total Award" project indicates that the project is funded for all aspects requested - which often includes design through construction. These project types typically offer clean-cut scopes with shorter durations, and lack risk of unforeseen discoveries, environmental challenges, or other factors that may affect expected delivery.

A "Design Phase Award" starts with design phase only.

Next Steps if you received an:

Award Letter for Design phase only, or

Award Letter for Total Project Amount (all components of the Partner Connect request, typically Design through Construction)

1. Sponsor begins work immediately with local government, to obtain a *Certification of Local Funds and Accounting Information* (Form AV-500 on PC-GMS (Partner Connect – Grant Management System)). Note: this task can take numerous weeks, so please plan accordingly.
2. DoA prepares and sends an electronic *Request for Aid* template (PC-GMS) to the Sponsor within several weeks of date of Award Letter . (Do not wait on receipt of this document to begin preparatory work.)
3. Within 75 calendar days from the date of the award letter, Sponsor should submit the following information package to the regional Airport Project Manager (APM); these items are submitted – and the review occurs - via email:
 - a. Work Authorization (W/A) or stand-alone agreement – includes scope and fees for consultants and sub-consultants that are appropriate to the approved work. DoA typically requests a design-scoping meeting to define the project;
 - 1) See *Summary of Procurement Requirements for Professional Services for Airport Grant Projects*
 - 2) Note that for professional services contracts that exceed \$100,000, sponsor shall submit documentation of independent fee analysis (including independent fee estimate) that was used as a basis for fee negotiation;
 - b. Detailed project schedule using MS Project scheduling software (See Project Schedule requirements;
 - 1) If Design phase only: from date of Award Letter, through bid and contract, to start of actual construction
 - 2) If Total Project Award: from date of Award Letter through construction and Warranty period.
 - c. Program/Project Budget for entire project, including updated cost numbers for every budget line item (See Sample Program Budget); the total of these numbers – along with the sponsor’s contribution - will support the final grant amount;
 - d. Sketch or drawing of the project area;
 - e. Other grant supporting documentation (as deemed applicable).

4. APM reviews and concurs with the information package, requesting additional information and/or modifications from the Sponsor as needed (Duration: 2-3 weeks);
5. Sponsor submits an updated *Request for Aid* via Partner Connect, that includes the following uploaded attachments, via PC-GMS:
 - a. Request for Aid template, with updated costs;
 - b. Certification of Local Funds and Accounting Information (Form AV-500 on PC);
 - c. Final Work Authorization, (with APM concurrence);
 - d. Updated project schedule, (with APM concurrence);
 - e. Updated program or project budget (with APM concurrence);
Note: If the updated project budget exceeds the amount stated in the Award Letter (and previously supplied by the sponsor as the project cost) and the sponsor is requesting additional grant funds to make up the difference, then project funding is at risk until DoA can determine whether additional funding will be allocated and additional funds are approved by the Board of Transportation. This will add between 2 to 3 additional months to the process to obtain a Grant Agreement. Contact your APM immediately if this is the case.
 - f. RS-2 forms for Professional Services (form available on Connect NCDOT - State Airport Aid website);
 - g. Sketch or drawing of the project area;
 - h. Other grant supporting documentation (as deemed applicable)
6. APM reviews and concurs with the submitted *Request for Aid* package via PC-GMS, requesting additional information and/or modifications from the sponsor as needed. APM forwards to Grant Administrator for review/action. (Duration: 2 weeks)
7. Grant Administrator prepares a Grant Agreement and forwards to sponsor for local government/sponsor approval.
8. Sponsor returns signed Grant Agreement to DOA Grant Administrator.
9. DoA processes Grant Agreement for NCDOT signatures then returns final executed Grant Agreement to Sponsor along with a Notice to Proceed
10. Additional submittals and approvals will be necessary during later project phases.

Note: Negotiating consultant fees is not a precursor to grant for a Total Project Amount; however this activity should occur as a component of project start-up, and should be reflected in the project schedule.

PC-PR refers to the Partner Connect - Project Request System

PC-GMS refers to the Partner Connect-Grant Management System