

# Supplemental Packet

## 2023 Local Government Guidelines Manual Training



Local Programs  
Development Office

	Sent Project Initiation Checklist/Form 3-1 to Program Monitor
	Received Contract from Local Programs Office
	Sent Signed Contract to Local Programs Office
	Received Fully Executed Contract from Local Programs Office
	Received <b>Notice to Proceed for Preliminary Engineering</b> (PE-NEPA funds have been obligated)
	Sent Consultant Contract to Local Programs Office when Executed (with Selection Procedures)
	Began Work on NEPA Document – Contact TDOT Environmental Division
	Contacted TDOT Railroad Coordinator, if Railroads Near Project
	Received Approved NEPA Document
	Received <b>Notice to Proceed for PE-Design</b> (PE-Design funds have been obligated)
	Consultants Began Work on Design Plans
	Sent Preliminary Design Plans and Checklist to Local Programs Office for Review and Comments
	Received Plans Review Letter(s) from TDOT – Make Revisions
	Sent ROW Plans to Local Programs Office for Review and Comments
	Local Programs sends <b>Notice to Proceed for ROW</b> to Region ROW Office (ROW funds have been obligated)
	Began Coordination with Regional ROW Office to Obtain ROW Certification
	Began Coordination with Regional Utility Office to Obtain Utility Certification
	Obtained Title VI Certification from TDOT Civil Rights Office (Letter or Email)
	Sent Completed DBE Goal Assessment Sheet , if Construction of Project $\geq$ \$500,000 to Local Programs for Review and Concurrence
	Sent Final Engineer’s Estimate to Local Programs for Review and Concurrence
	Sent Proposal Contract (Using Correct Template) to Local Programs Office for Review and Concurrence
	Received ROW and Railroad/Utility Certifications from Local Programs Office
	Coordinated with Permit Office to get Permit Certification
	Sent Bid Advertisement to Local Programs Office for Review and Concurrence
	Receive <b>Notice to Proceed for Construction</b> (Construction funds have been obligated). Advertise for Bids.
	Reviewed and sent Bid Tabs/Documents and Letter Requesting TDOT’s Concurrence to Award to Lowest, Responsive, Responsible Bidder
	Received Concurrence from TDOT to Award to Apparent Low Bidder
	Held Pre-Construction Meeting, TDOT Representatives must have been Contacted least 14 days Prior to Meeting

### 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 Manual. When complete, submit this form to [local.programs@tn.gov](mailto:local.programs@tn.gov).

1.  Description of the Project
  - Location Map (attachment)
  - Description of Project Limits
  - Length of Project
  - Functional Classification (if applicable)
  - Anticipated Project Budget
2.  List of Consultants Involved in Project (If not seeking reimbursement)
3.  Local Government's Procurement Policy (Form 1-2, attachment)
4.  Local Government's Experience
5.  Resumes/Qualifications for Local Government staff (attachment)
6.  Responsible Charge Form
7.  List of Civil Rights Coordinator(s), Title VI, DBE Liaison
8.  Copy of any Agreements / Contracts / MOU Or Certification of Compliance Regarding Third Party Contracts (attachment)
9.  Proprietary Items
10.  Method of Bidding Statement (attachment)
11.  Copy of TDOT Right-of-Way Training Certificate (attachment)
12.  Copy of Local Government Guidelines Manual Certificate (attachment)
13.  Copy of Local Government CEI Certificate (attachment)
14.  Most Recent Audit (attachment or link)
15.  Purpose and Need Statement (attachment)
16.  Donated Services or Land (Federally Funded Only) (attachment)
17.  Copy of the TIP Page (attachment)
18.  Copy of Traffic Study Warrant for New Signal (attachment)
19.  Copy of the ITS Project Identification Form (attachment)
20.  ADA Transition Plan (link)
21.  Authorized Signatures

5/18/2023

Date

*Walter Oakes*

Local Government Official /  
Project Supervisor

City of Greeneville

Local Government

# Walter Oakes, P.E.

**OBJECTIVE** To complete TDOT Local Program projects.

**EDUCATION** **University of Tennessee** Knoxville, TN  
Major: Civil and Environmental Engineering  
Minor: Public Relations with an Emphasis in Journalism  
Graduation Date: May 2003

**WORK EXPERIENCE**

December 2006- Present **City of Greeneville** Greeneville, TN  
City Manager  
Manage TDOT Local Programs Projects  
Review and approve commercial and residential site plans  
Create local Ordinances and Regulations

March 2006- December 2006 **Harper, Jadon and Harlow Beard Engineering, LLC** Nashville, TN  
Transportation Designer  
Conducted rural and urban roadway design for government and private clients  
Prepared construction and cost estimates  
Assisted in sight distance and traffic studies

Aug. 2004 – March 2006 **Tennessee Department of Transportation** Nashville, TN  
Roadway Specialist I  
Spent one calendar year rotating through various divisions of TDOT  
Conducted roadway design and resurfacing projects

Jan. – Aug. 2003 **Baker and Lacey Engineering Consulting Services** Nashville, TN  
Cooperative education student  
&  
Dec. – Jan. 2003-2004 Performed geometric roadway design  
Conducted field surveys using a total station  
Assisted in revisions to TDOT drainage manual and standard drawings

**COMPUTER SKILLS** Microstation in conjunction with Geopak  
Microsoft Office  
ArcGIS

**ACTIVITIES AND HONORS** Registered Professional Engineer in the State of Tennessee (ID No. 0524)  
Young Professionals in Transportation, Deputy Chair  
American Society of Civil Engineers (ASCE)  
American Society of Highway Engineers (ASHE)  
Erosion Prevention and Sediment Control Level I Certified  
Federal Emergency Management Agency (FEMA) Certified Courses:  
  
IS-631 Public Assistance Operations I  
IS-632 Introduction to Debris Operations

6. Responsible Charge Form

In accordance with Federal Regulation 23 CFR 635.105, the Local Government must provide a full time employee of the Local Government to be in “responsible charge” of the project. This person does not have to be an engineer. This person is required even when consultants have been retained by the LG to manage the entity’s engineering activities, including design and construction engineering and inspection services. Complete this page for each phase or check all phases if applicable.

**NOTE:** The regulation does not require the same public employees to be in responsible charge over several projects. It allows for the transfer of responsible charge duties for different phases, i.e. design and construction. If design and construction duties are handled by separate individuals on a project, please identify each employee and the phase of the project they are responsible for. (Note: Only one employee per phase should be listed.) It is also the LGs responsibility to notify the LPDO if the Responsible Person in Charge changes during any phase or duty.

**Project Name:** Fairgrounds Connector Road  
**PIN (if applicable):** 115881.00  
**Local Government:** City of Greeneville  
**Name of Responsible Person:** Walter Oakes **Title:** City Manager  
**Address:** 123 Apple Street  
**Office Phone:** 865-555-5555 **Cell Phone:** 615-123-4567  
**Email:** WOakes@hillman.com  
**Phases Responsible for:**  PE (NEPA)  Design  ROW  Construction

*Walter Oakes*

Signature (Responsible Person for the Local Government)

**Duties may include but are not limited to:**

- This person acts as the primary point of contact for the LG
- Oversees project activities; cost, time adherence to contract requirements, design and construction quality and scope
- Ensures the contract is properly recorded
- Directs project staff, agency or consultant, to carry out project administration and contract oversight including proper documentation
- Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project
- Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements
- Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste and abuse
- Maintains familiarity of day to day project operations & safety issues
- Visits and reviews the project on a frequency that is proportionate with the magnitude and complexity of the project
- Attends all project related meetings

**Certification of Compliance Regarding Third Party Contracts**

FOR PROJECT PIN: 115881.00

DESCRIBED AS: Fairgrounds Connector  
Road

I, Brad Taylor, Mayor of City of  
Greeneville, (hereinafter referred to as "Agency") hereby certify  
by my signature hereunder that:





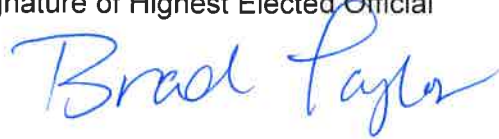
1. The Agency has no understanding or contract with a third party that will conflict with or negate the Project for which the Agency is requesting funding from the Department; and
2. The Agency has disclosed and provided to the Department a copy of any and all contracts with any third party that relate to this Project or to any work related to this Project for which the Agency is requesting funding from the Department; and
3. The Agency will not enter into any contract with a third party that relates to this Project or to any work for which the Agency is requesting funding from the Department without prior disclosure of such proposed contract to the Department; and
4. The Agency acknowledges and agrees that failure to provide this certification may subject the Agency to the denial of funding for this Project.

Signed, this, the 18th day of May, 2023.

  
\_\_\_\_\_  
Signature of Mayor

Brad Taylor  
\_\_\_\_\_  
Printed Name of Signatory (above)

### UEI Number and Authorized Signature Form

<b>UEI Number</b>	
UEI Number CB8KMTSE7M13	Address (must include 9-digit zip code) 123 Apple Street, Greeneville, TN 12345-6789
Physical Address of Project (must include 9-digit zip code) 382 Fairgrounds Circle Greeneville, TN 12345-6789	PIN #: 115881.00
<b>Authorized Signatures</b>	
<b>A minimum of two (2) signatures must be shown to permit flexibility in making requests for reimbursement.</b>	
Typed Name and Title  Dwayne Wayne, Title VI and DBE Coordinator	Signature  
Typed Name and Title  Walter Oakes, City Manager	Signature  
Typed Name and Title  Whitley Gilbert, CFO	Signature  
Typed Name and Title  Kim Reese, Public Works Director	Signature  
<b>I certify that the signatures of the above individuals are only those persons authorized to sign for the reimbursements requests.</b>	
Signature of Highest Elected Official  	Date  5/18/2023

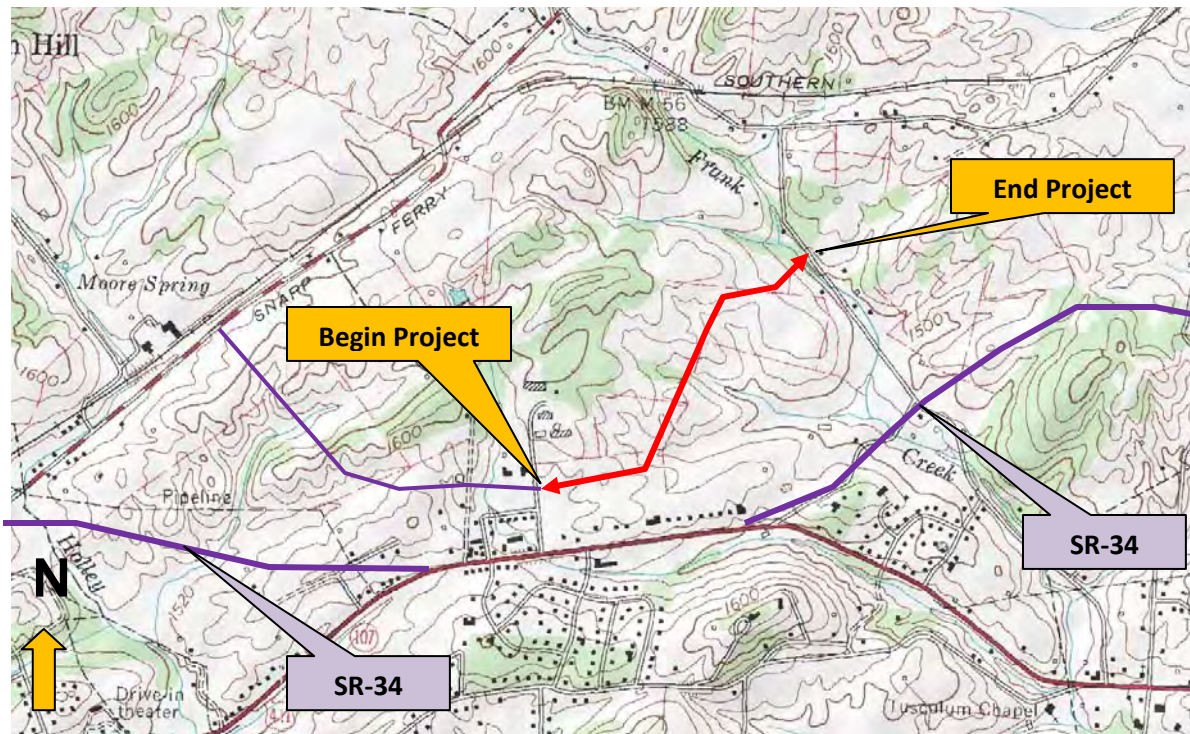
*A new form must be submitted whenever authorized signers change*

Fairgrounds Connector, Greeneville, Greene County, Tennessee

Page 2



Project Location Map



Project Location Map – USGS Quad Greeneville (181 NE)



## Project Location Map(s)





# Tennessee Transportation Assistance Program

*certifies that*

**Walter Oakes**

*has completed the requirements for*

***Local Government Guidelines Manual Training***

*Tuesday, May 24, 2016 in Nashville, Tennessee*

*Earning 6 Professional Development Hours*



TTAP Director





Instructor



TENNESSEE DEPARTMENT OF TRANSPORTATION  
PROGRAM DEVELOPMENT DIVISION

This is to certify that

**Walter Oakes**

has successfully completed a two-day workshop on  
*Chapter 8 (Preconstruction and Construction Procedures)*  
*of the Local Government Guidelines for the Management*  
*of Federal and State Funded Transportation Projects*

TDOT Region 3 on June 15-16, 2016

A handwritten signature in blue ink that reads "Whitney Sullivan".

Whitney Sullivan  
TDOT Program Development Division

A handwritten signature in blue ink that reads "David Donoho".

David Donoho, P.E.  
Presenter, Smith Seckman Reid

**For the Tennessee Department of Transportation**  
This certificate entitles the recipient to 10 Professional Development Hours

**TENNESSEE DEPARTMENT OF TRANSPORTATION  
 FY 2014 THRU FY 2017  
 TRANSPORTATION IMPROVEMENT PROGRAM  
 TITLE 23 U.S.C., SECTIONS 105 & 135**

STIP #  TDOT PIN  LENGTH IN MILES  LEAD AGENCY   
 COUNTY:  TOTAL PROJECT COST   
 ROUTE:

TERMINI :   
 PROJECT DESCRIPTION:

REMARKS

<u>FISCAL YEAR</u>	<u>TYPE OF WORK</u>	<u>FUNDING TYPE</u>	<u>TOTAL FUNDS</u>	<u>FED FUNDS</u>	<u>STATE FUNDS</u>	<u>LOCAL FUNDS</u>
<input type="text" value="2015"/>	<input type="text" value="ROW"/>	<input type="text" value="STP"/>	<input type="text" value="3,000,000"/>	<input type="text" value="2,400,000"/>	<input type="text" value="600,000"/>	<input type="text"/>

STIP #  TDOT PIN  LENGTH IN MILES  LEAD AGENCY   
 COUNTY:  TOTAL PROJECT COST   
 ROUTE:

TERMINI :   
 PROJECT DESCRIPTION:

REMARKS

<u>FISCAL YEAR</u>	<u>TYPE OF WORK</u>	<u>FUNDING TYPE</u>	<u>TOTAL FUNDS</u>	<u>FED FUNDS</u>	<u>STATE FUNDS</u>	<u>LOCAL FUNDS</u>
<input type="text" value="2014"/>	<input type="text" value="PE-D"/>	<input type="text" value="STP"/>	<input type="text" value="48,000"/>	<input type="text" value="38,400"/>	<input type="text" value="9,600"/>	<input type="text"/>
<input type="text" value="2014"/>	<input type="text" value="ROW"/>	<input type="text" value="STP"/>	<input type="text" value="48,000"/>	<input type="text" value="38,400"/>	<input type="text" value="9,600"/>	<input type="text"/>
<input type="text" value="2014"/>	<input type="text" value="CONST"/>	<input type="text" value="STP"/>	<input type="text" value="2,420,000"/>	<input type="text" value="1,936,000"/>	<input type="text" value="484,000"/>	<input type="text"/>

**Agreement Number: 110147**

**Project Identification Number: 115881.00**

**Federal Project Number: STP-M-9104 (15)**

**State Project Number: 30LPLM-F3-011**

**State of Tennessee Department of Transportation**

**LOCAL AGENCY PROJECT AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the **STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION**, an agency of the State of Tennessee (hereinafter called the "Department") and the **CITY OF GREENEVILLE** (hereinafter called the "Agency") for the purpose of providing an understanding between the parties of their respective obligations related to the management of the project described as:

**Construction of Phase III of the Fairgrounds Connector Road from the end of Phase I on Fairgrounds Circle to Rufe Taylor Road**

**A. PURPOSE OF AGREEMENT**

**A.1 Purpose:**

- a) The purpose of this Agreement is to provide for the Department's participation in the project as further described in **Exhibit A** attached hereto and by this reference made a part hereof (hereinafter called the "Project") and state the terms and conditions as to the manner in which the Project will be undertaken and completed.

**A.2 Modifications and Additions:**

- a) Exhibit(s) are attached hereto and by this reference made a part hereof.

**B. ACCOMPLISHMENT OF PROJECT**

**B.1 General Requirements:**

- a)

	<b>Responsible Party</b>	<b>Funding Provided by Agency or Project.</b>
Environmental Clearance by:	<b>Agency</b>	<b>Project</b>
Preliminary Engineering by:	<b>Agency</b>	<b>Project</b>

Right-of-Way by:                    **Agency**                    **Project**  
Utility Coordination by:        **Agency**                    **Project**  
Construction by:                    **Agency**                    **Project**

- b) After receiving authorization for a phase, the Agency shall commence and complete the phases as assigned above of the Project as described in Exhibit A with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws. The Project will be performed in accordance with all latest applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Government Guidelines, available in electronic format, which by this reference is made a part hereof as if fully set forth herein.
- c) A full time employee of the Agency shall supervise the herein described phases of the Project. Said full time employee of the Agency shall be qualified to and shall ensure that the Project will be performed in accordance with the terms of this Agreement and all latest applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Government Guidelines and this Agreement.

## **B.2 Completion Date:**

- a) **This Agreement shall be effective from the period beginning on the fully executed date, and ending five (5) years from the fully executed date. The Agency shall provide the Department with the documents, certifications and clearances necessary to obtain the Department's Notice to Proceed to the Construction Phase by three (3) years from the fully executed date.** If the Agency does not provide the Department with the documents, certifications and clearances necessary to obtain the Department's Notice to Proceed to the Construction Phase by the aforesaid date, then the Department may terminate this Agreement. If the Agency does not complete the herein described phases of the Project within the time period, this Agreement will expire on the last day of scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of the Agreement. An extension of the term of this Agreement will be effected through an amendment to the Agreement. The Agency hereby acknowledges and affirms that the Department shall have no obligation for Agency services or expenditures that were not completed within this specified contract period.

## **B.3 Environmental Regulations:**

- b) For any amounts determined to be ineligible for federal and/or state reimbursement for which the Department has made payment, the Agency shall promptly reimburse the Department for all such amounts within ninety (90) days of written notice.
- c) The Agency agrees to pay all costs of any part of this project which are not eligible for federal and/or state funding. These funds shall be provided upon written request therefore by either (a) check, or (b) deposit to the Local Government Investment Pool, whenever requested.

#### **C.4 Payment Methodology:**

**In the event that the Agency shall receive federal and/or state funds for any portion of the herein described Project, this provision shall apply.**

- a) The Agency shall submit invoices, in a form outlined in the Local Government Guidelines with all necessary supporting documentation, prior to any reimbursement of allowable costs. Such invoices shall be submitted **no more often than monthly but at least quarterly** and indicate, at a minimum, the amount charged by allowable cost line-item for the period invoiced, the amount charged by line-item to date, the total amounts charged for the period invoiced, and the total amount charged under this agreement to date. Each invoice shall be accompanied by proof of payment in the form of a canceled check or other means acceptable to the Department.
- b) The payment of an invoice by the Department shall not prejudice the Department's right to object to or question any invoice or matter in relation thereto. Such payment by the Department shall neither be construed as acceptance of any part of the work or service provided nor as final approval of any of the costs invoiced therein. The Agency's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by the Department not to constitute allowable costs. Any payment may be reduced for overpayments or increased for under-payments on subsequent invoices.
- c) Should a dispute arise concerning payments due and owing to the Agency under this Agreement, the Department reserves the right to withhold said disputed amounts pending final resolution of the dispute.

#### **C.5 The Department's Obligations:**

**In the event that the Department is managing all phases of the Project herein described, this provision C.5 does not apply.**

- a) Subject to other provisions hereof, the Department will honor requests for reimbursement to the Agency in amounts and at times deemed by the Department to be proper to ensure the carrying out of the Project and payment of the eligible

costs. However, notwithstanding any other provision of this Agreement, the Department may elect not to make a payment if:

1) **Misrepresentation:**

The Agency shall have made misrepresentation of a material nature in its application, or any supplement thereto or amendment thereof, or in or with respect to any document or data furnished therewith or pursuant hereto;

2) **Litigation:**

There is then pending litigation with respect to the performance by the Agency of any of its duties or obligations which may jeopardize or adversely affect the Project, this Agreement or payments to the Project;

3) **Approval by Department:**

The Agency shall have taken any action pertaining to the Project, which under this Agreement requires the approval of the Department or has made related expenditure or incurred related obligations without having been advised by the Department that same are approved;

4) **Conflict of Interests:**

There has been any violation of the conflict of interest provisions contained herein in D.16; or

5) **Default:**

The Agency has been determined by the Department to be in default under any of the provisions of the Agreement.

**C.6 Final Invoices:**

**In the event that the Agency shall receive federal and/or state funds for any portion of the herein described Project, this provision shall apply.**

- a) The Agency must submit the final invoice on the Project to the Department within one hundred twenty (120) days after the completion of the Project. Invoices submitted after the one hundred twenty (120) day time period may not be paid.

**C.7 Offset:**

**In the event that the Agency shall receive federal and/or state funds for any portion of the herein described Project, this provision shall apply.**

- a) If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Agency owing such amount if, upon demand, payment of the amount is not made within sixty (60) days to the Department.



IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their respective authorized officials on the date first above written.

**CITY OF GREENEVILLE**

**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
**Brad Taylor**  
**Mayor**

**Date**

By: \_\_\_\_\_  
**Howard H. Eley**  
**Commissioner**

**Date**

**APPROVED AS TO  
FORM AND LEGALITY**

**APPROVED AS TO  
FORM AND LEGALITY**

By: \_\_\_\_\_  
**Lena James**  
**Attorney**

**Date**

By: \_\_\_\_\_  
**John Reinbold**  
**General Counsel**

**Date**

## EXHIBIT "A"

AGREEMENT #: **110147**PROJECT IDENTIFICATION #: **115881.00**FEDERAL PROJECT #: **STP-M-9104(15)**STATE PROJECT #: **30LPLM-F3-011**

PROJECT DESCRIPTION: Construction of Phase III of the Fairgrounds Connector Road from the end of Phase I on Fairgrounds Circle to Rufe Taylor Road

CHANGE IN COST: Cost hereunder is controlled by the Surface Transportation Program funding available to or allocable to the Agency.

TYPE OF WORK: Construction-New

PHASE	FUNDING SOURCE	FED %	STATE %	LOCAL %	ESTIMATED COST
<b>PE-NEPA</b>	L-STBG	80	0	20	<b>\$160,000.00</b>
<b>PE-DESIGN</b>	L-STBG	80	0	20	<b>\$40,000.00</b>
<b>RIGHT-OF-WAY</b>	L-STBG	80	0	20	<b>\$40,000.00</b>
<b>CONSTRUCTION</b>	L-STBG	80	0	20	<b>\$2,200,000.00</b>
<b>CONSTRUCTION-CEI</b>	L-STBG	80	0	20	<b>\$250,000.00</b>
<b>TDOT ES</b>	L-STBG	80	0	20	<b>\$50,000.00</b>

INELIGIBLE COST: One hundred percent (100%) of the actual cost will be paid from Agency funds if the use of said state or federal funds is ruled ineligible at any time by the Federal Highway Administration.

TDOT ENGINEERING SERVICES (TDOT ES): In order to comply with all federal and state laws, rules, and regulations, the TDOT Engineering Services line item in Exhibit A is placed there to ensure that TDOT's expenses associated with the project during construction are covered. The anticipated TDOT expenses include but are not necessarily limited to Construction Inspection and Material and Testing Expenses (Quality Assurance Testing).

LEGISLATIVE AUTHORITY: **STP: 23 U.S.C.A, Section 133**, Surface Transportation Program funds allocated or subject to allocation to the Agency.

For federal funds included in this contract, the CFDA Number is 20.205, Highway Planning and Construction funding provided through an allocation from the US Department of Transportation.

MB

NOTICE TO PROCEED WITH THE **FUNDED**  
**PRELIMINARY ENGINEERING PHASE**  
**(ENVIRONMENTAL ONLY)**  
**OF PROJECT DEVELOPMENT**

PIN: 115881.00  
FEDERAL PROJECT NUMBER: STP-M-9104(15)  
STATE PROJECT NUMBER: 30LPLM-F0-008  
TERMINI / PROJECT NAME: Fairgrounds Connector Road, from  
Fairgrounds Circle to North Rufe Taylor  
Road  
CONTRACTEE: Greeneville  
REGION: 1

Effective Date: February 26, 2013  
Date of Transmittal: February 27, 2013

This letter serves as your official Notice to Proceed with the above referenced phase of work for the subject project. The Local Government shall perform this phase of project development in accordance with the Local Government Guidelines provided on the Local Program Development Office website at: [https://www.tn.gov/content/dam/tn/tdot/programdevelopment/localprograms/documents-and-forms/LGG\\_Manual.pdf](https://www.tn.gov/content/dam/tn/tdot/programdevelopment/localprograms/documents-and-forms/LGG_Manual.pdf). Work may not be performed for any later phase of project development until an additional Notice to Proceed is issued. **Any work performed ahead of a Notice to Proceed's Effective Date will not be reimbursed.**

You may procure, in accordance with law, a consulting engineering firm to do all phases of preliminary engineering at this time. Please refer to Section 1.6 of the Local Government Guidelines for guidance on consultant selection, if needed. **All consultant solicitation advertisements shall be reviewed and approved by the Local Programs Development Office before publishing.** *Please provide a copy of the executed contract with the consultant and a copy of the notice sent to the consultant indicating the date work was authorized on the phase of the project mentioned above.* These documents should be emailed to [Local.Programs@tn.gov](mailto:Local.Programs@tn.gov). **Note: If the person in responsible charge for this phase of the project has changed since [Form 3-1](#) (Project Initiation Form) was submitted, the Local Government shall resubmit [Form 1-1](#) (Responsible Charge Form) at this time to the Local Programs Development Office at the email below.**

If you have questions or concerns regarding this matter please direct them to Stanley Burnette at 615.741.5314 in the Local Programs Development Office. You may contact us by email at: [Local.Programs@tn.gov](mailto:Local.Programs@tn.gov).

cc: Paul Degges  
John Kahle  
Whitney Britt  
Kimery Grant  
Matt Burcham  
LP Supervisor  
[TDOT.Env.LocalPrograms@tn.gov](mailto:TDOT.Env.LocalPrograms@tn.gov)  
Regional Assistant Chief of Engineering  
Regional Director of Project Development  
Regional Director of Operations  
MPO Coordinator  
File

# Example of Evaluation Scorecard

1 lowest to highest 4

Evaluation Criteria	Geller & Assoc.	Brock Engineering	DAC & Assoc.	Swafford Engineering
A. Ability and relevant expertise of the firm's personnel to be used on the project	4	4	4	4
B. Past experience in the discipline, and in projects similar to the types of locally-managed projects listed in the RFQ	3	4	4	4
C. Documented success of previous programs/projects similar in nature	4	4	4	4
D. Education, experience, and availability of staff and subcontractors expected to be utilized for this contract	3	4	4	4
E. Firm's awareness of project's issues, opportunities, and constraints	3	3	3	3
F. Demonstrated ability to meet schedules without compromising sound engineering practice	3	3	3	3
G. Amount of work presently under contract with TDOT and other clients	3	3	3	3
H. Evaluations on prior projects with the City *if applicable*	3	4	3	3
<b>TOTAL SCORE</b>	26	29	28	28



**STATE OF TENNESSEE**  
**DEPARTMENT OF TRANSPORTATION**  
**PROGRAM DEVELOPMENT & ADMINISTRATION DIVISION**  
 SUITE 600, JAMES K. POLK BUILDING  
 505 DEADERICK STREET  
 NASHVILLE, TENNESSEE 37243-1402  
 (615) 741-3301

**JOHN C. SCHROER**  
 COMMISSIONER

**BILL HASLAM**  
 GOVERNOR

**TO:** Will Reid, Assistant Chief Engineer of Operations  
**FROM:** Ronnie Porter, Director, Program Development and Administration Division  
**SUBJECT:** **Proprietary Item Request and Justification for Town of Greeneville for Audible Pedestrian Signals**

I, Ronnie Porter, Director of the Program Development and Administration Division, request approval for the Town of Greeneville to be certified to utilize the following proprietary item(s) over the next three years, where Federal funding is used:

- Polara Engineering, Inc. EN2 - EZ Communicator Navigator, 2-Wire Push Button

**Justification**

This proprietary item is essential for the synchronization of new and future projects with existing facilities. The Town has previously installed 12 of these signals and approval will ensure that new facilities will be compatible with existing facilities. These signals will be an important component of all projects requiring ADA compliant signalization. They will allow pedestrians, regardless of ability, to safely travel through a signalized intersection. The Town's signal maintenance staff have been fully trained in the installation and maintenance of the requested product.

If you have any questions or comments, please contact **Stanley Burnette** at **(615)741-0805** with the Local Programs Development Office or at [Stanley.X.Burnette@tn.gov](mailto:Stanley.X.Burnette@tn.gov).

I, Ronnie Porter, Program Development and Administration Division Director, of the Tennessee Department of Transportation, do hereby certify that in accordance with the requirements of 23 CFR 635.411(a) (2) that the patented or proprietary item(s) as listed above is essential for the synchronization with existing facilities or no equally suitable alternative exists for this patented or proprietary item as listed above.

*Bill Smith, Director: Traffic Operations*  
 Recommendation for Approval

*Will Reid's Signature*  
 Assistant Chief Engineer of Operations

*3/31/17*  
 Date

## Tennessee Department of Transportation Civil Rights Office

### TIPS ON DBE GOAL SETTING FOR LOCAL AID CONSTRUCTION CONTRACTS

When setting a DBE goal on construction projects, the following steps can be utilized:

1. Utilize staff with construction background to set DBE goals.
2. Review projects based on the following criteria:
  - Federal funding allocation (approximately \$500,000 and above)
  - Work Items (quantities & estimated costs per unit)
  - Availability of DBEs to perform work
3. Create a DBE goal-setting worksheet that includes all work items that a DBE could perform (see attached example).
4. Determine each work item for the project at hand and review the list of DBEs who have performed similar work in the project's geographical area (using historical data). It may be helpful to write the names of these DBEs on goal-setting worksheet.
5. Fill in the individual work items that have the potential of being subcontracted to DBEs. Insert the cost for each item in the **COST** column of the worksheet. The **% OF TOTAL** can then be completed by dividing the cost of the work item by the overall project cost.
6. Adjust the **% of Total** amounts (if necessary) to find a figure that would be more realistically attained through subcontracting. This would be the Estimated Percentage and can be added to the worksheet in the **EST %** field.
7. Total all individual work item percentages (**EST %** column) which may be used for goal work (this figure will go in the **TOTAL** field at bottom of form). Review the total percentage to determine if further adjustments may be necessary. The adjusted figure is your **GOAL**.



Please contact David Neese with any further questions at (615) 741-3681 or toll free (888) 370-3647 or email [David.Neese@tn.gov](mailto:David.Neese@tn.gov).

**DBE GOALS WORKSHEET**

<b>ITEM NO.</b>	<b>WORK DESCRIPTION</b>	<b>COST</b>	<b>% OF TOTAL DBE could perform</b>	<b>EST. %</b>
_____	Construction Stakes, lines, Etc.	_____	_____	_____
_____	Clearing & Grubbing	_____	_____	_____
_____	Road & Drainage Excav. (Haul)	_____	_____	_____
_____	Erosion Control	_____	_____	_____
_____	Haul (Stone & Asph.)	_____	_____	_____
_____	Scoring Pavement	_____	_____	_____
_____	Pipe Culvert	_____	_____	_____
_____	Conc. Catchbasins, Endwalls, Etc.	_____	_____	_____
_____	Concrete Flatwork	_____	_____	_____
_____	Guardrail	_____	_____	_____
_____	Rip-Rap	_____	_____	_____
_____	Concrete Median Barrier	_____	_____	_____
_____	Traffic Control	_____	_____	_____
_____	Pavement Markings	_____	_____	_____
_____	Signalization Work	_____	_____	_____
_____	Seed, Sod, Landscaping, Etc.	_____	_____	_____
	<b><u>BRIDGE ITEMS</u></b>			
_____	Reinforcing Steel	_____	_____	_____
_____	Reinforcing Steel (Bridge Deck)	_____	_____	_____
_____	Texture Coating	_____	_____	_____
_____	Rein. Concrete Median/Parapet	_____	_____	_____
			<b>TOTAL</b>	_____
			<b>GOAL</b>	_____

# Construction Notice to Proceed Email Language

**Nathaniel Brugler**

---

**From:** Nathaniel Brugler  
**Sent:** Monday, April 09, 2018 10:45 AM  
**To:** Nathaniel Brugler  
**Subject:** PIN 115881.00, Notice to Proceed with Construction, Greeneville, Greene (LPA)

Good Afternoon Mayor Smith:

The attached Notice to Proceed is for **Construction** for PIN: 115881.00. You may now advertise the project for bids to be received.

1. The advertisement must be submitted to the Local Programs Development Office at <https://www.tn.gov/tdot/program-development-and-administration-home/local-programs/current-projects.html> to be placed on TDOT's website for publication. The ad must be submitted to [Local.Programs@tn.gov](mailto:Local.Programs@tn.gov) at a minimum of 24 days prior to the bid opening date. If any changes to the advertisement arise during the advertisement period, LPDO must be alerted immediately in order to make necessary changes. Local governments no longer have to advertise in newspapers, unless required by local procurement rules. **Please notify me of your ad's posting date.**
2. Per federal law, you **cannot** require a license of your bidders if there are federal funds on any phase of the project.
3. Only TDOT pre-qualified bids are to be opened publicly and read aloud. If a bid is not read, the bidder is to be identified and the reason for not reading the bid announced.
4. In order to obtain TDOT's concurrence in award, the following documents must be submitted electronically in accordance with Section 8.2.6 of the Local Government Guidelines:
  - a. A completed [Form 8-4](#)
  - b. An electronic copy of the bid tabulations (Excel spreadsheet comparing bids received)
  - c. Documentation certifying that the bids have been reviewed and found responsive
  - d. A letter requesting concurrence in the decision to award signed by the Local Government Official or to reject the bids including the necessary explanations for the request made (this may include the letter from the CEI)
  - e. A PDF of the proposal contract for the apparent low bidder
  - f. DBE Award Information, if applicable ([Form 8-5](#))
5. You **must** email me a copy of the fully executed CEI contract for the referenced project before the pre-construction meeting.

Also note, \$2,522,165.00 total has been obligated for this phase (\$2,017,732.00 federal/ \$504,433.00 local match).

If you have any questions please feel free to contact me.



**Nate Brugler** | Transportation Program Supervisor – Regions 2 & 4  
Local Programs Development Office  
James K. Polk Building, 6<sup>th</sup> Floor  
505 Deaderick Street, Nashville, TN 37243  
p. 615-532-4415 f. 615-741-9673



## LOCAL GOVERNMENT PRELIMINARY ENGINEERING NEPA COSTS INVOICE

YES     NO  
 FINAL INVOICE FOR THIS PHASE?

INVOICE DATE \_\_\_\_\_  
 INVOICE PERIOD: \_\_\_\_\_ TO \_\_\_\_\_

**INVOICE #** \_\_\_\_\_  
**PIN #** \_\_\_\_\_  
**STATE PROJECT #** \_\_\_\_\_  
**FED PROJECT #** \_\_\_\_\_  
**CONTRACT #** \_\_\_\_\_  
**PROJECT DESCRIPTION**  
 Type project description here.

**LOCAL GOVERNMENT AGENCY:** \_\_\_\_\_  
**REMIT TO ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**COUNTY:** \_\_\_\_\_

PRELIMINARY ENGINEERING COSTS  
   SUBTOTAL  
 LESS: LOCAL GOVERNMENT SHARE      **0.0%**  
   BALANCE  
 LESS: AMOUNTS PREVIOUSLY INVOICED  
**AMOUNT DUE THIS INVOICE**

CURRENT COSTS		COST SHOWN ON PRIOR INVOICES		TOTAL COSTS
	+		=	\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

I CERTIFY UNDER PENALTY OF LAW THAT THIS CERTIFICATION/ESTIMATE AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED INFORMATION PRESENTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, I HEREBY CERTIFY THAT THIS SUBMITTAL IS ACCURATE AND CORRECT. I AM AWARE THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS. I FURTHER ACKNOWLEDGE THAT FAILURE TO FOLLOW FEDERAL DIRECTIVES, GUIDELINES, AND REGULATIONS WILL RESULT IN THE LOSS OF FEDERAL FUNDING.

\_\_\_\_\_  
(PROJECT SUPERVISOR)

\_\_\_\_\_  
(LOCAL GOVERNMENT OFFICIAL)

### FOR TDOT USE ONLY

**DIVISION ID # 4036330040**

INVOICE RECEIVED \_\_\_\_\_

I HEREBY ACKNOWLEDGE RECEIPT OF THE APPROPRIATE DOCUMENTATION FOR PAYMENT OF THIS ESTIMATE/INVOICE WHICH INCLUDES CERTIFICATION SIGNED BY THE LOCAL GOVERNMENT ENTITY. BASED ON THE ATTACHED DOCUMENTATION AND IN ACCORDANCE WITH THE LOCAL PROGRAM GUIDELINES THIS INVOICE IS SUBMITTED FOR PAYMENT.

\_\_\_\_\_  
TDOT OFFICIAL

\_\_\_\_\_  
DATE

STAMP

APPROVED PAY _____	FED SPEED CHART _____	\$ _____	<b>PO LINES</b>
LOCAL MATCH \$ _____	ST SPEED CHART _____	\$ _____	1
VENDOR NAME _____	LOC SPEED CHART _____	\$ _____	2
VENDOR ID _____	SPLIT SPEED CHART _____	\$ _____	3
LOCATION _____ ADDRESS # _____	RECEIPT # _____		4
EDISON CONTRACT ID _____	VOUCHER # _____		5
PURCHASE ORDER ID _____	PAYMENT REF ID # _____		6

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRELIMINARY ENGINEERING INVOICE SUMMARY**

This is required with every invoice submittal.

Invoice # (Numbered Chronologically)	Billing Amount	Amount Requested for Reimbursement	Check/Wire #
		<b>100.0%</b>	
#####	\$		
#####	\$		
#####	\$		
#####	\$		
#####	\$		
#####	\$		
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#####	\$		
#####	\$		
#####	\$		
#####	\$		
<b>Total:</b>	\$	\$	

Additional Notes:



1100 Marion Street, Suite 200  
Knoxville, TN 37921  
tel: 865 963-4300  
fax: 865 963-4301

September 20, 2013

Mr. Brad Peters, PE  
Town of Greeneville Engineer  
200 North College Street  
Greeneville, TN 37745

Re: Invoice for Professional Services  
Fairgrounds Connector Phase 3 - Roadway Improvements

Dear Mr. Peters:

Attached is CDM Smith invoice 7 in the amount of \$10,970.00. This invoice covers our services on the subject project through the end of August, 2013. The work performed includes the following tasks:

- Worked with TDOT to submit agency coordination letters for environmental screening. (TDEC, ACOE, USFWS, and TWRA).
- Received response letter and approval from SHPO for historic report.
- Completed Preliminary Roadway Plans.
- Began work on **Right of Way Plans**.

We appreciate the opportunity to be of service. Please advise if you have questions or need additional information.

Sincerely,  
CDM Smith

Jeff Mize, P.E.  
Senior Project Manager





TOWN OF GREENEVILLE, TN  
MR. BRAD PETERS  
TOWN ENGINEER  
200 NORTH COLLEGE STREET  
GREENEVILLE, TN 37745

**Please Remit To:**

CDM SMITH  
15050 COLLECTIONS CENTER DRIVE  
CHICAGO, IL 60693

SEPTEMBER 20, 2013

INVOICE NUMBER: 80469908/7  
PROJECT NUMBER: 96820

Amount Due **\$10,970.00**  
This Invoice:

**PLEASE INCLUDE INVOICE NUMBER ON ALL CORRESPONDENCE**

For Professional Services Related To:  
Fairgrounds Connector Phase 3

Period: 07/28/2013 - 08/31/2013

Lump Sum Amount: \$	283,500.00
Percent Complete:	56.59%
Billed ITD: \$	160,445.00
Less Previously Invoiced: \$	149,475.00
Amount Due: \$	10,970.00

Total: \$ 10,970.00

THIS DOCUMENT HAS A COLORED BACKGROUND, HAS AN ULTRAVIOLET INK FEATURE AND A SIMULATED WATERMARK ON BACK.

**TOWN OF GREENEVILLE**  
200 N. COLLEGE STREET  
GREENEVILLE, TENNESSEE 37745

**BB&T**  
BRANCH BANKING & TRUST CO.  
GREENEVILLE, TN

029622

VOID AFTER 90 DAYS 87-816  
642

EXACTLY \*\*\*\*\*10,970 DOLLARS AND 00 CENTS

PAY TO THE ORDER OF DATE CHECK NO. AMOUNT

09-23-2013 29622 \$\*\*\*\*\*10,970.00

CDM SMITH, INC.  
15050 COLLECTIONS CENTER DR.  
CHICAGO, IL  
60693

*Carol Shuang*  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

*W. J. [Signature]*  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

PRINTING IN SIGNATURE LINE. MAGNIFY TO VERIFY ORIGINAL CHECK.

ENDORSE HERE  
X

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE \*

\* FEDERAL RESERVE BOARD OF GOVERNORS REG. C C

Account	Date	Check/Ref #	Amount
[REDACTED]	09/27/2013	29622	10,970.00



1100 Marion Street, Suite 200  
Knoxville, TN 37921  
tel: 865 963-4300  
fax: 865 963-4301

October 24, 2013

Mr. Brad Peters, PE  
Town of Greeneville Engineer  
200 North College Street  
Greeneville, TN 37745

Re: Invoice for Professional Services  
Fairgrounds Connector Phase 3 - Roadway Improvements

Dear Mr. Peters:

Attached is CDM Smith invoice 8 in the amount of \$31,220. This invoice covers our services on the subject project through the end of September, 2013. The work performed includes the following tasks:

- Received response letter and approval from TWRA.
- Received response letter and concurrence from SHPO for archeology.
- Provided updated construction estimate to TDOT.
- Continued work on Right of Way Plans.
- Added two small retaining walls to design plans as approved by town.

We appreciate the opportunity to be of service. Please advise if you have questions or need additional information.

Sincerely,  
CDM Smith

Jeff Mize, P.E.  
Senior Project Manager





TOWN OF GREENEVILLE, TN  
MR. BRAD PETERS  
TOWN ENGINEER  
200 NORTH COLLEGE STREET  
GREENEVILLE, TN 37745

**Please Remit To:**

CDM SMITH  
15050 COLLECTIONS CENTER DRIVE  
CHICAGO, IL 60693

OCTOBER 24, 2013

INVOICE NUMBER: 80472904/8  
PROJECT NUMBER: 96820

**Amount Due                    \$31,220.00**  
**This Invoice:**

**PLEASE INCLUDE INVOICE NUMBER ON ALL CORRESPONDENCE**

For Professional Services Related To:  
Fairgrounds Connector Phase 3

Period: 09/01/2013 - 09/28/2013

Lump Sum Amount: \$	283,500.00
Percent Complete:	67.61%
Billed ITD: \$	191,665.00
Less Previously Invoiced: \$	160,445.00
Amount Due: \$	31,220.00

**Total: \$ 31,220.00**

**THIS DOCUMENT HAS A COLORED BACKGROUND, HAS AN ULTRAVIOLET INK FEATURE AND A SIMULATED WATERMARK ON BACK.**

031201

ANDREW JOHNSON BANK  
GREENEVILLE, TN

TOWN OF GREENEVILLE  
200 N. COLLEGE STREET  
GREENEVILLE, TENNESSEE 37745

VOID AFTER 90 DAYS

97-286  
642

EXACTLY \*\*\*\*\*31,220 DOLLARS AND 00 CENTS

PAY TO THE ORDER OF GREENEVILLE DATE 11-26-2013 CHECK NO. 31201 AMOUNT \$\*\*\*\*\*31,220.00

CDM SMITH, INC.  
15050 COLLECTIONS CENTER DR.  
CHICAGO, IL  
60693

*Cathy Strong*  
AUTHORIZED SIGNATURE

*W.F. Smith*  
AUTHORIZED SIGNATURE

MICROPRINTING IN SIGNATURE LINE. MAGNIFY TO VERIFY ORIGINAL CHECK.

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE.

\* FEDERAL RESERVE BOARD OF GOVERNORS REG. C C .





1100 Marion Street, Suite 200  
Knoxville, TN 37921  
tel: 865 963-4300  
fax: 865 963-4301

December 10, 2013

Mr. Brad Peters, PE  
Town of Greeneville Engineer  
200 North College Street  
Greeneville, TN 37745

Re: Invoice for Professional Services  
Fairgrounds Connector Phase 3 - Roadway Improvements

Dear Mr. Peters:

Attached is CDM Smith invoice 9 in the amount of \$43,640. This invoice covers our services on the subject project through the end of November, 2013. The work performed includes the following tasks:

- Completed Indiana Bat habitat survey and submitted report with recommendations to USFWS.
- Received response letter and concurrence from USFWS for Indiana bat habitat survey.
- Completed draft CE document with appendices and submitted to TDOT for initial review.
- Completed legal descriptions.
- Continued work on Right of Way Plans.

We appreciate the opportunity to be of service. Please advise if you have questions or need additional information.

Sincerely,  
CDM Smith

Jeff Mize, P.E.  
Senior Project Manager

  
12/10/13

121-46400-003



1301 Gervais Street, Suite 1600  
 Columbia, SC 29201-3356  
 tel: +1 803 758-4570

*Please Remit To:*  
**CDM Smith Inc.**  
**15050 Collections Center Drive**  
**Chicago, IL 60693**

TOWN OF GREENEVILLE, TN  
 MR. BRAD PETERS  
 TOWN ENGINEER  
 200 NORTH COLLEGE STREET  
 GREENEVILLE, TN 37745

# INVOICE

DECEMBER 10, 2013  
 INVOICE NUMBER: 80476917/9  
 PROJECT NUMBER: 96820

Amount Due **\$43,640.00**  
 This Invoice:

*PLEASE INCLUDE INVOICE NUMBER ON ALL CORRESPONDENCE*

For Professional Services Related To:  
 Fairgrounds Connector Phase 3

Period: 9/29/2013 - 11/30/2013

Lump Sum Amount: \$	283,500.00
Percent Complete:	83.00%
Billed ITD: \$	235,305.00
Less Previously Invoiced: \$	191,665.00
Amount Due: \$	43,640.00

**Total: \$ 43,640.00**

THIS DOCUMENT HAS A COLORED BACKGROUND, HAS AN ULTRAVIOLET INK FEATURE AND A SIMULATED WATERMARK ON BACK.

031338

TOWN OF GREENEVILLE  
200 N. COLLEGE STREET  
GREENEVILLE, TENNESSEE 37745

ANDREW JOHNSON BANK  
GREENEVILLE, TN

VOID AFTER 90 DAYS

EXACTLY \*\*\*\*\*43,640 DOLLARS AND 00 CENTS

PAY TO THE ORDER OF CDM SMITH, INC. DATE 12-12-2013 CHECK NO. 31338 AMOUNT \$\*\*\*\*\*43,640.00

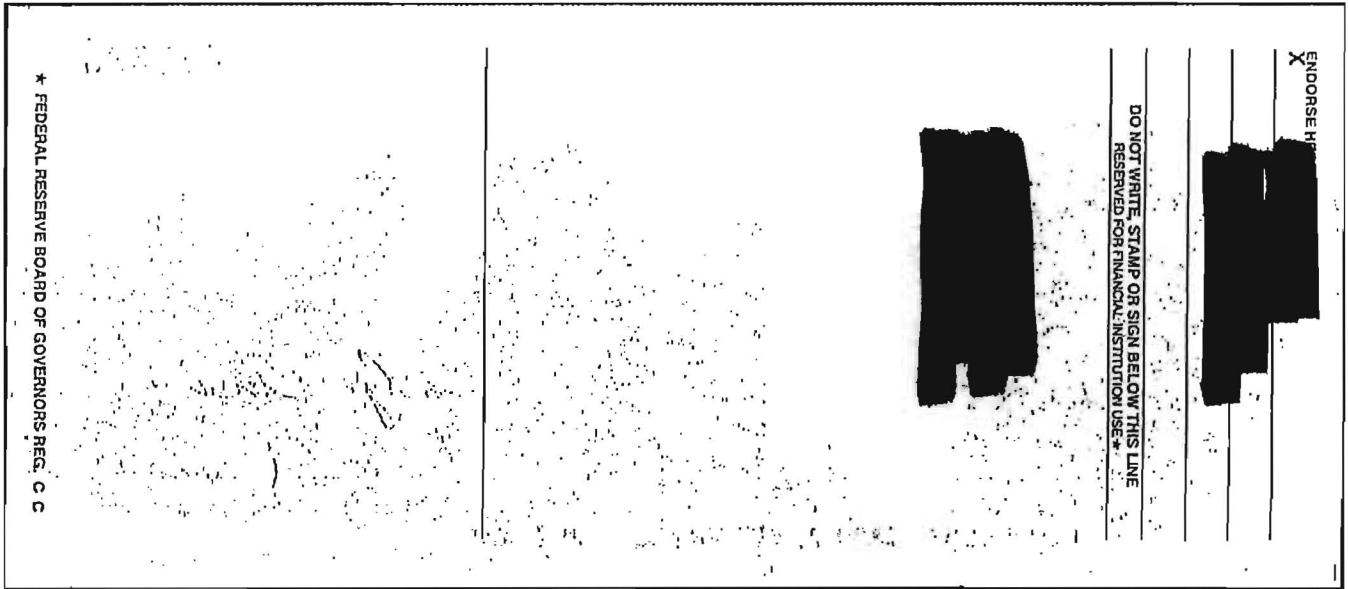
CDM SMITH, INC.  
15050 COLLECTIONS CENTER DR.  
CHICAGO, IL  
60693

*Carolyn Johnson*  
AUTHORIZED SIGNATURE

*W.H. [Signature]*  
AUTHORIZED SIGNATURE

WARNING: BEHIND THE MICROWAVE LINE. MAGNIFY TO VERIFY ORIGINAL CHECK.

TOPS BUSINESS SYSTEMS (614) 895-2284 LG-4



# PIN

<b>Funds Remaining</b>
<b>\$0.00</b>

Status as of 8/3/2016

Beginning Date	Ending Date	Maximum Amount

STARTING BALANCES					TOTAL
NEPA	DESIGN	ROW	CONSTRUCTION	OVERS	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enter Starting Balances Above.

AMOUNT SPENT					TOTAL
NEPA	DESIGN	ROW	CONSTRUCTION	OVERS	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

REMAINING BALANCE					TOTAL
NEPA	DESIGN	ROW	CONSTRUCTION	OVERS	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Disposition of Current Expenditures

- NEPA
- DESIGN
- ROW
- CONSTRUCTION
- OVERS

## Current Balance

0%

■ REMAINING BALANCE ■ AMOUNT SPENT

