

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-2-6
STANDARD OPERATING PROCEDURES			Page 1 of 4
Subject: S.O.P. PROCESSING APPALACHIAN LOCAL ACCESS ROAD PROJECTS			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 1 of 4 S.O.P. NO. SAD II-2-6 EFFECTIVE: March 1, 1981	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To state procedures followed by The Office of State Aid Road Construction when processing projects under the general administration of the Appalachian Regional Commission (ARC). These procedures are established to comply with the provisions and supplements of 23 CFR 633B.

GENERAL: Federal funding for Appalachian Local Access Roads is coordinated by the Mississippi Representative to the Appalachian Regional Commission (ARC). This Representative is appointed by the Governor of the State of Mississippi and serves as a liaison between the Boards of Supervisors and the Appalachian Regional Commission in Washington, D.C.

1. PROGRAMMING FUNDS:

1.1. The Board of Supervisors for a county within the Mississippi Appalachian Region adopts a construction program which utilizes or requests the use of ARC Grant Funds. The County must request the Grant Funds from the Appalachian Regional Commission (ARC) through their Planning and Development District (PDD). The form required for this request is an ARC form and is available through the Mississippi Representative to the ARC. The ARC will request the Office of State Aid Road Construction to administer the project. Upon State Aid's commitment to administer the project, the ARC will proceed with processing the application.

1.2. Upon approval of Grant Funds, the County is to submit the ARC Program Form to the State Aid Engineer for approval along with a copy of the approval letter that was sent to the Federal Highway Administration (FHWA) from the ARC.

1.2.1. In order to expedite the development of plans and only when none of the Grant Funds are to be expended for preliminary engineering, development of R.O.W. plans and/or development of construction plans, the County may submit the ARC Program Form to the State Aid Engineer for approval prior to the approval of the ARC .

1.3. State Aid will then accomplish an internal review approval procedure as follows:

1.3.1. The program is initially reviewed by a Transportation Planner to assure correct system identification, project number, road name and federal route number.

1.3.2. The program is then reviewed by the State Aid District Engineer as to acceptability of proposed termini; proper design criteria which, unless otherwise directed, shall be in accordance with standards, specifications, policies, and guides applicable to the design of comparable traffic volume highways, bridges, and appurtenances as stated in MDOT's Design Manual Chapter XIII and any applicable Federal policies and guides; correctness of estimated cost as dictated by type of proposed construction, and current prices being bid for this type of proposed work.

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-2-6
STANDARD OPERATING PROCEDURES			Page 2 of 4
Subject: S.O.P. PROCESSING APPALACHIAN LOCAL ACCESS ROAD PROJECTS			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 2 of 4 S.O.P. NO. SAD II-2-6 EFFECTIVE: March 1, 1981	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

- 1.3.3. After completing his initial review, the State Aid District Engineer then forwards the program to the Assistant State Aid Engineer for his review.
- 1.3.4. After completing his review, the Assistant State Aid Engineer forwards the program to the State Aid Engineer for his review.
- 1.3.5. The State Aid Engineer will then approve or disapprove the program.
- 1.3.6. The program is then routed to the Director Of Accounting And Finance for entry into the fiscal records of the affected county.
- 1.3.7. The program is then returned to a Transportation Planner who sets up and maintains a log of submittals and approvals through the project development phase.
- 1.4. The program is then returned to the respective State Aid District Engineer who notifies the Board by letter, of State Aid's approval of the individual programmed project, contingent upon the successful completion off all applicable Project Notification and Review requirements. (i.e. Clearinghouse reviews, clearance from State Historic Preservation Officer, Public Hearing requirements and environmental concurrences from F.H.W.A.) A copy of the approved program is furnished to the Board and the County Engineer.
- 1.5. Upon written notification that the Program Application for funding has been approved by The Appalachian Regional Commission in Washington D.C., the State Aid Engineer will:
 - 1.5.1. Submit an Authorization Request to the FHWA via the Mississippi Department of Transportation (MDOT) for the authorization to expend Grant Funds as approved by the ARC, i.e., preliminary engineering; development of R.O.W. plans and construction plans; and/or construction costs.
- 1.6. Upon receipt of approval from the FHWA, the State Aid Engineer will:
 - 1.6.1. Notify the County of their approval or disapproval.
 - 1.6.2. Submit to the FHWA for approval a Project Agreement Form in accordance with the provisions of 23 CFR 630C and of 23 CFR 633B, Sec. 633.206.

OFFICE OF STATE AID ROAD CONSTRUCTION STANDARD OPERATING PROCEDURES			S.O.P. NO. SA II-2-6 Page 3 of 4
Subject: S.O.P. PROCESSING APPALACHIAN LOCAL ACCESS ROAD PROJECTS			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 3 of 4 S.O.P. NO. SAD II-2-6 EFFECTIVE: March 1, 1981	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

2. CONSULTANT SELECTION.

- 2.1. When no Grant Funds are to be expended for preliminary engineering, development of R.O.W. plans and/or development of construction plans, no Consultant Selection process is required and the County may elect to use the services of its County Engineer or may elect to use the services of another consultant.
- 2.2. When Grant Funds are to be expended for preliminary engineering, development of R.O.W. plans and/or development of construction plans there must be a Consultant Selection process. The Consultant Selection process shall be performed in accordance with S.O.P. No. SA I-3-26.
- 2.2.1. A consultant will be selected to develop a construction cost estimate, preliminary scope of work, a detailed scope of work, attend any required meetings and prepare any necessary maps, drawings and/or documents for this work. When the cost of this preparation is less than \$100,000.00, the consultant may be selected using Small Purchase Procedures in lieu of the Competitive Negotiation Process.
- 2.2.2. A consultant will be selected for preliminary engineering, development of R.O.W. plans and/or development of construction plans.
- 2.2.3. A consultant will be selected for the purpose of providing construction engineering services.
- 2.2.4. Subsections 2.2.2. and 2.2.3. may be combined when it is advantageous to do so.

3. POST-REVIEW PROCESSING.

- 3.1. Reference is made to S.O.P. No. SA II-2-5 Section 4 in its entirety. Additionally, State Aid may request the FHWA involvement at any stage when the complexity of the project so warrants.

4. PUBLIC HEARING REQUIREMENTS.

- 4.1. Reference is made to S.O.P. No. SA II-2-18 (Public Involvement/Public Hearing) and to 23 U.S.C. 128 as related to highway projects other than Interstate.

5. CLEARANCES.

- 5.1. The construction program is processed in the same manner as outlined in S.O.P. No. SA II-2-5 in order to acquire the required clearances from State and Federal agencies.

OFFICE OF STATE AID ROAD CONSTRUCTION STANDARD OPERATING PROCEDURES			S.O.P. NO. SA II-2-6 Page 4 of 4
Subject: S.O.P. PROCESSING APPALACHIAN LOCAL ACCESS ROAD PROJECTS			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 4 of 4 S.O.P. NO. SAD II-2-6 EFFECTIVE: March 1, 1981	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

6. OBLIGATION OF FUNDS.

6.1 Reference is made to S.O.P. No.. SA II-2-5, Section 7 in its entirety.

7. REQUIRED CONTRACT PROVISIONS.

7.1 The current "Required Contract Provisions, Federal-Aid Construction Contracts", Form FHWA 1273, shall be included in all construction contracts awarded under the Appalachian Regional Development Act of 1965, as amended (ACT).

7.2 The current "Attachment A-Employment Preference For Appalachian Contracts (Applicable to Appalachian contracts only.)", Form FHWA 1273A, shall be included in all construction contracts awarded under the Appalachian Regional Development Act of 1965, as amended (ACT).