

# SAFE ROUTES TO SCHOOL

## Idaho Program Manual

June 2009 Edition



This manual was developed by the Idaho Transportation Department. It is intended to guide Safe Routes to School funding recipients through the project design and approval process, and to clarify the requirements for reimbursement through the Idaho Safe Routes to School program. **The contents of this manual are subject to change. Please refer to [www.itd.idaho.gov/SR2S](http://www.itd.idaho.gov/SR2S) to ensure that you have the most up-to-date information.**

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## **IDAHO SAFE ROUTES TO SCHOOL PROJECT DEVELOPMENT AND APPROVAL PROCESS**

The Safe Routes to School (SR2S) Program was created under Section 1404 of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The purpose of the Safe Routes to School Program is to:

- (1) Enable and encourage children in grades K-8, including those with disabilities, to walk and bicycle to school.
- (2) Make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age.
- (3) Facilitate the planning, development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption and air pollution in the vicinity of schools.

The SR2S program is funded by the Federal Highway Administration. Funds are awarded through a competitive application process. The SR2S legislation in SAFETEA-LU requires the State of Idaho to adhere to U.S. Code Title 23. Thus, SR2S projects must comply with applicable federal provisions (49 CFR) to qualify for 100-percent reimbursement of the projects funds expended. **This is a reimbursement program, this means that awardees pay program costs up front and are reimbursed by the state.**

This manual outlines the procedures that must be followed to ensure awardees will be reimbursed when the SR2S project is completed. Official notification to proceed must be received to begin work on either the infrastructure and non-infrastructure projects. **Work carried out prior to authorization to proceed is ineligible for reimbursement.**

## Non-Infrastructure Projects

### Step 1: State/Local Agreement and Budget Itemization

The **State/Local Agreement** (S/LA) is the contract between the local project sponsor and ITD. It must be signed by the local authorizing officials of the agency sponsoring the project, and include the sponsor's Resolution number and date it was passed. You will receive two S/LAs for original signatures. Two originals must be returned to the ITD Safe Routes to School State Coordinator. Once signed, one original will be returned to the sponsor with a letter of authorization to proceed to the next step of the project.

The letter authorizing you to proceed will include the official start date for your project. The project can be completed in one year, but must be completed two years from the date of the executed agreement. Authorization to extend the agreement beyond two years must be obtained in writing from ITD. Non-infrastructure project funds can be obligated to the project once the S/LA has been fully executed and the funds are released to ITD within the Fiscal Year they were assigned.

The SR2S **Budget Itemization** form must be submitted with the signed S/LA. This form shows how you plan to expend the non-infrastructure funds available to the project. Reimbursement requests must reference the same categories used on your budget itemization form. Budget revisions must be submitted for approval prior to moving funds from one category to another.

Purchases of incentive items and educational materials need prior approval from ITD. Please keep in mind that the two main points to consider when purchasing incentive items are (1) making sure that any incentives are part of a comprehensive SR2S effort, and (2) keeping incentives modest and directly related to an overall encouragement/education activity. The reimbursement limit for refreshments for special events is \$200 per event.

### Step 2: Project Coordinator Assembles Task Force

If the project is funding a coordinator position, hiring them should take place during the first quarter of the fiscal year/project. Please keep in mind that SR2S funds should not be used to replace costs that are related to normal, regular day-to-day responsibilities of a local entity (supplanting). Accordingly, SR2S funds should be used to augment and pay for activities above and beyond normal, routine, day-to-day responsibilities.

The project leader should contact the SR2S project partners to create a task force. The SR2S task force must identify the types of regular and special emphasis events to promote and encourage more participation among students and the cooperation of parents. Please see the examples of non-infrastructure activities listed under the section on the School Travel Plan on Page 8 of this manual. One of the first events the task force will organize is International Walk to School Day; it is held on the first Wednesday of October each year. Each school receiving SR2S funds must register their event at [www.walktoschool.org](http://www.walktoschool.org).

The National Center for Safe Routes to School (NCSRTS) Web site [[www.saferoutesinfo.org](http://www.saferoutesinfo.org)] offers information and resources for every aspect of the 5 E's (education, encouragement, enforcement, engineering and evaluation) associated with this program. A list of free, downloadable student pedestrian and bicycle education programs is available at <http://www.walktoschool.org/resources/safety-education.cfm>. Free educational and incentive items such as brochures, posters and reflective items are available by request from the State SR2S coordinator.

### **Step 3: Obtain Categorical Exclusion**

It is necessary to obtain a Categorical Exclusion for all non-infrastructure (education and encouragement) aspects of a SR2S project. A letter describing the education and encouragement activities shall be submitted to the State SR2S Coordinator with the first progress report. An example of the type of letter is shown in Appendix A. Once approved, a letter giving the project a Categorical Exclusion determination will be sent to the sponsor. ITD will forward a copy of the determination letter to FHWA.

### **Step 4: Administer NCSRTS Surveys**

All SR2S projects must be evaluated to determine how successful they are. Two of the tools available are the Student and Parent Surveys. The survey forms are used to track progress by gathering data relating to the numbers of students walking and bicycling to school. All Idaho SR2S projects should distribute the National Center for Safe Routes to School (NCSRTS) surveys three times during the project at participating schools.

- 1: During the first four weeks of school (required).
- 2: Mid-year (optional-timing is at your discretion).
- 3: Last four weeks of school (required).

When completed the surveys must be returned to the NCSRTS with a cover page. Survey forms and cover pages are available at [www.saferoutesinfo.org](http://www.saferoutesinfo.org) under "Data Resources" and in Appendix C of this manual.

### **Step 5: Begin School Travel Plan**

The SR2S task force should continue to meet to discuss progress and begin working on the Idaho School Travel Plan (Page 8) that needs to be completed by end of the project. The team works together to identify realistic goals and plan strategies to help achieve these goals, and build a sustainable program that will be continued after the project has been completed. The travel plan is available at [www.itd.idaho.gov/sr2s/tools](http://www.itd.idaho.gov/sr2s/tools).

Remember to share your achievements, news and photos of special events with others interested in learning about your projects by submitting them to [joconnor@itd.idaho.gov](mailto:joconnor@itd.idaho.gov) for inclusion in the Idaho SR2S newsletter.

### **Step 6: Progress Reports and Reimbursements**

Notify the State SR2S coordinator if there are problems or issues that prevent the project from succeeding. Send requests to purchase non-infrastructure incentive items prior to

ordering to the State SR2S coordinator. Follow the State Procurement/Goods and Services as outlined after Step 7.

The purchase of refreshments for meetings relating to SR2S is an allowable expense. The meetings must last at least three hours, there must be a published agenda, at least five people in attendance, and a sign-in sheet must be provided with the reimbursement request. The limit per person is \$7.50.

Refreshments are also allowed as part of special events held as an incentive for student encouragement activities. An event agenda and sign-in sheet must be provided for reimbursement, along with an invoice and proof of payment. The limit per event is \$200.

You are required to provide progress reports and reimbursement claim forms with relevant invoices and proof of payment to the State SR2S coordinator on the forms provided at [www.itd.idaho.gov/sr2s/tools](http://www.itd.idaho.gov/sr2s/tools).

### **Step 7: Final Reports**

Submit final reports and completed travel plans with the final reimbursement request. The Sponsor shall submit all reports and reimbursement claims within 60 days of the final report. Extensions beyond two years of the execution date on the S/LA may be applied for in writing. ITD shall make a settlement for any upward or downward adjustments to the Federal share of costs after closeout reports are received.

### **Non-infrastructure Procurement Procedures**

The State and local government Procurement / Goods and Services Procedures Idaho Code 67-2803 must be followed when using Federal funds. The information below outlines the procedures required by Part 19 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other non-profit organizations. All goods, services or purchases over \$50.00 must have the prior approval of the State SR2S Coordinator. All non-infrastructure goods and services in excess of \$2,500 must receive three bids. Copies of the bid documents must be sent to the State SR2S Coordinator, you must wait to receive authorization before awarding to the low bidder.

### **Non-infrastructure Procurement for Non-Profit or Other Organizations**

Non-profit organizations, institutions of higher education, hospitals and other non-profit organizations that procure supplies and other expendable property, equipment, real property and other services with Federal funds received either directly from FHWA or through a State agency must use procurement procedures consistent with those in 49 CFR 19.40 thru 19.48.

- All contracts awarded by a non-profit and its contractors must contain the procurement provisions, as applicable, in Appendix A-Contract Provisions to 49 CFR Part 19.

- It is the responsibility of the awardees to ensure procurement procedures are followed. These procedures are available on-line at this address:  
<http://www.fhwa.dot.gov/hep/49cfr19.htm#sec.19.40>.
- All non-infrastructure expenditures must directly support the program's goal.

## **Idaho School Travel Plan**

This following are lists of possible activities that can be added to the Idaho School Travel Plan (STP) as the short- and long-term goals of the project. Planning for, or accomplishing these goals should be reported as part of your progress report. The completed STP should be sent to ITD at the end of your project.

### **Examples of non-infrastructure project activities:**

#### **Education**

- Pedestrian and bicycle safety instruction
- Pedestrian skills practice (simulated settings or real-life)
- Bike skills practice (bike rodeo or training on-bike)
- Personal safety skills (such as how to deal with strangers)
- Safe driving near the school (targeted to parents and/or general public)
- Benefits of walking/bicycling (health, environmental and sustainable transportation benefits taught to students and/or parents)
- Community-wide education and awareness program (focused on adults)
- Policy (new or change that supports SRTS such as requiring pedestrian or bicycle safety education in regular curriculum)

#### **Encouragement**

- Walking School Bus program
- Bike Train program
- Walk to School Day or other special event
- Ongoing promotional events (Walking Wednesdays, Bike Tuesdays, etc.)
- Walking/bicycling mileage club or other contest
- Park-and-walk program
- Remote “drop-off and walk” system for bus riders
- Walking or bicycling route map (create or promote)
- Incentive program for safe travel behaviors
- SRTS promotion to general public
- Technology-based encouragement activities (Web site, e-mail list, text messaging, etc.)
- Policy (new or change that supports SRTS such as early dismissal for walkers)

#### **Enforcement**

- Parent or student safety patrol program
- Crossing guard training program
- Crossing guard equipment (purchase)
- Speed feedback trailers or signs positioned in the vicinity of schools
- Speed enforcement in school zones
- Neighborhood watch/Safe house program
- Traffic complaint hotline
- “Pedestrian decoy” operations for crosswalk enforcement

- Policy (new or change that supports SRTS such as increased fines for speeding in school zones)

**Examples of infrastructure projects that can be considered for this program:**

- Sidewalks (construct, replace, repair, or widen)
- Accommodations for students with disabilities (improve)
- Bicycle lanes (install, improve, or repair)
- Off-road walking/bicycling paths (construct or repair; or improve intersections with roads)
- Crosswalks (install, improve, or repair)
- Crossing refuge island (install)
- Traffic calming (such as curb extensions, speed bumps/humps, traffic circles, raised crosswalks, narrowing lanes, etc.)
- Speed monitoring and feedback devices (install permanent)
- Signs (new or improved signs such as school zone, speed limits, crosswalk warning, etc.)
- Speed limit reduction near schools
- Pavement or curb markings or legends (install or improve)
- Bicycle parking (install, improve, or relocate)
- Lighting (install or improve)
- Traffic controls (new or improved using traffic lights, signs, pedestrian signals, changes to signal timing)
- Pick up and drop off areas (redesign or change procedure to improve pedestrian safety)
- Assessment (study walk/bike routes for needed improvements)
- School construction policy (changed to improve school site design, location selection, or renovations)

## **Infrastructure Projects**

### **Step 1: Contact local ITD District Office**

Following the official notification of your funding award, infrastructure project sponsors must arrange a pre-project conference with the ITD District Safe Routes to School contact to review the:

- Project location
- Concept Report
- Environmental Evaluation
- Cultural Resources Clearance
- Right of Way Certification
- Materials Design Summary or appropriate Materials Phase Reports
- Design standards that must be used
- Level of project management required
- Designation of inspection responsibilities
- PS&E (plans, specifications and estimates) due July 1
- Project delivery to secure funding

Please use the checklist on Page 13 to ensure all of the necessary steps are completed to keep your project in compliance and will therefore qualify for reimbursement. All Safe Routes to School ITD district contacts are listed on Page 25 of this document.

### **Concept Report**

The original Concept Report (ITD form 0190) submitted with the application may be appended at this point to help maximize the funds available. Once the Concept Report is approved, a Concept Approval form (ITD form 0783) will be signed by the District Engineer.

### **Environmental Evaluation**

Since the SR2S program is a federal-aid program, all projects (both infrastructure and non-infrastructure) must be in compliance with the National Environmental Policy Act (NEPA).

NEPA environmental review requirements may be met by completing a Categorical Exclusion, an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). **Due to the typical costs encountered in preparing an EA or an EIS, only projects that meet the requirements of a Categorical Exclusion shall be considered for the Safe Routes to School program.**

Categorical Exclusions are "a category of actions which do not individually or cumulatively have a significant effect on the human environment . . .and for which, therefore, neither an environmental assessment nor an environmental impact statement is required."

### **Infrastructure Projects**

The District Environmental Planner should review the Environmental

Evaluation (ITD form 0654) in the application phase. At that time both the Environmental Planner and the Sponsor should be in agreement that the proposed project will meet Categorical Exclusion requirements. The application 0654 need not be signed by the District Planner. The final 0654 in the Environmental Evaluation does need to be signed by the District Planner. Please keep in mind the Environmental Evaluation (ITD form 0654) is only a partial tool. Full NEPA compliance must be met by the applicant.

To get the necessary environmental clearance you will also need to submit the following environmental forms. Refer to Appendix A for copies of the forms; they can also be downloaded at <http://intranetapps/apps/FormFinderSearch/Search.aspx>.

- 0757 – Concept Report Approval
- 0652 – Hazardous Material Report
- 2874 – NPDES Storm Water Checklist

### **Cultural Resources**

Cultural Resources clearance will need to be obtained through the ITD cultural resource specialists in the Environmental Section. Please work with the District Environmental Planner or your district SR2S contact to communicate with those specialists at ITD Headquarters.

The initial contact with the District office should clarify which forms will be needed and how extensive the environmental review must be. At this time you will also need to provide an outline describing how neighbors living or working in the vicinity of the infrastructure project will be informed. This can be done through public meetings, public notice advertisements, or letters to neighbors affected by the project, and must be done prior to ordering the Cultural Resources clearance survey.

### **Right-Of-Way**

Each project must have the right-of-way established and certified by submitting the Local Public Agency's Certificate of Right-of-Way Activities form (1983) (Appendix A) to the ITD District office. Time must be allowed for the District office to request approval from ITD Headquarters Right-of-Way Section.

### **Materials**

Materials Phase reports are only required for projects on the National Highway System impacting the roadway prism and any structural improvements such as bridges or bridge extensions, cantilever sign, traffic signals, luminaries. For projects on the NHS not impacting the roadway prism and projects not on the NHS, only a Materials Design Summary Form is required (see Step 2 for details and Appendix A for a copy of the form). A definition of the roadway prism is included in Step 2.

### **Checklist**

The checklist on the following page is provided for your convenience. Please update it each time you submit information to ITD, and each time you receive the required approvals at the various stages of your project. Using the checklist will help maintain

compliance and subsequent reimbursement at the end of the project. Please attach an updated copy with each of the submittals to ITD.

## **SR2S INFRASTRUCTURE PROJECT CHECKLIST**

This document is intended to guide you through the requirements for preparing and carrying out an infrastructure project through the Safe Routes to School Program. Refer to the Program Manual for details. An electronic version of this document is available at [www.itd.idaho.gov/sr2s](http://www.itd.idaho.gov/sr2s) under “Idaho Program Tools.”

<b>PROJECT TITLE and KEY NUMBER</b>		
<b><i>Milestone</i></b>	<b><i>Date Submitted</i></b>	<b><i>Date Approved</i></b>
Executed State Local Agreement		
Pre-Project Conference		
Determine Design Standards Applicable		
Concept Report		
Environmental Evaluation (Cat.Ex letter)		
Public Notice Advertisement/Meeting/Letter		
Cultural Resources Survey		
Hazardous Materials Report		
Materials Design Summary		
ITD Approves Development Documents		
ITD Approves Bid Documents		
ITD Approves Entire PS&E Package		
ITD Approves Contract Award		
ITD Obligates Construction Funds		
ITD Issues Notice to Proceed		
Progress Reports		
Project Inspection		
Project Completed		
Travel Plan Submitted		
Reimbursement Request (Step 9)		
Final Reimbursement Issued		

## Step 2: Design your project

Project development and engineering plans can begin at any time as this is not a reimbursable expense. Projects funded by the SR2S program must follow specific design standards. Standard drawings for a wide range of infrastructure projects are available free of charge.

Sidewalks and other incidental facilities must be designed using ITD, ISPWC or local standards. With ITD's approval, facilities constructed outside the roadway prism, such as a separated bicycle/pedestrian paths, may be designed using the sponsor's standards or the Idaho Standards for Public Works Construction Manual. Program funds cannot be used for fluorescent green paint on or off the National Highway System.

### SR2S ROADWAY PRISM DEFINITION

For the purpose of this manual, the roadway prism is defined as the portion of the graded roadway upon which the sub-base, base, surfacing, pavement, shoulders, curb, sidewalks, median or other incidental facilities that are constructed **on** the National Highway System (NHS). If the project is constructed **off** of the NHS the roadway prism excludes curb, gutter and sidewalks.

**Projects ON the National Highway System (NHS)** must comply with ITD's design standards for all improvements impacting the roadway prism. Pedestrian and traffic signal projects are considered improvements within the roadway prism. Appropriate Materials Phase reports shall be prepared and completed by the sponsor and approved by the ITD District.

Outside the roadway prism, the project sponsor's design standards may be used if approved by ITD and in conformance with the Idaho Standards for Public Works Construction Manual. The design standards must comply with all federal regulations, including the Americans with Disabilities Act. Only a Materials Design Summary is required for this work unless it impacts a structure, cantilever sign, traffic signal or luminaire.

**Projects OFF the NHS** that are situated within the roadway prism as defined in the text box above, must be designed to ITD's design standards. Projects beyond the roadway prism can be designed to local standards if approved by ITD. Projects can be materials tested according to the appropriate procedures outlined in Step 6 on Construction in this manual. Only a Materials Design Summary is required for this work unless it impacts a structure, cantilever sign, traffic signal or luminaire.

## Resources

- The ITD Design Manual is available at <http://itd.idaho.gov/manuals/downloads/design.htm>.

- Standard drawings for sidewalk projects are available at <http://itd.idaho.gov/design/standarddrawings.htm>.
- The ITD Materials Manual and Quality Assurance Manual is available at <http://itd.idaho.gov/manuals/manualsonline.htm>.
- Information about the Idaho Standards for Public Works Construction Manual is available at <http://adm.idaho.gov/pubworks/archengr/>

### **Step 3: Sign State and Local Agreement**

The State and Local Agreement (S/LA) is a contract between ITD and the local project sponsor. It outlines both parties' responsibilities. It must be signed by the local authorizing officials of the agency sponsoring the project, and include the sponsor's Resolution number and date it was passed.

Infrastructure funds are not obligated to the project until ITD's Roadway Design Section has reviewed and approved the Plans, Specifications and Estimates (PS&E) package and bid documents. You will receive official notice to proceed from ITD once funds have been obligated.

Two originals must be returned to the State SR2S Coordinator. Once signed, one original will be returned to the sponsor with a letter of authorization to proceed to the next step of the project.

### **Step 4: Prepare PS&E package**

Construction projects conducive to bidding and contracting procedures must submit **two sets** of project development documents or PS&E packages (Plans, Specifications & Estimates) to the ITD District SR2S contact. The District will forward one copy to ITD Headquarters for review and approval by the Roadway Design Engineer by **July 1**.

Please remember to include the project title and Key Number as it appears on the State/Local Agreement for your SR2S project on all documents in your PS&E package. An example of a complete PS&E package is available at <http://itd.idaho.gov/SR2S/tools.htm>.

The project's PS&E package must include or contain evidence that the following approvals have been received. Your district contact will notify you if items on this list are not required.

#### **Development Documents**

- Concept Report with Approval
- Environmental Approval
- Hazardous Materials Administrative Review
- Determination of Significance and Effect
- Right-of-way Certification

- State/Local Agreement
- Materials Phase Reports or Summary as appropriate
- Estimate *(include ITD project name, project key number and project location in header)*

#### **Bid Documents**

- Plans & Specifications
- Bid Schedule *(include project name, project number and key number in header)*
- Advertisement for Bids
- Proposal
- Contractor Agreement
- Special Provisions (Civil Rights, Non-Collusion Affidavit, Buy America Act, Tribal, Drug-Free Workplace)
- FHWA 1273
- Davis-Bacon Wage Determination
- License Requirements for Plumbing, Electrical and HVAC Work
- NPDES Storm Water Permit

#### **Step 5: Bidding and Procurement**

If your project includes the purchase of equipment or contractual services, you must follow state and local laws and regulations that govern your agency's procurement procedures, provided these meet federal procurement regulations, and in addition to federal requirements. All SR2S participants must comply with applicable sections of Idaho Code when procuring goods and services for SR2S projects. For political subdivisions, Idaho Code Title 67 Chapter 28 describes purchasing procedures to be followed.

The State/Local Agreement must be fully executed by ITD and local sponsor before the bidding process can begin. Please read it carefully, and remember that each step of the process must have the appropriate approvals before the next step can begin.

The bid procedures to be followed by political subdivisions when procuring goods, services and public works are outlined in this manual. All other processes to obligate funds must have written approval of the Federal Highway Administration.

### IMPORTANT NOTE

Advertisements for bids cannot take place until the sponsor receives formal approval of the PS&E documents, contract proposal and bid proposal from ITD. Sample bidding documents are included in this document for your reference. Please contact your local ITD District SR2S contact for questions regarding this process.

Once bidding has occurred, a copy of all bidding documents must be provided to the ITD District and forwarded to ITD HQ Roadway Design. Include a cover letter requesting approval to award to contractor the specific dollar amount per attached bidding documents.

Contracts shall be awarded to the successful low bidder in accordance with state laws only upon concurrence with ITD. A copy of the contracts must be provided to the ITD District in accordance with the provisions in the State/Local Agreement.

Authorization to award the contract will be issued by the ITD HQ Roadway Design Section for projects that are conducive to bidding and contracting procedures, and by the District Engineer for all other projects.

### Infrastructure Procurement Procedures

There are no dollar thresholds for infrastructure definitions, but there are dollar thresholds for public works bidding. This is the decision matrix to be used:

#### **Work costing less than \$25,000:**

Follow Idaho Code 67-2805.

- Public Works contractor's license may be required (See 67-2805(1)).

#### **Work costing more than \$25,000 but less than \$100,000:**

Follow Idaho Code 67-2805 (2).

- Public works contractor's license required.
- Informal bids issued to three contractors licensed in Idaho to perform public works contracts as per Idaho Code 67-5711C(6).
- Bid documents must be written and must include:
  1. Description of work to be performed in sufficient detail to allow for understanding of the project.
  2. Method of bid submission.
- Written objections to bid specifications are allowed.
- Award made to the responsive bid with the lowest procurement price.

**Work costing more than \$100,000:**

Follow Idaho Code 67-2805 (3). Two alternative procedures are described. The following general procedures apply to Category A.

- Public works contractor's license required.
- Formal sealed bid process; solicitation of vendors licensed in Idaho to perform public works contracts as per Idaho Code 67-5711C(6).
- Bid documents must be written and must include:
  1. Description of work to be performed in sufficient detail to allow for understanding of the project.
  2. Method of bid submission.
  3. Date, time and place of public bid opening.
- Publication of two legal notices required.
- The political subdivision may require a 5% bid bond.
- Sealed bids are received by the due date and publicly opened at the date and time established in the bid document. Bids received are recorded on the Record of Public Bid Opening.
- Award will be made to the responsive bid with the lowest procurement price.
- Appeal procedures are described on Page 23.

**Tribal Government Procurement Procedures**

Tribal governments that receive funds through a State agency will use procedures specified by the State [49 CFR 18.37 (a)].

**Step 6: Construction and Materials Testing/Certification**

After the bid documents have been approved the Project Authorization and Agreement (ITD 02101) must be submitted by ITD Roadway Design Section to FHWA for approval to obligate construction funds. Once the ITD 02101 is approved the ITD District SR2S contact will inform the sponsor when the funding is in place and the project can commence. Any costs incurred prior to the FHWA approval of the ITD 2101 are not eligible for reimbursement of Federal-aid funds.

During construction of the project, the Sponsor shall provide inspection services, inspection diaries, and support to the District Resident Engineer in the administration of the contract on this project. The Sponsor is responsible to make timely payment of all invoices and provide ITD with invoices and proof of payment. During the life of the construction contract, prior approval of ITD will be obtained if it is necessary to deviate from the plans and specifications to such a degree that the scope of project and/or required work is significantly changed.

**Materials Testing**

The sponsor must provide for materials testing procedures as outlined in this manual. Please contact the ITD District Materials Engineer at (208) 334-8450 if there are any questions.

**Requirements for all projects:**

- The Independent Assurance program will not apply; supersedes Quality Assurance (QA) Manual Section 300.00.
- The Life Cycle Cost Analysis will not apply; supersedes Materials Manual Section 540.00.
- Widening of the roadway will only be required to match the existing roadway section.
- Non-infrastructure projects, those without physical improvements, will not require materials acceptance or materials certification.
- For acceptance and materials certification for reimbursement of funds, QA Manual Section 200.02 & 401.00, a letter from the Sponsor to ITD indicating certification of the materials and a District Engineer Final Letter of Acceptance, will be required. The Sponsor's letter will certify the materials met the requirements of the contract. See example letter in Appendix A.
- The Contractor shall test as appropriate and certify the materials to the Sponsor.

**Requirements for projects on the NHS impacting the roadway prism** and any structural improvements such as bridges or bridge extensions, cantilever signs, traffic signals, luminaires:

- For the purpose of this manual, the roadway prism is defined as the area beneath the roadway surface, including shoulders but excluding curb, gutter, and sidewalks.
- Materials sampling and materials testing must conform to the ITD Materials Manual and the Quality Assurance Manual with Minimum Testing Requirements.

**Requirements for projects on the NHS not impacting the roadway prism** and projects not on the NHS:

- The minimum testing requirements will be accomplished by the contractor. Acceptance of material will be by written certification by the contractor to the sponsor.
- For laboratories and samplers/testers, A2LA and ACI will also be accepted, supersedes QA Manual Section 200.00.
- Idaho Standards for Public Works Construction (ISPWC) standards and testing may be used at the written request of the Sponsor and ITD Assistant Materials Engineer approval.

### **Step 7: Progress Reports and Evaluation**

All SR2S projects must be completed no later than two years following the date of the signed State/Local Agreement. Extensions beyond two years may be requested in writing. Concurrence must be given by the ITD in the form of a letter authorizing the extension along with a copy of the relevant amended page of the S/LA.

Progress reports will include questions about all aspects of the project. If the project combines both infrastructure with non-infrastructure, the project sponsor must complete and return periodic progress reports in the formats provided on Appendix C until the project is complete.

Sponsors of infrastructure-only projects will keep construction diaries and report on the project to the ITD SR2S District contact. The sponsor will also provide details of the progress of the infrastructure project in the non-infrastructure Progress Report (0174 in Appendix C) when reporting on the non-infrastructure activities.

### **Step 8: Infrastructure Project Completion**

At the pre-project conference conducted between the ITD District representative and the Sponsor it will be determined who shall be responsible for the final inspection of the project. It will also be determined if mid-project inspections are required. If ITD assumes the responsibility, the Sponsor must notify its ITD District representative when ready for inspections at specific stages outlined during the pre-project conference.

If it is determined that the Sponsor shall be responsible for mid-project inspections and final inspection upon completion, the contractor is required to notify the Sponsor of completion of the appropriate phase, and of the completion of the entire contract in writing, and the Sponsor shall make the inspections. If all construction provided for and contemplated is found to be satisfactorily completed, that inspection shall constitute as the final inspection.

The Sponsor shall notify the Contractor in writing that the project is accepted. If, however, the inspection discloses any work, in whole or in part, as being unsatisfactory, the Sponsor will give the Contractor the necessary instruction for correction of same, and the Contractor shall immediately comply with and execute such instruction.

Upon correction of the work, another inspection will be made which shall constitute the final inspection, provided the work has been satisfactorily completed. In such event, the Sponsor will make the final acceptance and notify the Contractor in writing of this acceptance as of the date of final inspection.

### **Step 9: Reimbursement Requests**

Payments will be made for incurred project expenses that occur following authorization to proceed only. Work performed by the applicant prior to receiving written authorization to proceed is out of compliance and therefore not eligible for reimbursement. The Sponsor may choose to submit partial requests for reimbursement during the project. Requests for reimbursements must be accompanied by verification of payment (copy of

check or warrant) and a copy of an invoice. Payments will only be made for incurred project expenses that meet all project requirements.

This is a list of items required when requesting a reimbursement from ITD for a SR2S infrastructure project:

- Two complete copies of the signed contract and bid proposal
- Appropriate forms and affidavits completed and signed by contractor and Sponsor
- Complete set of project specifications and drawings used for bid and construction of the project
- Evidence of construction and Materials Testing/Certification for the project following Step 6 of this manual
- Inspection reports, diaries and documents, as required, to determine compliance with the Construction Contract
- Materials Certification Letter (example in Appendix C) indicating that the work meets all the project requirements

Upon review by ITD of the above items the Sponsor will be notified that payment will be issued. The Sponsor must provide evidence in the form of a copy of the check or warrant for the full payment to the contractor to ITD. A reimbursement check will then be issued to the Sponsor by ITD.

Contingencies are not allowed within this program. Any cost overruns are the responsibility of the Sponsor.

## **REQUIRED CONTRACT DOCUMENTS FOR INFRASTRUCTURE PROJECTS**

### **Special Provisions**

Through its financial assistance programs, the U.S. Government is seeking to improve the status of disadvantaged and minority businesses and citizens. In general, the following requirements provide fairness to the disadvantaged groups in the areas of employment and contracting.

The sub-grantee agency, its subcontractors and/or suppliers cannot discriminate on the grounds of race, color, national origin, handicap, or gender in its services, programs or

personnel transactions. The sub-grantee agency must therefore comply fully with the provisions of the Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended (report outlining the agency's employment composition, goals accomplished and complaints of discrimination). They must also comply with 49 CFR Parts 21 and 27, and make reference to these mandates in all contracts or subcontracts.

**All SR2S contracts shall include Special Provisions in the proposal. Special Provisions must address the following.**

- Civil Rights Special Provisions
- Buy America
- Non-Collusion Affidavit
- Tribal Employment Rights Ordinances Requirements
- Drug-Free Workplace Affidavit
- Title VI Inclusions
- Required Contract Provisions-FHWA1273
- Davis-Bacon Rates

Please refer to your ITD District SR2S contact for assistance with any of the Special Provision documents.

## **APPEAL PROCEDURES**

### **Disputes/Disagreements**

Any dispute, disagreement, or question of fact concerning your award/contract shall be decided by the ITD Highway Operations and Safety Engineer. The decision shall be in writing and shall be distributed to the parties concerned. A designated sub-contractor shall then proceed with the performance of the project with ITD's decision. If you disagree with the decision by the Highway Operations and Safety Engineer you may appeal to the Chief Engineer of ITD. The appeal must be made in writing within 30 days of the Highway Operations and Safety Engineer decision and served by certified mail.

The sub-awardee must first appeal to the Highway Operations and Safety Engineer and then to the Chief Engineer of ITD before taking further legal steps.

### **Non Compliance and Termination**

The ITD will impose sanctions in the event of noncompliance or violation of any contract provision by the Sponsor and/or its subcontractor. Appropriate sanctions may include withholding of payments, suspension or termination of the award in whole or in part. In the event of termination, ITD shall notify you within 30 days in advance of the effective date of termination. The Sponsor shall be paid only for those services satisfactorily performed and allowable prior to termination. The Sponsor may be required to return funds for any items purchased and not being used effectively to reach the goals of the project.



## CONTACT LIST

The following ITD contacts will be useful during the application process.

### **For all general questions about the Safe Routes to School program:**

Josephine O'Connor, State SR2S Coordinator, ITD HQ/OHOS PO Box 7129, Boise ID 83707-1129. [JOConnor@itd.idaho.gov](mailto:JOConnor@itd.idaho.gov) P.208-334-4475 / F.208-334-8595

### **ITD District SR2S and Environmental contact information:**

**District 1** (Boundary, Bonner, Kootenai, Benewah and Shoshone counties):

**Gregory Brands**, 600 W. Prairie, Coeur d'Alene, 83815, (208) 772-1274

**District 2** (Latah, Nez Perce, Clearwater, Lewis, and Idaho counties):

**Ken Helm**, 2600 N.&S. Highway, P.O. Box 837, Lewiston, 83501 (208) 799-4223

**District 3** (Adams, Valley, Washington, Payette, Gem, Boise, Canyon, Ada, Elmore, and Owyhee counties): **Phil Choate**, 8150 Chinden Blvd., P.O. Box 8028, Boise, 83707 (208) 334-8901

**District 4** (Camas, Blaine, Gooding, Lincoln, Jerome, Minidoka, Twin Falls, and Cassia counties): **Amanda Hoffman**, 216 S. Date St., P.O. Box 2-A, Shoshone, 83352 (208) 886-7801

**District 5** (Bingham, Caribou, Power, Bannock, Oneida, Franklin and Bear Lake counties): **Charles Dietz**, 5151 S. 5<sup>th</sup>, P.O. Box 4700, Pocatello, 83205 (208) 239-3321

**District 6** (Lemhi, Custer, Butte, Jefferson, Clark, Fremont, Madison, Teton and Bonneville counties): **Jeff Call**, 206 N. Yellowstone Highway, P.O. Box 97, Rigby, 83442 (208) 745-5310

### **Environmental Questions:**

**Kim Just**, ITD HQ Environmental Planner, (208) 334-8478 or [kim.just@itd.idaho.gov](mailto:kim.just@itd.idaho.gov)

### **Cultural & Historical Reviews:**

**Dan Everhart**, ITD HQ Architectural Historian, Phone (208) 334-8479 or [dan.everhart@itd.idaho.gov](mailto:dan.everhart@itd.idaho.gov)

### **Infrastructure Procurement Procedures:**

**Randy Gill**, Roadway Design Section, ITD Headquarters, (208) 334-8591 or [randy.gill@itd.idaho.gov](mailto:randy.gill@itd.idaho.gov)

### **Materials Testing Requirements:**

**Mike Santi**, Assistant Materials Engineer, ITD Headquarters (208) 334-8450 or [Mike.Santi@itd.idaho.gov](mailto:Mike.Santi@itd.idaho.gov)

## **APPENDIX A: PRE-CONSTRUCTION DOCUMENTS**

The following examples of contract documents, forms and other pre-construction documents are for your reference only. The forms can be downloaded at <http://itd.idaho.gov/forms.htm>. Please contact your local ITD District office or the State SR2S Coordinator at (208) 334-4475 for questions.

## **APPENDIX B: PROJECT DEVELOPMENT (PS&E) DOCUMENTS**

The following example of the Table of Contents from a PS&E package is for your reference only. An example of the entire package is available in Microsoft Word and can be downloaded at [www.itd.idaho.gov/sr2s](http://www.itd.idaho.gov/sr2s). Please contact your local ITD District office or the State SR2S Coordinator at (208) 334-4475 for questions. Two copies of a complete project development package (PS&E) must be provided to the ITD District SR2S contact prior to July 1.



## **APPENDIX C: REPORTING DOCUMENTS FOR NON- INFRASTRUCTURE PROJECTS**

The following examples of forms and reporting documents are for your reference only. Current versions of all ITD forms can be downloaded at [www.itd.idaho.gov/forms](http://www.itd.idaho.gov/forms). Current versions of survey documents can be downloaded at [www.saferoutesinfo.org](http://www.saferoutesinfo.org) under "Data Resources." Please contact the State SR2S Coordinator at (208) 334-4475 for questions.