




09-09-14

ITEM #9
WRKS

MEMORANDUM

August 28, 2014

TO: Board of Mayor and Alderman

FROM: Eric Stuckey, City Administrator 
David Parker, City Engineer
Paul Holzen, Engineering Director
Jonathan Marston, Engineer III

SUBJECT: Consideration of Resolution No. 2014-63 to be entitled: "A Resolution to Submit the Project Initiation Form and Checklist to the Tennessee Department of Transportation Local Programs Development Office for the Columbia Avenue (SR-6/US-31) Widening Project."

Purpose

The purpose of this memo is to provide the Board of Mayor and Aldermen (BOMA) with an update and presentation on the Columbia Avenue (SR-6/US-31) Widening Project, from Mack Hatcher Parkway (SR-397) to Downs Boulevard.

Background

The widening of Columbia Avenue is needed to accommodate the projected traffic volume and increase the mobility to and from downtown Franklin. The approved Transportation Planning Report recommends a 4-5 lane arterial section with 4' bike lanes from Mack Hatcher Parkway to Alpha Drive, 3'-6' grass strip, two 5' sidewalks and a 14' median from Southeast Parkway to Confederate Drive. Below is a brief history of the project:

- September 26, 2006 The Board approved a PSA with Fischbach Transportation Group, Inc in the amount of \$21,500 for the Columbia Ave Transportation Planning Report
- January 23, 2008 A public meeting was held with the public and impacted property owners.
- November 17, 2010 The Transportation Planning Report for Columbia Avenue (SR-6/US31), from Mack Hatcher Parkway to Downs Boulevard, was approved by TDOT.
- December 11, 2013 The Executive Board of the Nashville Area Metropolitan Planning Organization adopted the FYs 2014-2017 Transportation Improvement Program funding the environmental and design phase associated with this project in the amount of \$2,000,000 (80% Federal and 20% Local).
- June 4, 2014 The City received a letter from Paul Degges, TDOT Deputy Commissioner and Chief Engineer committing the State to participate in covering the required 20% match associated with the cost of this project.

Financial Impact

No Financial Impact at this time.



HISTORIC
FRANKLIN
TENNESSEE

MEMORANDUM

Recommendation

Upon further review by the City Administrator, City Engineer and City Attorney, approval of Resolution No. 2014-63 is recommended.

RESOLUTION NO. 2014-63

TO BE ENTITLED: "A Resolution to Submit the Project Initiation Form and Checklist to the Tennessee Department of Transportation Local Programs Development Office for the Columbia Avenue (SR-6/US-31) Widening Project."

WHEREAS, the Columbia Avenue (SR-6/US-31) Widening Project, from Mack Hatcher Parkway (SR-397) to Downs Boulevard, is considered a high priority capital project by the City of Franklin; and

WHEREAS, the Columbia Avenue (SR-6/US-31) Widening Project is listed in the Nashville Area Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) for fiscal years 2014-2017 and is programmed to receive 80 percent funding via the Federal Highway Administration (FHWA) Surface Transportation Program (STP); and

WHEREAS, in a letter, dated June 4, 2014, from Paul D. Degges, Deputy Commissioner and Chief Engineer of the Tennessee Department of Transportation (TDOT), TDOT agreed to participate in the Project and provide the required local match funding of 20 percent; and

WHEREAS, in order to establish a federally or state-funded project to be managed and let to construction by a local government, TDOT requires the local government to submit a Project Initiation Form and Checklist, as shown in Attachment A, to the TDOT Local Programs Development Office (LPDO); and

WHEREAS, the City of Franklin wishes to manage and let to construction the Columbia Avenue (SR-6/US-31) Widening Project.

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, TENNESSEE, that the City of Franklin Mayor and Staff are authorized to submit the required Project Initiation Form and Checklist to the TDOT LPDO to request contract documentation to allow the City of Franklin to manage and let to construction the Columbia Avenue (SR-6/US-31) Widening Project, from Mack Hatcher Parkway (SR-397) to Downs Boulevard.

IT IS SO RESOLVED AND DONE on this ____ day of _____ 2014

ATTEST:

CITY OF FRANKLIN, TENNESSE

By: _____
ERIC S. STUCKEY
City Administrator

By: _____
DR. KEN MOORE
Mayor

Approved as to Form

By: _____
Shauna R. Billingsley
City Attorney



Local Government Managed Project Initiation Checklist and Form

Below you will find a checklist that will aid you in the process of establishing a federally or state-funded project that your agency wishes to manage and let to construction. Please check off the items in the checklist below to be sure that you have all of the necessary information that is required for the process of beginning a new project. A detailed description of each item is located on the following pages and in the Local Government Guidelines.

1. Description of the Project
 - Location Map (attachment)
 - Description of Project Limits
 - Length of Project
 - Functional Classification
2. List of Local Government Staff Overseeing the Work, with Qualifications
3. List of Consultants Involved in Project (If not seeking reimbursement)
4. List of Civil Rights Coordinator(s), Title V/DBE Liaison
5. Local Government's Experience
6. Proprietary Items
7. Reimbursement Signatures
8. Request to use Local Force Account
9. Purpose and Need Statement (attachment)
10. Copy of any Agreements / Contracts / MOU Or Certification of Compliance Regarding Third Party Contracts (attachment)
11. Method of Bidding Statement (attachment)
12. Donated Services or Land (Federally Funded Only) (attachment)
13. Copy of TDOT Right-of-Way Training Certificate (attachment)
14. Copy of Local Government Guidelines Manual Certificate (attachment)
15. Most Recent Audit (attachment)
16. Copy of the TIP Page (attachment)

_____ Date

_____ County

_____ Local Government Official /
Project Supervisor

The information included in the checklist must be submitted to the Department (Local Program Development Office, Suite 600, James K. Polk State Office Building, 505 Deaderick Street, Nashville, TN 37243-0341 or Local.Programs@tn.gov)



Please see Chapter 3 Getting Started of the TDOT Local Government Guidelines for the Management of Federal and State Funded Transportation Projects for additional details and information.

Date:			
County:			
Route:			
Log Mile:	From:		To:
Project Description:			
Does Project Involve Railroad?	(Answer yes if within 200' from project limits to nearest rail, answer no if outside 200' and no impact)	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

Please list the Local Government's staff who will be overseeing the work.

Names	Qualifications	Responsibilities

Please list the Consultants involved in the project.

Names	Qualifications	Responsibilities



Please list the Civil Rights Coordinator involved in the project.

Names	Qualifications	Responsibilities

Please describe the Local Government's experience in managing projects similar to the one being contemplated.

Click here to enter text.

Attach a copy of any agreements, contracts, memorandums of understanding or other legal instruments the Local Government has entered into with parties other than TDOT that may have bearing on or affect the project in any way. If there are no such agreements, attach the Local Government signed affidavit to that effect.

Information about any proprietary items the Local Government may wish to use in its performance of the contract. (Proprietary items are those that can be obtained from only one source. Federal law requires pre-approval of these items before they can be used).

Item Number	Description	Source

Attach a statement about the method of construction the Local Government wishes to use for the project. Federal law requires that the competitive method of construction (let to contract) be used unless there is TDOT pre-approval of some other method of construction.



Right-of-Way Training Certification ([TTAP Training & Workshops](#))

YES NO

Local Programs Training Certification ([TTAP Training & Workshops](#))

YES NO

Local Government shall attach a certification from an appropriate fiscal officer. This certification must state the Local Government has sufficient accounting controls to properly manage federal funds. Local Governments receiving funds under this program are subject to compliance audits (A-133 Audit Documentation) by the TDOT Finance Office.

The Local Government shall provide the Local Program Development Office with the *signatures of persons authorized to sign as "Local Government Project Supervisor" and "Local Government Official". The Local Program Development Office will verify the original signatures on each invoice submitted for payment. Invoices received that do not contain the original signature of an authorized person will not be submitted to the TDOT Finance Office for payment.

***See next page for authorized signature form.**

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DUNS Number and Authorized Signature Form

DUNS Number	
DUNS Number	Address (must include 9-digit zip code)
Physical Address of Project (must include 9-digit zip code)	
Authorized Signatures	
A minimum of two (2) signatures must be shown to permit flexibility in making requests for reimbursement. Signatures of individuals authorized to sign for reimbursement requests for the project.	
Typed Name and Title	Signature
Typed Name and Title	Signature
Typed Name and Title	Signature
Typed Name and Title	Signature
I certify that the signatures of the above individuals are only those persons authorized to sign for the reimbursements requests noted in number one (1) of this Authorized Signature Form.	
Signature of Highest Elected Official	Date

A new form must be submitted whenever authorized signers change



LOCAL FORCE ACCOUNT: Force Account is defined as the use of current full-time local employees rather than contract labor.

If a Local Government wishes to perform the work with forces employed by it, the Local Government shall prove that it is both in the public interest and cost effective to use this method of construction. Leave blank if not using Force Account.

Please explain why Local Force Account is in the public interest.

Explanation of Cost Effective

YES NO Local Government bid the project and been unsuccessful in receiving a reasonable bid as compared to a detailed engineers' estimate of the probable cost

YES NO Local Government bid the project at least twice and received no bids

YES NO Local Government has an emergency situation that will not allow time for the advertisement and bid process

Explain emergency situation:

YES NO Local Government has a project underway that will connect to the project in question that is being managed by local forces and for which the inclusion of a contractor would present difficulties and complications

Project Description:



Explain Difficulties and Complications:

Local Government's staff that will be performing the work

Names	Qualifications	Responsibilities

DRAFT

Local Government's experience in projects similar to the one being contemplated.

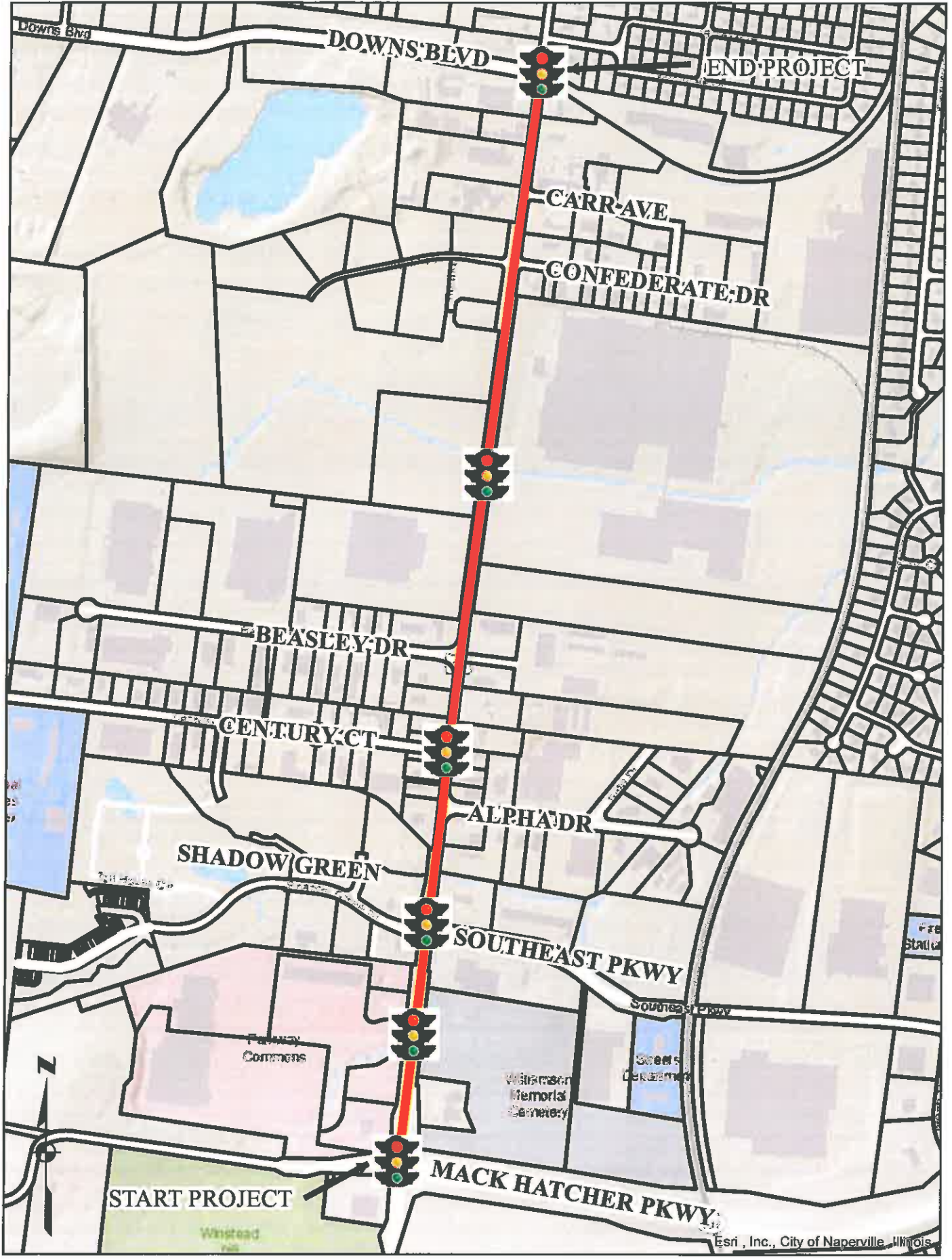


Local Government list of equipment that will be used for the project, including the manufacturer, model, year and specifications.

Equipment	Manufacturer	Model	Year	Specifications

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If the Local Government intends to use its own forces for preliminary engineering, right-of-way, or construction purposes, the Local Government shall attach proof of acceptance of its indirect cost rate by the Local Government's federal cognizant agency. The indirect cost rate must be updated yearly. The Local Program Development Office will verify the rate charged on the invoices submitted for payment does not exceed this rate.



Downs Blvd

DOWNSB'BLVD

END PROJECT

CARR AVE

CONFEDERATE DR

BEASLEY DR

CENTURY CT

ALPHA DR

SHADOW GREEN

SOUTHEAST PKWY

START PROJECT

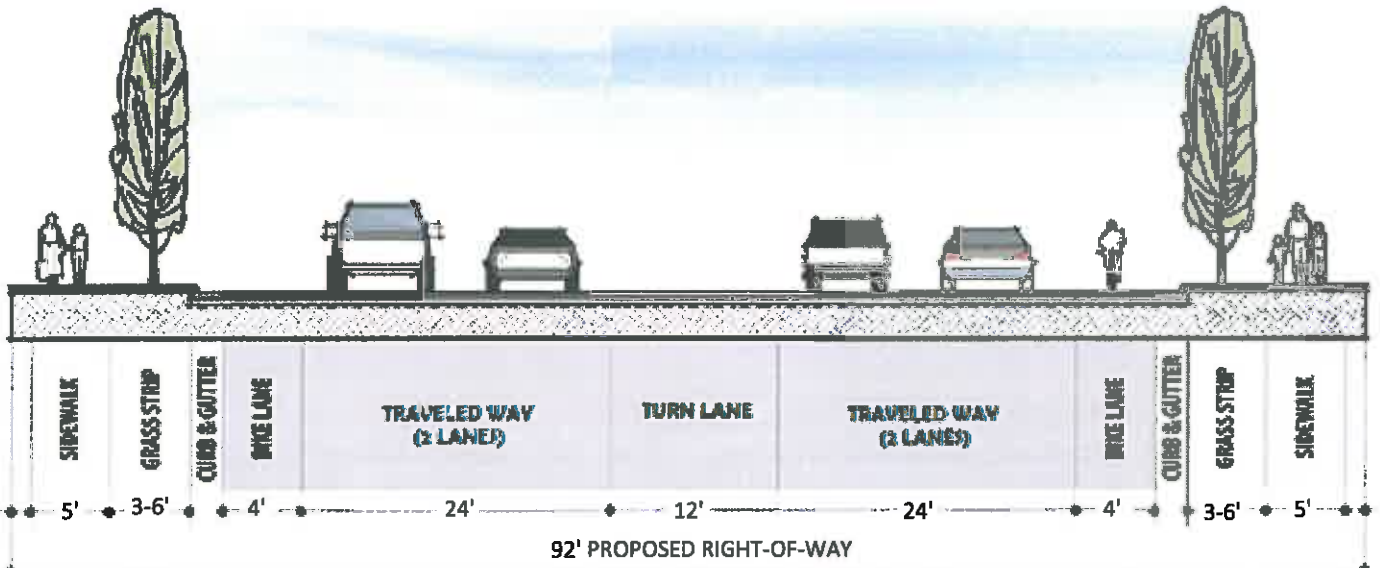
MACK HATCHER PKWY

Parkway Commons

Williamson Memorial Cemetery

Seed's Cemetery





A map of a residential area in Naperville, Illinois, showing the proposed road layout. The map includes the following streets and features:

- SHADOW GREEN DR**: A street running north-south, crossing Southeast Parkway and Mack Hatcher Pkwy.
- SOUTHEAST PARKWAY**: A street running east-west, crossing Shadow Green Dr.
- MACK HATCHER PKWY**: A street running east-west, crossing Shadow Green Dr.
- BIA AVE**: A street running north-south, crossing Southeast Parkway and Mack Hatcher Pkwy.
- Shadow Green Dr Access**: A small access road connecting Shadow Green Dr to the main road.
- Parway Commons**: A residential development to the west of the main road.
- Williamson Memorial Cemetery**: A cemetery to the east of the main road.
- Hillview Ln**: A street running east-west, crossing BIA Ave.
- Map Features**: A north arrow is located in the bottom left corner. Traffic light symbols are placed at the intersections of BIA Ave with Southeast Parkway and Mack Hatcher Pkwy.

