

NCDOT Division of Aviation “Next Steps” for Construction-Related Activities Award

February 23, 2016

Note: DoA is presently investigating responsible methods to streamline construction grant processing; with a particular focus to reduce the duration between bid opening and grant issuance.

Next Steps If you received an **Award Letter to fund Construction-related activities (only)**

(this may include but is not limited to Construction, Resident Project Representative (RPR) services, unforeseen permitting prep & fees not covered in design scope, mitigation, QA testing, etc.)

1. Sponsor begins work immediately with local government to obtain a *Certification of Local Funds and Accounting Information* (Form AV-500 on the Partner Connect – Grant Management System (PC-GMS)). Note: this task can take numerous weeks, so please plan accordingly.
2. In the Partner Connect Project Request (PC-PR) system, Division of Aviation will modify and/or create a new Project Request(s) on the sponsor’s behalf that identify (ies) the separately-awarded construction phase (if necessary).
 - a. Costs should include professional services as well as actual construction costs - such as RPR and QA services, etc.
 - b. If utility relocation and mitigation costs have not previously been addressed, then those costs must be quantified and included as well.
3. Division of Aviation will either send an electronic Request for Aid template to the Sponsor, OR will modify an existing grant (pending funding). This action will occur within several weeks of the Award Letter. The Sponsor will receive notification. (Do not wait on receipt of this document to begin preparatory work.)
4. Sponsor bids the project while incorporating guidelines below:
 - a. Complete DBE Pre-Bid form for Goal notification and certification (AV-508);
 - b. Consult AV-100 (Program Development Checklist) for other considerations;
 - c. Consult project schedule to ensure that a reasonable and adequate "valid bid period" is established.
5. 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. Bid tabulations, with the bid alternatives selected - and resulting contract amount;
 - b. Certification of selected contractor as qualified;
 - c. Work Authorization (W/A) or stand-alone agreement – includes scope and fees for consultant and sub-consultant work on construction-related activities, such as construction oversight/inspection, Resident Project Representative (RPR), unforeseen permitting prep and fees not covered in design scope, mitigation, QA testing, etc.;
 - 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;
 - d. Detailed project schedule from date of Award Letter to end of Project Warranty period, using MS Project scheduling software (See *Project Schedule requirements*);
 - e. Program/Project Budget including remaining project components
 - 1) Budget should contain 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;
 - f. Other grant support documentation (as deemed appropriate)
6. APM reviews and concurs with the information package, requesting additional information and/or modifications. (Duration: 2-3weeks)
 7. Sponsor submits an updated *Request for Aid* via Partner Connect, that includes the following uploaded attachments, via Partner Connect - Grant Management System (PC-GMS):
 - a. Request for Aid template, with updated costs;
 - b. Certification of Local Funds and Accounting Information (Form AV-500);
 - c. Final Work Authorization and negotiated fees, **(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. DBE Forms
 - 1) Pre-Bid Goal and Notification Certification (AV-508)
 - 2) Vendor Commitments and Awards (AV-509)
 - h. Other grant supporting documentation (as deemed applicable)
 8. 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)
 9. Grant Administrator either amends an existing Grant and notifies Sponsor, or prepares a new Grant Agreement and forwards to sponsor for local government/sponsor approval.
 10. Sponsor returns signed Grant Agreement to DOA Grant Administrator .
 11. DoA processes Grant Agreement for NCDOT signatures then returns final executed Grant Agreement to Sponsor along with a Notice to Proceed
 12. Within 30 calendar days of construction contract execution: Sponsor / Consultant shall send the

regional APM an updated MS Project schedule that reflects the actual contractor's construction schedule to the regional APM.

- a. Schedule should summarize key preparatory and construction phases from the contractor's schedule.

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

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