

STATE OF NEBRASKA

DEPARTMENT OF ROADS

John L. Craig, *Director*

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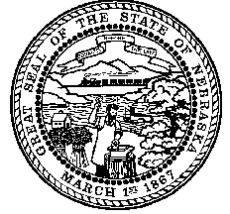
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December 1, 2000

Mike Johanns
Governor

To: District Engineers
County Highway Superintendents
Consultant Engineers

In accordance with the "Nebraska Department of Roads Plan for the Future" we are submitting the Revised "Local Liaison Division Procedure Manual" for your use and information. A summary sheet of the changes is also enclosed. Basically, this will eliminate the District Local Assistance Engineer (DLAE). The DLAE's may wish to finish some projects that they are already working on, but the transition should be complete before July 1, 2001.

The District Engineers may want to reduce their involvement in the construction phase of local projects but that is being left to their discretion at this time.

If there are further changes in the construction phase, we will keep you advised.

Sincerely,

A handwritten signature in cursive script, appearing to read "LeRoy Juergel".

Secondary Roads Engineer
Local Liaison Division

LJ/ekm

ELIMINATE DISTRICT INVOLVEMENT IN LOCAL PROJECTS

1. Rewrite Local Liaison Division Procedure Manual.
2. Counties will submit Planning Request and resolutions to Local Liaison Division instead of DLAE.
3. Local Liaison Division will make inspection and review environmental assessment.
4. Eliminate copies to DLAE.
5. Consultant sends preliminary prints and survey data to Local Liaison division instead of DLAE.
6. Local Liaison makes field check of bridge site with Bridge Division and consultant instead of DLAE.
7. Local Liaison Division reviews preliminary plans and holds plan-in-hand with County and consultant instead of DLAE.
8. Consultant sends complete design prints to Local Liaison Division instead of DLAE.
9. Local Liaison Division reviews complete plans instead of DLAE and returns to consultant for corrections.
10. Consultant returns plans to Local Liaison Division instead of DLAE along with R.O.W. plans, etc.
11. County sends utility agreements etc. to Local Liaison Division instead of DLAE.
12. Local Liaison Division reviews R.O.W. instead of DLAE and authorizes R.O.W. acquisition.
13. Local Liaison Division reviews all project documents and returns plans, etc. to consultant for corrections instead of DLAE.

**NEBRASKA DEPARTMENT OF ROADS
LOCAL LIAISON DIVISION**

Revised November 2000

PROCEDURE MANUAL

<u>Responsible Entity</u>	<u>Description of Work Required</u>
County	1. Project placed in One- and Six-Year Program and sent to Local Liaison Division (LLD), where it is processed and filed.
County Highway Superintendent	2. Annually advise the LLD of its proposed four-year federal-aid program for preliminary engineering, right-of-way and construction. LLD forwards annual program to Program Management, where it is processed and forwarded to FHWA.
County Highway Superintendent	3. Project starts on state level when the Local Road and Street Planning Request and formal resolution are submitted to LLD.
Local Liaison	4. Makes inspection and checks environmental assessment.
Local Liaison	5. Requests project and control numbers from Program Management Division.
Local Liaison	6. Receives project and control numbers.
Local Liaison	7. Requests ADT data from Planning Division.
Local Liaison	8. Determines if Environmental Impact Statement is required and, if so, what type it shall be.
Local Liaison	9. Prepares Preliminary Estimate and submits to P.S.&E. Estimating Unit.
P.S.&E. Estimating Unit	10. Processes Preliminary Estimate, files it in project file and returns a copy to Local Liaison Division.
Local Liaison	11. Processes the Local Road and Street Planning Request and prepares Initial Project Data Form (Form DR-333) and submits same to Program Management Division.
Program Management	12. Processes DR-333 and advises LLD of its approval.
Local Liaison	13. Prepares program agreement and sends same to the county.
Local Liaison	14. Authorizes county to begin preliminary engineering themselves or hire a consultant engineer.

<u>Responsible Entity</u>	<u>Description of Work Required</u>
County	15. Reviews, executes and returns program agreement to LLD.
Local Liaison	16. Program agreement circulated for state signature.
Local Liaison	17. Program agreement distributed (after signed by state).
County	18. Begins preliminary engineering with their own forces (or proceed to Step 19).
County	19. Contacts consultant engineer to design project for county.
Consultant Engineer	20. Prepares Fee Schedule and executes Standard Consultant Agreement and submits same to county.
County	21. Reviews fee and agreement. If agreement is acceptable, executes Consultant Agreement and authorizes consultant to proceed.
Consultant Engineer	22. Performs the preliminary engineering on project.
Consultant Engineer	23. Sends preliminary prints and survey data to LLD for review. If bridge is involved, two sets of preliminary prints and hydraulic sections are submitted to LLD.
Local Liaison	24. Transmits bridge site survey data to Bridge Division. Two copies of plan and profile and one copy of hydraulic sections.
Consultant Bridge Division, County	25. Make field check of bridge site.
Consultant	26. Studies bridge site survey data and determines size, type and elevation of bridge.
Consultant	27. Prepares Bridge Design Data Sheet and transmits to Local Liaison Division.
Local Liaison	28. Receives Bridge Design Data Sheet and transmits copy to Bridge Division.
Bridge Division	29. Reviews Bridge Design Data Sheet and transmits Bridge Design Data Sheet and any comments back to Local Liaison Division.
Local Liaison Division	30. Sends copy of Reviewed Bridge Data Sheet and any comments to Consultant and County.
LLD	31. Reviews preliminary prints.

Responsible Entity**Description of Work Required**

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| LLD | 32. Reviews culvert drainage areas and roadway grades. |
| LLD, Consultant and County | 33. Holds a Plan-in-Hand Inspection of the project. May wish to establish tentative grade lines for roadway and bridge on preliminary prints prior to Plan-in-Hand. Consultant prepares Plan-in-Hand Report and sends copy to County and LLD. |
| LLD | 34. Reviews and approves Plan-In-Hand report. |
| | <u>--- IF PROJECT IS A CLASS II ENVIRONMENTAL PROJECT, PROCEED TO STEP 35. IF PROJECT IS CLASS I OR CLASS III ENVIRONMENTAL PROJECT, PROCEED TO STEP 1 IN APPENDIX A.</u> |
| Local Liaison | 35. Authorizes County or Consultant to proceed with final design. |
| County | 36. Contacts consultant engineer to design project for county, or begins design engineering with own forces. |
| Consultant Engineer | 37. If a separate design agreement is required, prepares fee schedule and executes standard consultant agreement and submits same to county. |
| County | 38. Reviews fee and agreement. If agreement acceptable, executes consultant agreement and authorizes consultant to proceed. |
| County | 39. Makes application to County for Floodplain Permit, if required, to construct drainage structures. |
| County | 40. Reviews County request for permit. |
| County | 41. Receives County Floodplain Permit and sends copy to Local Liaison. |
| County or Consultant | 42. Sends a request to the Department of Environmental Control and requests a Water Quality Certificate. |
| Dept. of Environmental Control | 43. Reviews the county's request for a Water Quality Certificate. |
| County or Consultant | 44. Receives Water Quality Certificate from Department of Environmental Control and sends copy to U.S. Corps of Engineers and Local Liaison Division. |
| County or Consultant | 45. Makes application to U.S. Corps of Engineers for permit to construct drainage facilities in waters of |

Responsible Entity**Description of Work Required**

the United States.

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| U.S. Corps of Engineers | 46. Reviews county request for permit. |
| County or Consultant | 47. Receives U.S. Corps of Engineer Permit and sends copy to Local Liaison Division. |
| Consultant | 48. Sends original bridge plans to LLD (or two sets of prints) and one set of bridge computations and check computations. |
| Consultant | 49. Sends one set of complete project design prints including bridges and surfacing design to LLD along with a complete set of project computations. |
| Local Liaison | 50. Sends Bridge Plans to Bridge Division for review and comment. |
| Bridge Division | 51. Reviews bridge plans and marks any needed corrections or comments and returns plans and comments to LLD. |
| Local Liaison | 52. After bridge plans are returned to LLD with comments, LLD returns them to consultant and requests plan completion in accordance with comments. |
| Consultant Engineer | 53. Completes Bridge Plans and returns them to LLD for transmission to Bridge Division for final review. |
| Local Liaison | 54. Receives final bridge plans and transmits them to Bridge Division. |
| LLD | 55. Reviews complete Design Plans and computations. |
| LLD | 56. Corrects prints and returns with comments to consultant to complete in accordance with comments. |
| Consultant Engineer | 57. Completes Project Design Plans and returns them to LLD for final review. |
| Consultant Engineer | 58. Prepares right-of-way strip map, tract descriptions and draft right-of-way contracts, and sends same to LLD. |
| County | 59. Contacts utilities on project, prepares utility agreement and sends prints and agreements to utilities. |
| Utility | 60. Prepares plans and estimates of utility work, executes utility agreement and sends to county. |
| County | 61. Reviews utility agreement, executes agreement and forwards originals to LLD if federal-aid is |

Responsible Entity**Description of Work Required**

participating in utility work, or certifies that utility work is being handled between the county and the utility as a nonparticipating cost of the project.

62. N/A

Local Liaison

63. If utilities are federal-aid participating, secures utility review and distributes utility agreements to proper Department of Roads' Divisions. Sends original agreement back to county and utilities.

IF RAILROAD INVOLVED, GO TO 64, IF NOT, GO TO 68.

Consultant or County

64. Prepares any necessary agreement and forwards same to railroad for signature if needed or information letter.

Consultant or County

65. Receives signed agreement back from railroad and forwards same to county for signature.

County

66. Signs Railroad Agreement.

Consultant or County

67. Processes Railroad Agreement and distributes copies to Railroad, County, LLD and all other parties needing this information.

LLD

68. Reviews Right-of-Way Maps, etc.

LLD

69. Checks to determine if right-of-way is authorized by FHWA. (If federal-aid is not requested, proceed to Step 70.)

--- **IF FEDERAL-AID IS REQUESTED FOR RIGHT-OF-WAY, PROCEED TO STEP 1 IN APPENDIX B.**

Local Liaison

70. Advises County and Right-of-Way Division that acquisition of right-of-way is authorized. (If county acquires right-of-way, proceed to Step 71.)

--- **IF COUNTY DESIRES STATE TO ACQUIRE THE RIGHT-OF-WAY, PROCEED TO STEP 6 IN APPENDIX B.**

County

71. Acquires right-of-way.

County

72. Submits Right-of-Way Acquisition documents and certificate to LLD (when county acquires right-of-way). LLD forwards to Right-of-Way Division.

Right-of-Way Division

73. Reviews county right-of-way documents and certifies right-of-way to LLD.

<u>Responsible Entity</u>	<u>Description of Work Required</u>
LLD	74. Reviews all project documents and makes minor corrections as needed. Returns marked up prints and computations to consultant and authorizes consultant to submit Final Plans and computations to Local Liaison Division after the corrections have been made.
Consultant	75. Assembles all final plans, specifications, computations and permits and transmits them to Local Liaison Division.
Local Liaison	76. Reviews final plans, specifications, and computations and prepares cost estimate update. Transmits cost estimate update to P.S.&E. Estimating Unit.
P.S.&E. Estimating Unit	77. Processes cost estimate update, files it in project file and returns copy to LLD.
Local Liaison	78. Distributes permits.
Local Liaison	79. Puts project on letting list and advises County.
Local Liaison	80. Notifies county to advise utilities to begin rehabilitation of the their facilities.
Bridge Division	81. Reviews final bridge plans, prepares Special Provisions and estimate and sends to LLD.
Local Liaison	82. Reviews project plans and file and prepares railroad special provisions sheet, if needed.
Local Liaison	83. Forwards plans and file to P.S.&E.
P.S.&E.	84. P.S.&E. process takes place. P.S.&E. handles all changes with LLD.
P.S.&E.	85. Project is let to contract.
County and Contractor	86. Sign contract.
Department of Roads	87. Awards contract for the construction of the County federal-aid Project.

Responsible Entity**Description of Work Required****Appendix A Environmental**

Consultant Engineer	1. When Consultant proceeds at this time, it is with the understanding that all design work is "Tentative" and final design cannot be completed until after the Public Hearing, Environmental Report and Design Study Report processes are completed.
	--- <u>NOTE: NEBRASKA DEPARTMENT OF ROADS (NDOR) MAY REQUIRE COUNTY TO EMPLOY AN ENVIRONMENTAL CONSULTANT TO PERFORM ENVIRONMENTAL STUDIES.</u>
	2. If classified as a Class I project, when FHWA has concurred project is Class I and will require an EIS, county or consultant will conduct SEE review. If classified as a Class III project, when FHWA has concurred project is Class III requiring EA, county or consultant will conduct SEE review.
Consultant	3. Class I project - proceeds to prepare Draft EIS in accordance with FHPM 7-7-2.
County or Consultant	4. On Class III project, begins to prepare Draft Environmental Assessment.
Consultant and DLAE	5. On Class I project, Informational Meeting held so local officials and people will have input in DEIS. On Class III projects, Informational Hearing may be held; DEA will be circulated for comment and review.
Consultant	6. On Class I project, project is offered for a hearing, following preparation of the DEIS.
Consultant and FHWA	7. On Class III project, review DEA and comments received. If agreed the project is still Class III, consultant will prepare EA in accordance with FHPM 7-7-2.
Consultant	8. On Class III project, following FHWA signing of the EA, project is offered for a public hearing.
County	9. Arranges for Public Hearing Notice and sends notice to newspaper and county.
	10. Waiting time for response to Public Hearing Notice.
County	11. Certifies that there either is a Public Hearing required or that no Public Hearing is required.
County	12. Holds Public Hearing, if required.
Consultant	13. Consider and analyze hearing data.

Responsible Entity**Description of Work Required**

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| Local Liaison | 14. On Class III project, submits certification of offer or transcript of hearing and EA to FHWA, who will review EA and either prepare FONSI or direct consultant to prepare EIS. |
| Consultant | 15. If FONSI is prepared, go to Final Design -- Step 35. |
| County | 16. Considers Draft Environmental Statement, comments and Public Hearing comments, and in consultation with LLD and Project Development, either: 1) Revises Draft Environmental Statement and recirculates the Revised Draft; or 2) incorporates comments or makes changes required due to the Public Hearing into Final Environmental Statement. |
| County | 17. Submits Final Environmental Statement to LLD. |
| Local Liaison | 18. Submits Final Environmental Statement to Project Development. |
| Project Development | 19. Submits Final Environmental Statement to FHWA. |
| FHWA | 20. Reviews and approves Final Environmental Statement. |
| Local Liaison | 21. Authorizes consultant to proceed with completion of the design of the project, including Bridge Design and Surfacing Design. -- Step 38. |

Responsible Entity**Description of Work Required****Appendix B Right of Way**

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| Local Liaison | 1. Prepares "Request for Authorization" to proceed with right-of-way (Form DR-335), and submits to Program Management Division. |
| Program Management | 2. Processes DR-335 and transmits same to FHWA, if federal-aid is requested for right-of-way. |
| FHWA | 3. Reviews and processes DR-335 and advises Program Management if project is accepted and obligates funds. |
| Program Management | 4. Processes approved federal-aid authorization to proceed and advises LLD of FHWA approval. |
| Local Liaison | 5. Advises county and Right-of-Way Division that acquisition of right-of-way is authorized. |
| County and Right-Of-Way Division | 6. Enter into an agreement (when Right-of-Way Division/Fee Consultant acquires right-of-way for county) to authorize state to acquire right-of-way in name of county, and also sets forth conditions for payment for right-of-way. |
| Right-of-Way Division or Approved Fee Appraiser | 7. Appraises right-of-way for county. |
| Right-of-Way Division or Approved Fee Negotiator | 8. Buys right-of-way for county. |
| Right-of-Way Division | 9. Certifies that all right-of-way is acquired (when right-of-way purchase is all completed), and sends certificate to LLD. (Go to step 74.) |

LLD1-SC