Local Transportation Capital Improvements Program (LOTCIP)

Overview

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Creation of LOTCIP

  - 100% State-funding for Eligible Activities
  - Program guidelines to be developed by the DOT
  - DOT Commissioner may request LOTCIP bond funds annually

- LOTCIP was initiated with two Main Goals:
  1. Develop a program that makes it easier for Municipalities
  2. Minimize DOT oversight
LotCIP Webpages (just Google LOTCIP)
CRCOG Guidelines and Recourses

• Transportation Committee developed and approved April 2014 Guidelines as working document (latest document dated May 2016) with three Main Goals:

1. Contain Project Costs and Schedules
2. Offer Technical Design Review Services
   • Preliminary Design Submission (required for reconstruction projects)
   • Semi-Final Design Submission (optional)
   • 90% Submission (required for all projects)
3. Assist communities with conforming with CTDOT program requirements

• Resources included on CRCOG’s Website include QBS selected On-Call Consultants for Engineering Services, Pavement Design Tools, Cost Estimating Templates, etc.
LOTCP Critical Milestones

APPLICATION PHASE
CTDOT Commitment to Fund Letter

DESIGN PHASE
CTDOT Authorization to Advertise

ADVERTISING/BIDDING PHASE
CTDOT Authorization to Award

CONSTRUCTION PHASE
Municipal submission of CON-501L, Materials Certification, and Audit
APPENDIX A - Summary of the LOTCIP Process

The following has been prepared to highlight the main milestones of the LOTCIP process under both CTDOT and CRCOG guidelines. It has been prepared to summarize policy and in no way defines it. For additional information on any listed activity please consult the CTDOT and CRCOG guidelines directly.

Application Phase Guidelines

For a successful LOTCIP project, the Application Phase will generally consist of the following milestones:

1. CRCOG announces a competitive solicitation for municipal projects to be funded under LOTCIP
2. Municipality submits to LOTCIP application data to CRCOG for a potential project
3. CRCOG reviews, rates, selects, and reserves funding for projects
4. CRCOG submits to CTDOT applications for selected LOTCIP projects for review and approval
5. CTDOT, in coordination with the RPO and municipality, determines if the project is to advance per LOTCIP guidelines, or is to be administered by CTDOT (mainly for projects on state facilities)
6. CTDOT provides to the Municipality a Commitment of Funding Letter and results of an Environmental Screening
7. CRCOG prioritizes the project and informs the municipal contact of the anticipated funding year. Collaboratively a date is determined when design activities are expected to begin

Design Phase Guidelines

For a successful LOTCIP project, the Design Phase will generally consist of the following milestones:

1. Municipality informs CRCOG that design commencement is imminent or has recently begun
   - CRCOG assigns a project design submission reviewer and organizes a Design Kickoff Meeting with Municipality and design submission reviewer
2. **OPTIONAL** - Municipality contracts with CRCOG On-Call List 1 consultant for Design Assistance
3. Municipality provides CRCOG with Quarterly Project Updates throughout design
   - CRCOG processes, compiles, and submits Quarterly Regional Updates to CTDOT
4. When applicable, Municipality submits documentation and justification to CRCOG of any significant change in scope, 10% change in cost, or unanticipated required right-of-way phase
   - CRCOG holds Cost Review Subcommittee meeting for approval of cost/Scope changes
5. When applicable, Municipality submits documentation and justification to CRCOG of any significant change in scope, 20% change in cost, or unanticipated required right-of-way phase
   - CRCOG forwards CTDOT scope/funding documentation for approval
Application Phase Major Milestones

- CRCOG announces a competitive solicitation
- Municipality submits to LOTCIP application
- CRCOG selects and reserves funding for projects
- CRCOG reviews applications for completeness
- Municipality addresses any outstanding application needs
- CRCOG submits complete applications to CTDOT
- CTDOT provides to the Municipality a Commitment to Fund Letter and the results of an Environmental Screening
- CRCOG and the municipality collaboratively determine a project schedule

Recent Solicitation Note: Completed Tasks in GREEN, On-going Tasks in YELLOW
# LOTCIP Project Funding Eligibility

<table>
<thead>
<tr>
<th>Task</th>
<th>LOTCIP Eligible</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Preparation</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Design Preparation</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>CRCOG offered Design Reviews</td>
<td>Yes</td>
<td>100% LOTCIP funded</td>
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<tr>
<td>Bid Document Preparation/Award</td>
<td>No</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Construction (Lowest Responsible Bid)</td>
<td>Yes</td>
<td>100% LOTCIP funded</td>
</tr>
<tr>
<td>Construction (Contingencies)</td>
<td>Yes, but limited</td>
<td>Costs over 10% of low bid are ineligible</td>
</tr>
<tr>
<td>Construction (Inspection, Mater. Testing)</td>
<td>Yes, but limited</td>
<td>Costs over 10% of low bid are ineligible</td>
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<tr>
<td>Right-of-Way</td>
<td>Yes</td>
<td>Either full municipal, or full LOTCIP funded</td>
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<tr>
<td>Private Utilities on Municipal Facility</td>
<td>No</td>
<td></td>
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<tr>
<td>Private Utilities on State Facility</td>
<td>Partially</td>
<td>50% LOTCIP funded</td>
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<tr>
<td>Public Utilities (MDC, Town, etc.)</td>
<td>Yes</td>
<td>100% LOTCIP funded</td>
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Key Points

- Advancement of all phases (Application, Design, Bidding/Advertising, and Construction) is the responsibility by the Municipality.
- Within eligibility constraints, CRCOG’s mission is to assist municipalities with navigation of the LOTCIP process and delivery of their projects.
- For the purpose of continuously improving the processes, the LOTCIP Guidelines are a living document meant to change with the needs of the program.
- Timely project delivery is a key to helping assure future program funding and success.