



Western Piedmont
Council of Governments

Creative Regional Solutions Since 1968

Locally Administered Project Program: Spring 2025 - LAPP 101

February 24, 2025

Session Agenda

- Overview – Locally Administered Project Program
- 2025 Spring Call for Projects Timeline & Anticipated Funding Availability
- How to Apply – Step by Step
- Our Project is Funded – Now What?
 - Accessing the EBS Portal
 - Requesting a Municipal Agreement
 - Funding Authorization
 - Design Firm Procurement
 - Environmental Documentation
- Closing – Open Floor for Q&A

Overview: Locally Administered Project Program

- As a Transportation Management Area (TMA), the Greater Hickory Metropolitan Planning Area receives an allocation of **federal** transportation funding authority for Locally Administered:
 - Small Roadway Projects
 - Bicycle and Pedestrian Projects
 - Transit Projects
- In 2015, the GHMPO adopted the *Locally Administered Project Program*, to establish a fair and standardized process of directing federal transportation funds allocated to the GHMPO.
- The GHMPO holds an annual call for new and supplemental local highway, transit, and bike/ped project applications to compete for discretionary funds. Successful project applications are then programmed into the Metropolitan and State Transportation Improvement Programs.
- The GHMPO holds a call for supplemental requests only in the fall of each calendar year.

2025 Call for Project Timeline

- **March 26, 2025** – Call for Projects Opens
- **May 2, 2025**– Project Applications and Local Support Resolutions Due
- **May 28, 2025** – Project Applications and Tentative Funding Proposal Released for Public Comment
- **June 25, 2025** – Project Applications and Final Funding Proposal Available for Approval by GHMPO Board.
- **August/September, 2025** – BOT Approval of Project Funding
- *While not required, pre-submittal meetings are highly encouraged. Let's talk in March!*
- *Anticipated Funding Available: \$3.5MM (\$4.2MM in total project value)*

How to Apply: Step by Step

1. Meet with US! Your MPO staff are here to assist you in ensuring that your project is ELIGIBLE.
 - Specifics to Consider
 - Potential Utility Conflicts
 - Right-of-Way Availability (the biggest unknown and potential project killer of all)
 - Cash Flow – Can your LG cash flow the project?
2. Acquire an Engineering Cost Estimate for your project. This is a requirement for all new applications.
3. Complete the project application form
4. Prepare a resolution of local support and local match commitment, formally adopted by your governing board. (Due with your application).

Step 1: Project Eligibility

- MUST be Federal Aid Eligible
- MUST be Locally Administered
- MUST be committed to 20% Local Match
- MUST be able to cash-flow the project
- Project Design Intent must meet federal requirements
- Project Cost – minimum \$200,000
 - *Feasibility Studies are not eligible*
 - *Maintenance Projects are not eligible*

Eligibility: Federal Aid Eligible

- Highway projects must be identified on the federal aid system OR have a direct operational benefit to a federal aid facility.
- Bicycle and Pedestrian projects must serve a transportation purpose (recreational loops are ineligible)
- Safety projects may be eligible on any roadway if they meet the requirements to establish a safety need
- FHWA assists in evaluating for eligibility in the pre-submittal process.

Eligibility: Locally Administered

- By applying, the applicant is **committing** to sponsor the project.
- The sponsor (applicant government) is responsible for all federal, state, and local reporting requirements.
- An interlocal agreement is required between NCDOT and the Applicant Government.
- Local sponsors front all costs, invoice NCDOT, and receive a reimbursement of the agreed upon federal percentage (Generally 80/20)

Eligibility: Locally Administered, Cash Flow Considerations

- A "Locally Administered Project" refers to a project that is entirely managed by the local government receiving the funding. *What does this mean?*
- **Unless** there's an agreement with an NCDOT Division to administer the project, the Local Governments Responsibilities include:
 - **Procuring and Managing all services necessary to complete all phases of the project:** PE/Design, ROW Acquisition, Utility Relocation, and Construction.
 - **Cash-Flowing all contracts:** This is a reimbursement program -- You, as the local government, will pay all incurred costs up-front, and will be reimbursed at your preferred interval (monthly, quarterly, etc.)
 - **IMPORTANT:** Reimbursement requests will NOT be approved if any errors are found by NCDOT.
 - **IMPORTANT:** The LG does not have to cash flow the entire project, from Engineering to Closeout, and wait for reimbursement until completion.

Step 2: Acquiring Your Cost Estimate

- ALL new applications require an Engineer's Construction Cost Estimate
- Contingency Requirements

Project Phase in Progress	Contingency Requirement
New Applications	35%
Design	25%
ROW	15%
PS&E Complete	10%

A Quick Note on Cost Estimates

- Construction Cost Estimates and Contingency cover funding expectations for the construction phase only (unless a contingency is added by the firm for Engineering/Design)
 - Please be considerate of potential ROW Acquisition and Utility Relocation Costs. ROW Evaluations are not required but are encouraged.
 - There are no extra points in the application for having clear programming/scheduling, but it certainly helps, and we will assist!

Complete the Application

The 2024 Applications are currently available at: [Local Admin. Project Program | wpcog](#)

- We do not anticipate any consequential changes to the application, so feel free to familiarize yourself with the application now.
- Not sure whether your project should compete as a Roadway project or a Bike/Ped project?
 - Talk to us!

Completing the Application: Bicycle/Pedestrian

- For Bicycle and Pedestrian Projects, you will need:
 - A map of the proposed project
 - Adopted Planning Document (if applicable)
 - Letters of support (from community groups, businesses, etc.)
 - Planned Separation Elements (Curb and Gutter, Planting Strip, Etc.)
 - AADT for the project location (MPO can assist)
 - Documentation of available ROW (if applicable)
 - Crash Data for Project Location (MPO can assist)
 - Planned Connections to Points of Interest
 - Residential/Educational Connections

Completing the Application: Roadway/Intersection

- For Roadway/Intersection Projects, you will need:
 - A map of the proposed project
 - Adopted Planning Document
 - Letters of Support (Community Groups, NCDOT, Etc.)
 - Planned Local Match Commitment
 - AADT for the project location
 - Documented ROW availability

Resolution of Support from Your Governing Board

- Resolutions *must* be formally adopted by your governing board and must expressly authorize:
 - The submittal of the Project Application, including a brief description of the project and project cost breakdown.
 - A commitment to the 20% local match associated with your project.

Application Checklist

- To submit an eligible application, all the documents below must be submitted no later than **May 2, 2025**.
 - **Engineering Cost Estimate (including required contingency)**
 - **Complete Project Application**
 - **Signed local Resolution authorizing the application AND local match**
 - **Map of the proposed project**
 - **Supporting Documents (Adopted Plans, Letters of Support, etc.)**

In Closing....

- If at any point in the development of your project applications you have questions, please do not hesitate to contact us.
- We are here to assist you! Use your assets!



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Questions?





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Locally Administered Projects Program Overview

LAPP – Application and Funding

- Develop List of Projects – Bike/Ped Plan
- Eligibility of Project(s) Verified with MPO for LAPP Funding
 - STBG-DA / TAP-DA / CMAQ (Catawba County Only)
- MPO Call for Projects
- Work with Engineering Firm to Develop Estimate and Schedule
- Application Process
- Match Approval – Local Government Resolution
- MPO Review and Approve LAPP Applications (Approx. 2 Months)
- BOT Approval (Approx. 2 Months)

Preliminary Estimate

Preliminary Estimate

Func: _____ County: Catawba

Route 17th Ave. NW
Typical Section 10' Multi-Use Path

Prepared By: TGS Engineers
Requested By:

Date 8/30/2023
Date

Line Item	Des	Sec No.	Description	Quantity	Unit	Price	Amount
801			Construction Surveying	1	LS	\$ 50,000.00	\$ 50,000.00
225			Undercut Excavation	200	CY	\$ 35.00	\$ 7,000.00
226			Grading	1	LS	\$ 250,000.00	\$ 250,000.00
SP			Landscaping Facilities Budget	1	LS	\$ 50,000.00	\$ 50,000.00
455			Generic Retaining Wall Item	3,000	SF	\$ 200.00	\$ 600,000.00
SP			Generic Fencing Item - Steel Pipe Handrail	750	LF	\$ 200.00	\$ 150,000.00
607			Milling Asphalt Pavement, 1 1/2" Depth	9,000	SY	\$ 10.00	\$ 90,000.00
610			Asphalt Conc Surface Course, Type SP-3C	750	Tons	\$ 130.00	\$ 97,500.00
620			Asphalt Binder for Plant Mix	55	Tons	\$ 750.00	\$ 41,250.00
846			2'-6" Concrete Curb & Gutter	2,400	LF	\$ 50.00	\$ 120,000.00
848			10' Concrete Multi-Use Path (MUP)	3,800	SY	\$ 75.00	\$ 285,000.00
848			Concrete Curb Ramps	10	EA	\$ 3,000.00	\$ 30,000.00
848			6" Concrete Driveways	400	SY	\$ 75.00	\$ 30,000.00
1205			Pavement Markings	1	LS	\$ 15,000.00	\$ 15,000.00
SP			Curb & Gutter Drainage	0.6	Miles	\$ 200,000.00	\$ 120,000.00
SP			Generic Utility Item - 2" Conduit	6,800	LF	\$ 20.00	\$ 136,000.00
SP			Generic Utility Item - 4" Conduit	3,400	LF	\$ 30.00	\$ 102,000.00
SP			Pedestrian Bridge	1	EA	\$ 300,000.00	\$ 300,000.00
SP			Trail Lights	70	EA	\$ 2,500.00	\$ 175,000.00
SP			Erosion Control	3.0	Acres	\$ 15,000.00	\$ 45,000.00
SP			Traffic Control	1.0	LS	\$ 75,000.00	\$ 75,000.00
			Misc. & Mob (35% Functional)				\$ 969,062.50

Contract Cost	\$ 3,737,812.50
E. & C. 15%	\$ 560,671.88
CEI	\$ 350,000.00
Construction Cost	\$ 4,648,484.38
Right of Way Acquisition Costs	\$ 500,000.00
Utility Relocation Costs	\$ 100,000.00
Preliminary Engineering & Survey Costs	\$ 500,000.00
Total Cost	\$ 5,748,484.38

Note: R/W Costs used \$150,000/Acre for PE and \$75,000/Acre for TCE.

LAPP Application

LAPP Funding Submittal Form – Background Information Greater Hickory Metropolitan Planning Organization

Submission Date (mm/dd/yyyy): 05/31/2023

Type of Project:

Roadway Intersection Bicycle/Pedestrian Transit

Project Information:

Project Name:	Aviation Museum Connector
Project Municipality:	City of Hickory
TIP ID (if applicable):	
Primary Applicant:	City of Hickory
Secondary Applicant:	
Managing Agency:	City of Hickory

Costs:

Local Match (Percentage):	20%
Total Local Match (Amount):	\$600,000
Cost of NEPA/Design Phase:	\$300,000
Cost of Right-of-Way Phase:	\$50,000
Cost of Construction Phase:	\$2,650,000
Total Cost of Project:	\$3,000,000

Contact Details:

Full Name:	John Marshall
Title:	Transportation Planning Manager
Email Address:	jmarshall@hickorync.gov

Project Location & Description:

Construct a multi-use trail from the Aviation Walk Connector Multi-Use Trail to the new Hickory Aviation Museum. The project begins at western edge of the Aviation Walk Connector on Clement Blvd and travels west along Clement Blvd to 21st Street NW then south on 21st Street NW to the future entrance of the Aviation Museum at 9th Avenue Drive NW. The project is approximately 0.31 miles in length.

Problem Statement:

The location of proposed Aviation Museum is currently not served by sidewalk or other bicycle or pedestrian facilities. Aviation Museum Connector would link the new Aviation Museum to the rest of the Hickory Trail System and give visitors and citizens of Hickory a bike/ped option to enjoy the facility. The new museum building will also house the Catawba Valley Community College Workforce Innovation Center. The proposed trail will connect the App State Campus with the CVCC Workforce Innovation Center and will support shared educational opportunities.

LAPP Bicycle and Pedestrian Projects Greater Hickory Metropolitan Planning Organization

Supports Community Goals & Initiatives (10 points max):

- a. Project referenced on this page is adopted in a local or regional plan (5 points)
- b. Project has letters of support and other documented planning (5 points)

Name of adopted plan: Hickory Pedestrian and Bicycle Plan

Feasibility Score: (10 points max)

- a. Design by engineer (5 points each for design and cost estimate)
- b. 2022 Year completed
- c. Cost estimate by engineer / firm: 3 Million / TGS

Separation Elements for Crash Exposure: (15 points max)

- a. Pavement edge line (if bike lanes)
- b. Curb and gutter (if back of curb sidewalk)
- c. Buffered markings (if buffered bike lanes)
- d. Planting strip (if separating sidewalk)
- e. On-street parking (if separating facility)

Crash Exposure (sidewalk facilities only):

- a. All other projects Roadway AADT:
- b. AADT ≤ 2,000
- c. AADT = 2,001 - 4,999
- d. AADT = 5,000 +

Crash Exposure (bicycle facilities only):

- a. All other projects Roadway AADT:
- b. AADT = 5,000 - 10,000
- c. AADT = 2,001 - 4,999
- d. AADT ≤ 2,000

LAPP Application – Cont.

Crash Exposure (multi-use path facilities only):

a.	<input type="checkbox"/>	All other projects	Roadway AADT: 4,800
b.	<input type="checkbox"/>	AAADT ≤ 2,000	
c.	<input checked="" type="checkbox"/>	AAADT = 2,001 - 4,999	
d.	<input type="checkbox"/>	AAADT = 5,000 +	

ROW Available: (10 points max)

a.	<input type="checkbox"/>	No ROW available	% ROW Available: 100% City Property
b.	<input type="checkbox"/>	No documentation of ROW	
c.	<input type="checkbox"/>	Some ROW available with documentation	
d.	<input checked="" type="checkbox"/>	Majority ROW available with documentation	

Closing a Gap: (15 points max)

a.	<input type="checkbox"/>	All other projects.	(0 points)	Total Length: 1,640 ft
b.	<input checked="" type="checkbox"/>	Closing an internal gap and creating a total facility length less than 1 mile	(5 points)	
c.	<input type="checkbox"/>	Closing an internal gap and creating a total facility length 1 – 2 miles	(10 points)	
d.	<input type="checkbox"/>	Closing an internal gap and creating a total facility length greater than 2 miles	(15 points)	

Link Explanation:

Aviation Museum Connector would link the new Aviation Museum to the rest of the Hickory Trail System and give visitors and citizens of Hickory a bike/ped option to enjoy the facility. The new museum building will also house the Catawba Valley Community College Workforce Innovation Center. The proposed trail will connect the App State Campus with the CVCC Workforce Innovation Center and will support shared educational opportunities.

Safety Benefit: (5 points max)

a.	<input checked="" type="checkbox"/>	No documented crashes	(0 points)	Data source: NCDOT State Crash Map
b.	<input type="checkbox"/>	Crashes verified by WPCOG	(5 points)	
c.	<input type="checkbox"/>	Crash data attached	(5 points)	

Economic Development: (10 points max)

a.	<input checked="" type="checkbox"/>	All other projects	(0 points)
b.	<input type="checkbox"/>	Project connects to five or more points of interest, like a retirement community, central business district, shopping center, park, hospital, or major employment location	(10 points)

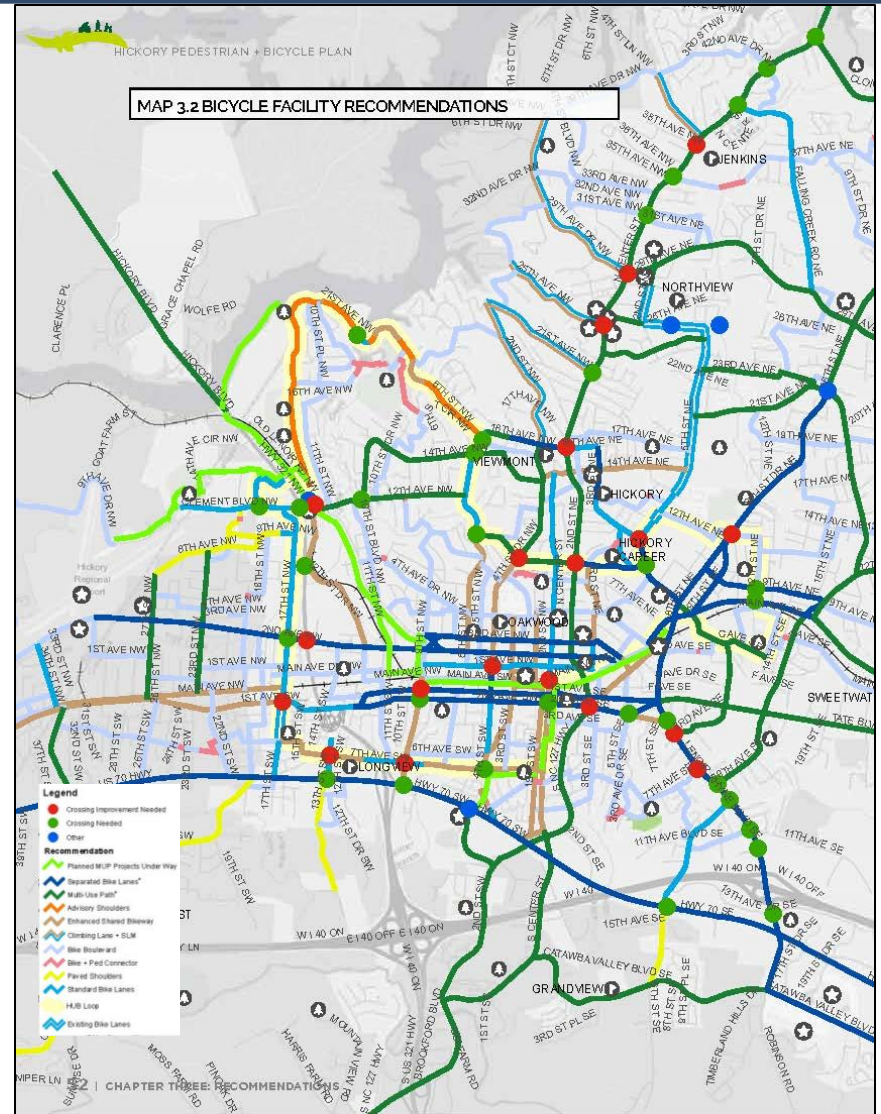
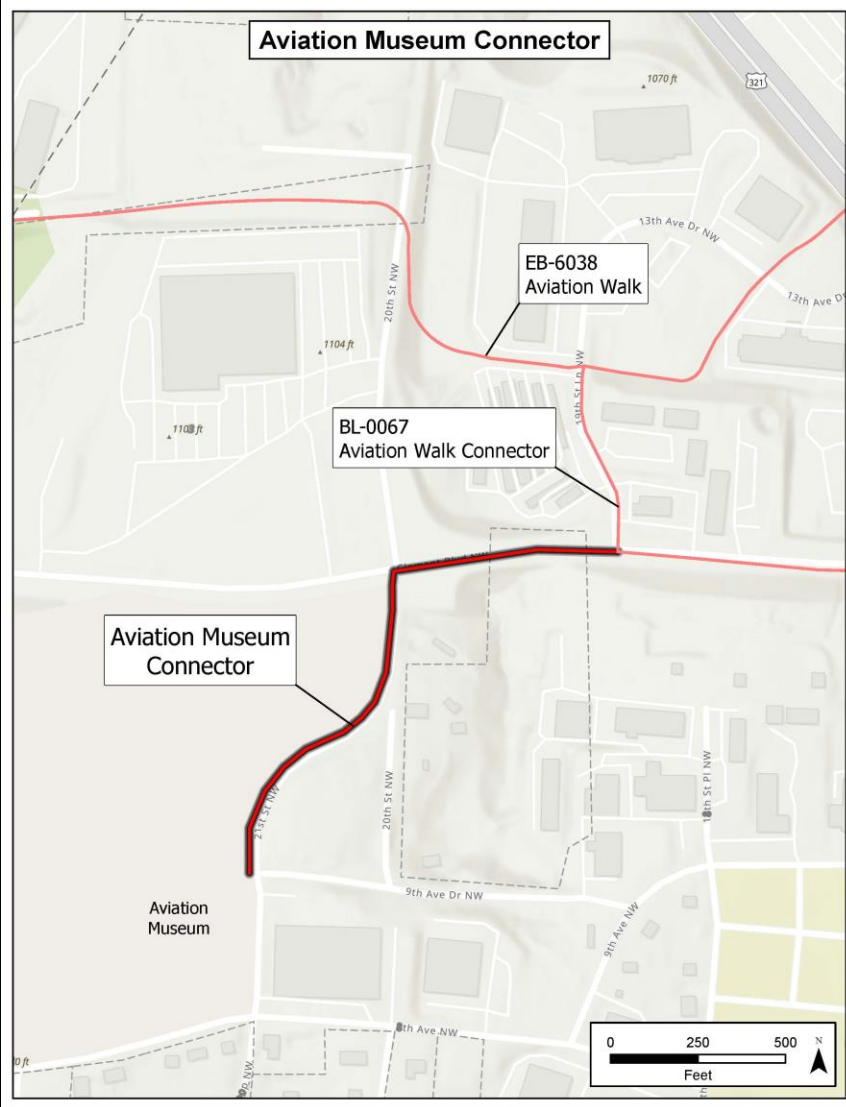
Connects Residential to Schools: (5 points max)

a.	<input type="checkbox"/>	All other projects	(0 points)
b.	<input checked="" type="checkbox"/>	Project connects residential to K-12, college, or university	(5 points)

Mobility Concerns and Environmental Justice Communities (20 points max total)

a.	<input type="checkbox"/>	WPCOG to evaluate location for Mobility	(0 or 10 points possible)
b.	<input type="checkbox"/>	WPCOG to evaluate EJ Populations	(0, 5, or 10 points possible)

LAPP Application – Cont.



LAPP Application – Cont.



CATAWBA COUNTY, NC
Charlotte's Great Northwest

April 24, 2023

Averi Ritchie
Greater Hickory MPO
1880 2nd Ave NW
Hickory, NC 28601

SUBJECT: Support for LAPP Application
City of Hickory
Aviation Museum Connector

Dear Ms. Ritchie:

We would like to express our support for the LAPP application from the City of Hickory requesting funding for the construction of the Aviation Museum Connector.

This project would construct a multi-use trail from the Aviation Walk Connector Multi-Use Trail to the new Hickory Aviation Museum. The project begins at the western edge of the Aviation Walk Connector on Clement Blvd and travels west along Clement Blvd to 21st Street NW then south on 21st Street NW to the future entrance of the aviation museum at 9th Avenue Drive NW. The project is approximately 0.31 miles in length.

The location of the proposed aviation museum is currently not served by sidewalk or other bicycle or pedestrian facilities. The Aviation Museum Connector would link the new Hickory Aviation Museum to the rest of the Hickory Trail System and give visitors and citizens of Hickory a bike/ped option to enjoy the facility. The new museum building will also house the Catawba Valley Community College Workforce Innovation Center. The proposed trail will support shared educational opportunities by connecting the CVCC Workforce Innovation Center with the App State Campus as well as the Aviation Walk, providing a safe student crossing over US 321 to join with the City's trail system.

This project would also support the City's culture of providing an atmosphere for dynamic growth in education and workforce development and will benefit the overall community by creating a strong economy, providing good jobs, and creating a desirable quality of life for residents.

Thank you, the Technical Coordinating Committee and Transportation Advisory Committee, for your consideration.

Sincerely,

Scott Millar, President
Catawba County Economic Development Corporation

Catawba EDC • 1960 13th Avenue Drive SE, Suite B • 828-267-1564 • edc@catawbacountync.gov • catawbaedc.org



April 24, 2023

Averi Ritchie
Greater Hickory MPO
1880 2nd Ave NW
Hickory, NC 28601

SUBJECT: Support for LAPP Application
City of Hickory
Aviation Museum Connector

Dear Ms. Ritchie:

We would like to express our support for the LAPP application from the City of Hickory requesting funding for the construction of the Aviation Museum Connector.

This project would construct a multi-use trail from the Aviation Walk Connector Multi-Use Trail to the new Hickory Aviation Museum. The project begins at the western edge of the Aviation Walk Connector on Clement Blvd and travels west along Clement Blvd to 21st Street NW then south on 21st Street NW to the future entrance of the aviation museum at 9th Avenue Drive NW. The project is approximately 0.31 miles in length.

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This project would also support the City's culture of providing an atmosphere for dynamic growth in education and workforce development and will benefit the overall community by creating a strong economy, provide good jobs, and creating a desirable quality of life for residents.

Thank you, the Technical Coordinating Committee, and Transportation Advisory Committee for your consideration.

Sincerely,

Darrell Johnson

First Horizon Bank
1039 2nd Street NE
Hickory, NC 28601
www.firsthorizon.com



LAPP Application – Cont.

Aviation Museum Connector Multi-Use Trail will be Constructed on Existing City Owned Properties



Selected Parcels Catawba County NC

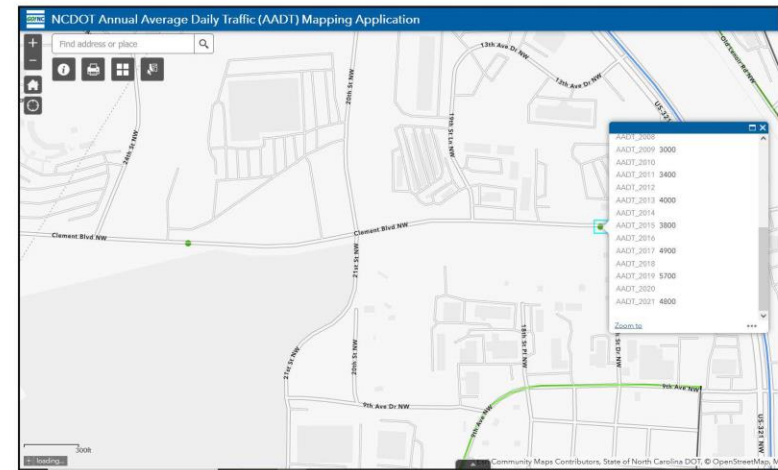
5 records Excel

Parcel ID / LRK: 279311556290 / 0602843 Owner: HICKORY CITY OF Building Value: \$0 Deed Book/Page: 2243/1848 Calc Acreage: 480	Parcel Address: , HICKORY 28601 map Owner Address: PO BOX 398, HICKORY NC 28603-0398 Land Value: \$12,500 Plat Book/Page: 45/123 Total Value: \$12,500 Legal: LOT 4 4 PL 45-123 CO ADVEN PL 45-123
Parcel ID / LRK: 279311559252 / 0602844 Owner: HICKORY CITY OF Building Value: \$0 Deed Book/Page: 2243/1848 Calc Acreage: 700	Parcel Address: , HICKORY 28601 map Owner Address: PO BOX 398, HICKORY NC 28603-0398 Land Value: \$54,900 Plat Book/Page: 45/123 Total Value: \$54,900 Legal: LOT 5 5 PL45-123 CO ADVENT PL 45-123
Parcel ID / LRK: 279311655152 / 0606957 Owner: CITY OF HICKORY Building Value: \$14,900 Deed Book/Page: 377/10785 Lot Number: 1	Parcel Address: 815 18TH ST PL NW, HICKORY 28601 map Owner Address: PO BOX 398, HICKORY NC 28603-0398 Land Value: \$289,200 Plat Book/Page: 85/6 Calc Acreage: 4.350 Total Value: \$304,100 Legal: LOT 1 PLAT 85-8
Parcel ID / LRK: 279311658175 / 0060544 Owner: CITY OF HICKORY Building Value: \$154,100 Deed Book/Page: 377/10785 Lot Number: 2	Parcel Address: 944 18TH ST PL NW, HICKORY 28601 map Owner Address: PO BOX 398, HICKORY NC 28603-0398 Land Value: \$447,300 Plat Book/Page: 85/6 Calc Acreage: 7.340 Total Value: \$601,400 Legal: LOT 2 PLAT 85-8
Parcel ID / LRK: 279314442562 / 0060582 Owner: HICKORY CITY OF Building Value: \$0 Deed Book/Page: 2152/0282 Lot Number:	Parcel Address: 2030 8TH AVE DR NW, HICKORY 28601 map Owner Address: PO BOX 398, HICKORY NC 28603-0398 Land Value: \$1,436,200 Plat Book/Page: Calc Acreage: 64.410 Total Value: \$1,436,200 Legal:

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2021 AADT



Resolution

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CITY OF HICKORY TO SUBMIT APPLICATIONS TO THE GREATER HICKORY METROPOLITAN PLANNING ORGANIZATION IN THE AMOUNT OF \$11,000,000 AND PROVIDE A MATCH OF \$2,750,000 FOR SURFACE TRANSPORTATION BLOCK GRANT – DIRECT ATTRIBUTABLE FUNDS FOR
OLLE Art Walk (Old Lenoir Road) Supplemental - EB-5911
Historic Ridgeview Walk (Book Walk South) Supplemental – EB-5938
Aviation Museum Connector

WHEREAS, On April 19, 2023 the Greater Hickory Metropolitan Planning Organization (GHMPO) issued a call for projects to agencies in its jurisdiction for Surface Transportation Block Grant-Direct Attributable Funding (STBG-DA), Congestion Mitigation Air Quality Funding (CMAQ), and Carbon Reduction Funding (CR). Funds are available to award among four different transportation modalities: bicycle and pedestrian, intersections, roadway, and transit. Each agency may submit no more than three (3) projects of not less than \$200,000 each for possible reward. The funding requires a minimum 20 percent local match.

The City of Hickory is applying for funding for the following three projects:

- OLLE Art Walk Multi-Use Trail Supplemental – Additional construction funding to supplement EB-5911 to create a connection between City Walk, Aviation Walk and River Walk along Old Lenoir Road.

Estimated Total Supplemental Cost \$8,750,000

- 80% Federal Funding - \$7,000,000
- 20% Local Match - \$1,750,000

- Historic Ridgeview Walk Multi-Use Trail Supplemental – Additional construction funding to supplement EB-5938 to create a connection between City Walk and the Ridgeview Community and to US 70.

Estimated Total Supplemental Cost \$2,000,000

- 80% Federal Funding - \$1,600,000
- 20% Local Match - \$400,000

- Aviation Museum Connector Multi-Use Trail – Project funding to create a connection between the Aviation Walk Connector and Aviation Museum along Clement Blvd and 21st Street NW.

Estimated Cost \$3,000,000

- 80% Federal Funding - \$2,400,000
- 20% Local Match - \$600,000

NOW, THEREFORE BE IT RESOLVED, that the City of Hickory is hereby authorized to submit grant applications in the amount of \$11,000,000 and will commit \$2,750,000 as a match for the three projects.

Adopted this the ____ day of _____, 2023

THE CITY OF HICKORY a
North Carolina Municipal Corporation

(SEAL)

ATTEST:

By: _____
Hank Guess, Mayor

Debbie D. Miller, City Clerk

Approved as to form this ____ day of _____, 2023

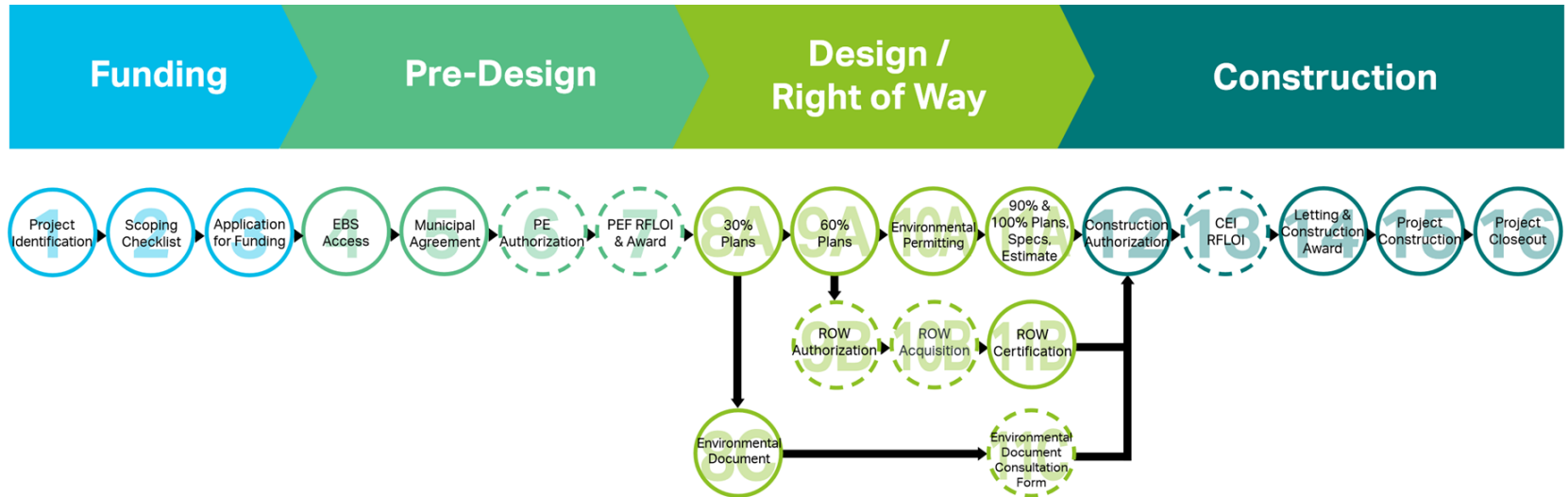
Attorney for the City of Hickory

Eligibility

- **Locally- Administered**

- By applying, the local government or NCDOT Division is committing to sponsor the project
- The sponsor will be responsible for all federal and state reporting requirements
- A municipal agreement will be required between NCDOT and the project sponsor
- Local sponsors will be required to front all project costs, invoice NCDOT, and get reimbursed for the agreed upon federal percentage

Project Delivery Steps



Link to Scoping Guidance Document:

<https://connect.ncdot.gov/projects/BikePed/Documents/BikePed%20Project%20Scoping%20Guidance%20for%20Local%20Governments.pdf>

LPMO Website

<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>

- The Department has a website for internal and external customers to utilize for information.
- For Local Projects, click on the “Local Governments” tab, then the “Local Projects” tab.
- The website provides resources and links to other funding areas, project guidance, templates and forms.



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Enterprise Business Services (EBS) Portal

LPMO Security Form

- Must have a user id and password to access the EBS portal and Local Projects
- Complete a LPMO Security Form for each LGA project staff who requires access
- Form is on the Connect website
- Once form is completed, print, sign, scan, and send to lpmo@ncdot.gov
- Each user will receive a User ID and temporary password from NCDOT LPMO then you can create your own password

<https://connect.ncdot.gov/municipalities/Funding/Pages/LPM%20Handbook.aspx>

Local Programs Management System Access Authorization Form

The new Local Programs Management System requires a User ID and Password for access in the system. Complete Section 1 for a User ID and password, if you are going to perform work within the System (i.e. submit a PID application, submit a Reimbursement claim, request changes to an agreement, or view documentation). Scan, attach and email the form to the LPMO Security Coordinator at LPMO@ncdot.gov.

Section 1 - User ID Information

First: _____ Last: _____
 Agency Name: (LGA/MPO/RPO) _____
 Agency Address: _____
 Title: _____
 Telephone: (____) _____ Fax: _____
 Email: _____
 Secure 8 digit number: _____

If you forget your password, you will need this 8 digit # to retrieve your information. It is suggested to use the last 4 digits of your SSN & birthday (MMDD). After your application has received security clearance, you will be emailed your personal User ID and temporary password to access the system. You must create a new password prior to logging into the Grants System for the first time.

Section 2 - Access Request Information

- Submit PID Application
- View Agreement & Submit Documentation (ex: Plans & Specifications, Cost Proposals)
- Create/Submit Reimbursement Request/Claims
- Create/Submit Change Request (Amendment/Revision)
- Display/View Application, Agreement, Documents, Reimbursement Claims & Change Requests

I certify information above is accurate and I am the authorized person to perform the duties listed:

Print Name: _____

Signature: _____

Authorized Official Signature: _____

Section 3 - For LPMO Use Only

SAP Vendor Number(s): _____

Enterprise Business Services (EBS) Local Projects Management Tool



Enterprise Business Services

User *

Password *

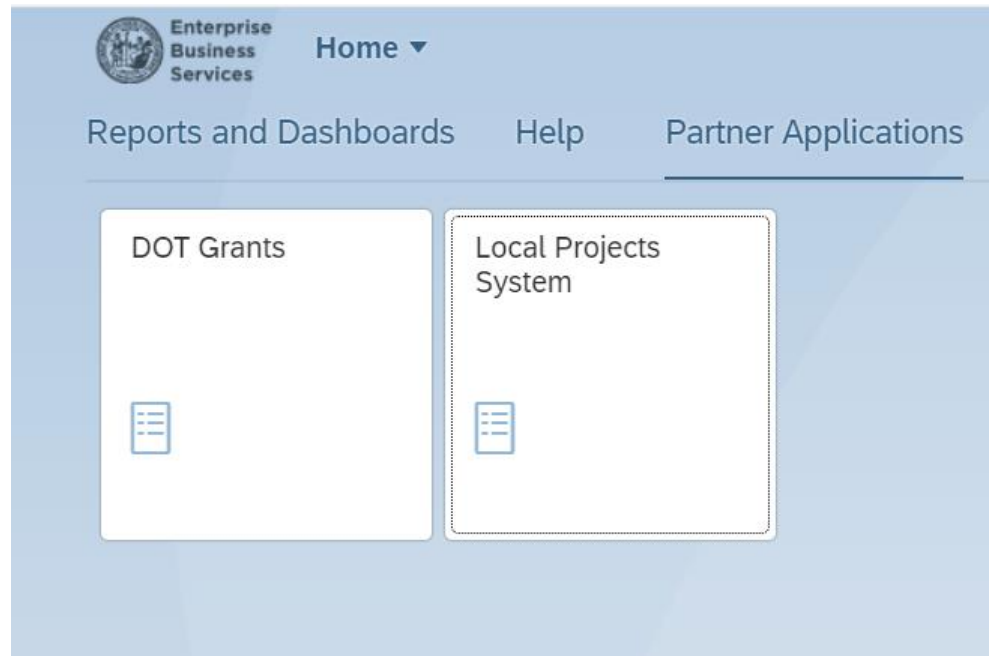
Passwords are case sensitive

Log On

[Login Help](#) * [Browser Support](#)

<https://www.ebs.nc.gov/irj/portal>

Local Project Management Tool



Application Process – Agreement Request

The screenshot shows a web browser window displaying the SAP Local Projects application. The browser address bar shows the URL: [https://pcr.ebs.nc.gov/grants\(bD1lbiZjPTYwMCZkPW1pbg==\)/default.htm](https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm). The page header includes the NCDOT logo (North Carolina Department of Transportation) and the text "LOCAL PROJECTS". A welcome message "Welcome John Marshall" is displayed. Below the header, there is a "Home" section with a "Grantor Change Request" list and a "MENU" section with various application options.

Home - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm

Welcome John Marshall

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches [dropdown] Go Advanced [print] [trash]

Home [back] [refresh]

Home

Grantor Change Request

- 4000050680 Old Le...
- 4000050681 Book ...
- 4000049389 9th Str...
- 4000048663 Old Le...
- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

MENU

- New Agreement Application
- Edit Agreement Application
- View Agreement Application
- Submit Document/View Agreement
- Display Documents
- New Change Request
- Edit Change Request
- New Reimbursement Claim
- Edit Reimbursement Claims
- View Reimbursement Claims
- View Program/Grants

Web Links

- LPMO Training Library

Application Process – Agreement Request

Search: Application Form - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbG=)/default.htm

Welcome John Marshall

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Home

Grantor Change Request

- 4000050680 Old Le...
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- 4000048663 Old Le...
- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

Search: Application Form

Search Criteria

Program ID is []

Program Type is LPMO Standard Program

Maximum Number of Results: 9...

Search Clear Save Search As: [] Include View Save

Result List

Application Form	Program ID
LPMO - Application BSP	LOCAL PROJECTS - LPMO

Application Process – Agreement Request

New Application Form - [SAP] - Work - Microsoft Edge
 https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

Welcome John Marshall

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION **LOCAL PROJECTS**

Home

Grantor Change Request

- 4000050680 Old Le...
- 4000050681 Book ...
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- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

Enterprise Business Services NCDOT Local Programs Management Office (LPMO)
 Application Form

DEMOGRAPHIC INFO

Name of Entity

MPO/RPO*

Type*

CONTACT INFO - Agreements

Name

Title

Address

Phone #1 Phone #2

Email

Application Process – Agreement Request

New Application Form - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1biZjPTYwMCZkPW1pbg=)/default.htm

Welcome John Marshall

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches [] Go Advanced [] []

New Application Form [Back] [] []

Home

Grantor Change Request

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- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

CONTACT INFO - Project Delivery Same as Agreements

Name: John Marshall
Title: Transportation Planning Manager
Address: PO Box 398
Phone #1: (828) 323-7534 Phone #2: (828) 302-1909
Email: jmarshall@hickorync.gov

CONTACT INFO - FFATA Reporting Same as Agreements Same as Project Delivery

Name: John Marshall
Title: Transportation Planning Manager
Address: PO Box 398
Phone #1: (828) 323-7534 Phone #2: (828) 302-1909
Email: jmarshall@hickorync.gov

PROJECT INFORMATION

Application Process – Agreement Request

New Application Form - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm

Welcome John Marshall

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION **LOCAL PROJECTS**

Saved Searches [] Go Advanced [] []

Home

Grantor Change Request

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- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

New Application Form [Back] []

PROJECT INFORMATION

Project Name* []

Detail Description* []

County* Choose One [v] Division []

PROJECT DATA

TIP* []

WBS Element -PE []

WBS Element -ROW []

WBS Element - UTILITY RELOCATION []

WBS Element -CON []

Other WBS Element []

Federal-Aid # []

Application Process – Agreement Request

New Application Form - [SAP] - Work - Microsoft Edge
 https://pcr.ebs.nc.gov/grants(bd11biZjPTYwMCZkPW1pbg=)/default.htm

Welcome John Marshall

NCDOT
 NORTH CAROLINA
 DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches [] Go Advanced [] []

New Application Form [] Back []

Home

Grantor Change Request

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- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

ELIGIBLE PHASES

PE Year Programmed

Pre-construction Activities

Implementation of a Program

Non-construction Purchases

ROW Year Programmed

Acquisition of ROW

UTIL Year Programmed

Utility Relocation

CON Year Programmed

Construction, CEI, Contract Admin

DELIVERABLES - Responsible Party

FUNDING

FUNDING SOURCE	FEDERAL		NON-FEDERAL MATCH			
	Federal Amount	Fed %	State Amount	State %	Local Amount	Local %
Select One		%		%		%
Select One		%		%		%
Select One		%		%		%

Application Process – Agreement Request

The screenshot shows a web browser window with the URL [https://pcr.ebs.nc.gov/grants\(bD11biZjPTYwMCZkPW1pbg=\)/default.htm](https://pcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg=)/default.htm). The page title is "New Application Form - [SAP] - Work - Microsoft Edge". The header includes the NCDOT logo and "LOCAL PROJECTS" branding, along with a user greeting "Welcome John Marshall" and search options.

The main content area is titled "New Application Form" and contains several sections:

- A "Select One" dropdown menu.
- A "Totals" section with a table:

		%	%	%
Totals				
TOTAL PROJECT FUNDING	\$0			
TOTAL ESTIMATED COST*				
DIFFERENCE B/W FUNDING AND COST	\$0			
TOTAL LGA LIABILITY	\$0			

- A table for "Delivery Dates":

Delivery Dates	LGA Proposed	Division Approved
Start of ROW Acquisition (MM/DD/YYYY)		
Let Date (MM/DD/YYYY)		
Completion Date (MM/DD/YYYY)		

- A "Comments" section with a text input area.
- An "AGENCY AUTHORIZING" section with a checkbox and the text: "I have read and accept the terms and conditions for funding and all the information and attachments supplied in this application are true to the best of my knowledge."
- Four action buttons: "Check", "Save", "Submit", and "Print Application".

Completed Application



Project Information Data Sheet
 LOCAL PROGRAMS MANAGEMENT OFFICE
 1595 MAIL SERVICE CENTER
 RALEIGH, NC 27699-1595

DIRECTIONS: Submit completed form with attachments to Local Programs Office

DEMOGRAPHIC INFO	
Name of Entity	CITY OF HICKORY
MPO/RPO *	Greater Hickory MPO
Type *	Municipality

CONTACT INFO - Agreements	
Name	John Marshall
Title	Transportation Planning Manager
Address	76 N Center Street, Hickory, NC 28601
Phone #1	(828) 323-7534
Phone #2	(828) 302-1909
Email	jmarshall@hickorync.gov

CONTACT INFO - Project Delivery	
<input checked="" type="checkbox"/> Same as Agreements	
Name	John Marshall
Title	Transportation Planning Manager
Address	76 N Center Street, Hickory, NC 28601
Phone #1	(828) 323-7534
Phone #2	(828) 302-1909
Email	jmarshall@hickorync.gov

CONTACT INFO - FFATA Reporting	
<input checked="" type="checkbox"/> Same as Agreements <input type="checkbox"/> Same as Project Delivery	
Name	John Marshall
Title	Transportation Planning Manager
Address	76 N Center Street, Hickory, NC 28601
Phone #1	(828) 323-7534
Phone #2	(828) 302-1909
Email	jmarshall@hickorync.gov

PROJECT INFORMATION	
Project Name *	Aviation Walk Connector
Detail Description *	Create a connection between the 17th Street NW Extension Multi-Use Trail and the Aviation Walk Multi-Use Trail along Clement Blvd and 19th Street Lane NE. The multi-use trail connector would begin at the future 17th Street NW Extension Multi-Use Trail and continues west along Clement Blvd to 19th Street Lane NW. The trail then travels north along 19th Street Lane NW and joins the Aviation Walk Multi-Use Trail. The project is approximately .25 miles in length.
County *	CATAWBA
Division	12

PROJECT DATA	
TIP *	BL-0067
WBS Element - PE	50629.1.1
WBS Element - ROW	50629.2.1
WBS Element - UTILITY RELOCATION	
WBS Element - CON	50629.3.1
Other WBS Element	
Federal-Aid #	1143029

ELIGIBLE PHASES	DELIVERABLES - Responsible Party
PE <input type="text" value="2023"/> Pre-construction Activities <input checked="" type="checkbox"/> Implementation of a Program <input checked="" type="checkbox"/> Non-construction Purchases <input checked="" type="checkbox"/> ROW <input type="text" value="2024"/> Acquisition of ROW <input checked="" type="checkbox"/> UTIL <input type="text" value="Year Programmed"/> Utility Relocation <input checked="" type="checkbox"/> CON <input type="text" value="2025"/> Construction, CEI, Contract Admin <input checked="" type="checkbox"/>	ENVIRONMENTAL DOCUMENTATION <input checked="" type="radio"/> LGA <input type="radio"/> NCDOT DESIGN <input checked="" type="radio"/> LGA <input type="radio"/> NCDOT CONTRACT PROPOSAL AND ESTIMATE <input checked="" type="radio"/> LGA <input type="radio"/> NCDOT FINAL REPORT <input checked="" type="radio"/> LGA <input type="radio"/> NCDOT RIGHT OF WAY DOCUMENTATION <input checked="" type="radio"/> LGA <input type="radio"/> NCDOT UTILITY RELOCATION <input checked="" type="radio"/> LGA <input type="radio"/> NCDOT FINAL ACCEPTANCE OF CONSTRUCTION <input checked="" type="radio"/> LGA <input type="radio"/> NCDOT CEI/CONSTRUCTION ADMINISTRATION <input checked="" type="radio"/> LGA <input type="radio"/> NCDOT MAINTENANCE <input checked="" type="radio"/> LGA <input type="radio"/> NCDOT <input type="radio"/> BOTH

FUNDING SOURCE	FEDERAL		NON-FEDERAL MATCH Should be state or local only, not both			
	Federal Amount	Fed %	State Amount	State %	Local	Local %
Surface Transportation Block Grant – DA (STBG-DA)	\$120,000.00	80%			\$30,000.00	20%
Surface Transportation Block Grant – DA (STBG-DA)	\$200,000.00	80%			\$50,000.00	20%
Surface Transportation Block Grant – DA (STBG-DA)	\$1,280,000.00	80%			\$320,000.00	20%
Totals	\$1,600,000.00				\$400,000.00	

TOTAL PROJECT FUNDING	\$2,000,000.00
TOTAL ESTIMATED COST *	\$2,000,000.00
DIFFERENCE B/W FUNDING AND COST	\$0.00
TOTAL LGA LIABILITY	\$400,000.00

Delivery Dates	LGA Proposed	Division Approved
Start of ROW Acquisition (MM/DD/YYYY) *	10/15/2023	10/15/2023
Let Date (MM/DD/YYYY) *	10/15/2024	10/15/2024
Completion Date (MM/DD/YYYY) *	08/15/2025	08/15/2025

Check Your Project in the STIP

2024-2033 STATE TRANSPORTATION IMPROVEMENT PROGRAM															
As amended by the Board of Transportation and approved by F (February 2025)															
NOTES: AMOUNTS SHOWN ARE PROJECT ESTIMATE AMOUNTS REMAINING. ANY AMOUNTS PROGRAMMED FOR ACTIVITIES OTHER THAN ROADWAY, UTILITIES, OR CONSTRUCTION ARE INCLUDED UNDER "OTHER ACTIVITIES".															
BASIC PROJECT INFORMATION						FISCAL YEAR PROJECT PHASE SCHEDULED TO START									
COUNTY(S)	ROUTE/CITY	RESPONSIBLE AGENCY	DESCRIPTION	LENGTH (MILES)	RIGHT-OF-WAY PROJECTED SCHEDULE	TOTAL REMAINING FUNDS NEEDED FOR RIGHT-OF-WAY	UTILITIES PROJECTED SCHEDULE	TOTAL REMAINING FUNDS NEEDED FOR UTILITIES	CONSTRUCTION PROJECTED SCHEDULE	TOTAL REMAINING FUNDS NEEDED FOR CONSTRUCTION	PROJECTED SCHEDULE FOR OTHER ACTIVITIES	TOTAL REMAINING FUNDS FOR OTHER ACTIVITIES	TOTAL REMAINING FUNDS NEEDED	COMMENT	
CASWELL	CASWELL COUNTY	CASWELL COUNTY	ADMINISTRATION								2020	\$448,000	\$448,000	FUNDS AUTHORIZED IN PROGRESS	
CATAWBA	HICKORY REGIONAL AIRPORT (HKY)	HICKORY REGIONAL AIRPORT (HKY)	600 FEET EXTENSION OF RUNWAY 6 - PHASE I AND II.						2025	\$3,844,000			\$3,844,000		
CATAWBA	HICKORY REGIONAL AIRPORT (HKY)	HICKORY REGIONAL AIRPORT (HKY)	LAND ACQUISITION AND OBSTRUCTION REMOVAL.		FUNDED FOR PRELIMINARY ENGINEERING ONLY	\$600,000							\$600,000		
CATAWBA	SPRINGS ROAD NE	HICKORY	SANDY RIDGE ROAD TO MCDONALD PARKWAY. CONSTRUCT SIDEWALK.	1.26	2025	\$313,000			2026	\$1,950,000	2023	\$437,000	\$2,700,000		
CATAWBA	AVIATION WALK CONNECTOR	HICKORY	CLEMENT BOULEVARD TO 17TH STREET NW. EXTEND MULTI-USE PATH.	0.26	2025	\$250,000			2025	\$1,600,000	2023	\$150,000	\$2,000,000		
CATAWBA	ISLAND FORD ROAD	MAIDEN	DON'S GRILL TO LIVING WORD CHURCH. CONSTRUCT SIDEWALKS.	0.56	2025	\$500,000			2027	\$850,000	2024	\$405,000	\$1,755,000		
CATAWBA	CLEMENT BOULEVARD; 21ST STREET NW		21ST STREET NW TO 19TH STREET NW IN HICKORY. CLEMENT BOULEVARD TO 9TH AVENUE DRIVE NW IN HICKORY. CONSTRUCT MULTI-USE TRAIL.	0.31	2025	\$50,000			2025	\$2,650,000	2024	\$300,000	\$3,000,000		
CATAWBA	CONOVER	CONOVER	CONSTRUCT 1ST STREET/US 70 BIKE AND PEDESTRIAN IMPROVEMENTS.		2024	\$250,000	2024	\$660,000	2025	\$3,473,000	2023	\$209,000	\$4,592,000	\$2,123M IN BGANY USED AS PART OF FUND SWAP.	
CATAWBA	CLAREMONT	CLAREMONT	CENTENNIAL BOULEVARD, NORTH OXFORD STREET TO NORTH LOOKOUT STREET. CONSTRUCT SIDEWALK.		2024	\$31,000			2025	\$541,000			\$572,000	\$433K IN STBG-DA FUNDS SWITCHED WITH \$433K IN BG-ANY AS PART OF FUND SWAP 5-19-22.	
CATAWBA	CLAREMONT	CLAREMONT	CONSTRUCT SIDEWALK ALONG CENTENNIAL BOULEVARD FROM NORTH LOOKOUT STREET TO MAIN STREET - (PHASE II).	1.16					2024	\$590,000	2024	\$10,000	\$600,000	\$480K IN STBG-DA FUNDS SWITCHED WITH \$480K IN BG-ANY AS PART OF FUND SWAP 5-19-22.	
CATAWBA	HICKORY	HICKORY	BOOK WALK. CONSTRUCT MULTI-USE PATH FROM CITY WALK TO RIDGVIEW LIBRARY.	0.61	2021	\$225,000			2023	\$3,388,000			\$3,613,000	\$1,420,000 STBG-ANYAREA FUNDS ARE FROM A FUND SWAP IN MAY 2018. UNDER CONSTRUCTION.	
CATAWBA	HICKORY	HICKORY	BOOK WALK SOUTH. CONSTRUCT MULTI-USE PATH	0.61	2021	\$105,000			2023	\$5,098,000			\$5,203,000	UNDER CONSTRUCTION.	

<https://connect.ncdot.gov/projects/planning/pages/state-transportation-improvement-program.aspx>



Agreement

- Cannot be initiated until funding is programmed in the STIP in correct year
- Executed between NCDOT and the Local Governmental Agency
- Includes provisions that LGA must comply with in order to receive reimbursement
- Includes funding, time frames, scope of work, and responsibilities

Funding Authorizations cannot occur until a fully executed agreement is in place

Actions for Application

Application will be Returned, Rejected or Approved:

Returned: If the application needs to be corrected, or needs additional information

Rejected: If the Project is not programmed in the STIP, you can't start agreement process.

Approved: An Agreement is started by the LPMO



Western Piedmont
Council of Governments

Creative Regional Solutions Since 1968

Municipal Agreement



Agreement Preparation and Execution

- LPMO will create the agreement and send via DocuSign
- LGA will review and has three options for execution:
 1. Use the received DocuSign envelope to sign the Agreement
 2. Use the LGA's own DocuSign account to obtain LGA signatures only
 3. Print out agreement, sign in ink and mail one original to LPMO.
- NCDOT will DocuSign the agreement and send an electronic copy to the LGA and upload to EBS Portal.
- If ink signature, NCDOT will keep the LGA's original signature page in our files. **If ink signature is used the process takes longer**

Municipal Agreement

Executive Summary

The Executive Summary is a summation of this agreement and is not intended to be used as the agreement between the Department (North Carolina Department of Transportation) and the Party (Entity).

Entity: City of Hickory **County:** Catawba

TIP: BL-0067

Project: Aviation Walk Connector

Scope: the construction for a connection between the 17th Street NW Extension Multi-Use Trail and the Aviation Walk Multi-Use Trail along Clement Blvd and 19th Street Lane NE. The multi-use trail connector would begin at the future 17th Street NW Extension Multi-Use Trail and continues west along Clement Blvd to 19th Street Lane NW. The trail then travels north along 19th Street Lane NW and joins the Aviation Walk Multi-Use Trail. The project is approximately .25 miles in length.

Eligible Activities:

PE	50269.1.1	Design
		Environmental
ROW	50629.2.1	ROW Acquisition
		Utility Relocation
CON	50269.3.1	Construction
FEDERAL-AID	1143029	

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match \$	Non-Federal Match Rate
BGDA	\$1,600,000	80 %	\$400,000	20 %
Total Estimated Cost			\$2,000,000	

Responsibility: The City of Hickory shall be responsible for all aspects of the project.

NORTH CAROLINA **LOCALLY ADMINISTERED PROJECT - FEDERAL**
 CATAWBA COUNTY
 NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
 AND
 CITY OF HICKORY

DATE: 01/19/2023
 TIP #: BL-0067
 WBS Elements: PE 50269.1.1
 ROW 50629.2.1
 CON 50269.3.1
 FEDERAL-AID NUMBER: 1143029
 CFDA #: 20.205
 Total Funds [NCDOT Participation] \$1,600,000

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the City of Hickory, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, Fixing America's Surface Transportation (FAST) Act allows for the allocation of federal funds to be available for certain specified transportation activities; and,

WHEREAS, the Municipality has requested federal funding for Aviation Walk Connector, hereinafter referred to as the Project, in Catawba County, North Carolina; and,

WHEREAS, subject to the availability of federal funds, the Municipality has been designated as a recipient to receive funds allocated to the Department by the Federal Highway Administration (FHWA) up to and not to exceed the maximum award amount of \$1,600,000 for the Project; and,

WHEREAS, the Department has agreed to administer the disbursement of said funds on behalf of FHWA to the Municipality for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and,

WHEREAS, the Department has programmed funding in the approved Transportation Improvement Program for the Project; and,

WHEREAS, the governing board of the Municipality has agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General



Municipal Agreement – Cont.

- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project in accordance with the project scope and scale;
- Review financial processes, transactions and documentation to reduce the likelihood of fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Be aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The person in responsible charge must be a full-time employee of the Municipality, but the duties may be split among several employees, if necessary.

COMPLIANCE WITH STATE/FEDERAL POLICY

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, stated both in this Agreement and in the Department's guidelines and procedures, including the *Local Programs Management Handbook*.

FAILURE TO COMPLY - CONSEQUENCES

Failure on the part of the Municipality to comply with any of the provisions of this Agreement will be grounds for the Department to terminate participation in the costs of the Project and, if applicable, seek repayment of any reimbursed funds.

2. SCOPE OF PROJECT

The Project consists of the construction for a connection between the 17th Street NW Extension Multi-Use Trail and the Aviation Walk Multi-Use Trail along Clement Blvd and 19th Street Lane NE. The multi-use trail connector would begin at the future 17th Street NW Extension Multi-Use Trail and continues west along Clement Blvd to 19th Street Lane NW. The trail then travels north along 19th Street Lane NW and joins the Aviation Walk Multi-Use Trail. The project is approximately .25 miles in length.

Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-71.6, Section 160A-296 and 297, Section 136-18, Section 136-41.3 and Section 20-169, to participate in the planning, construction and/or implementation of the Project approved by the Board of Transportation.

NOW, THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the parties do hereby covenant and agree, each with the other, as follows:

1. GENERAL PROVISIONS

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a Supplemental Agreement.

LOCAL PUBLIC AGENCY TO PERFORM ALL WORK

The Municipality shall be responsible for administering all work performed and for certifying to the Department that all terms set forth in this Agreement are met and adhered to by the Municipality and/or its contractors and agents. The Department will provide technical oversight to guide the Municipality. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities.

PERSON IN RESPONSIBLE CHARGE

The Municipality shall designate a person or persons to be in responsible charge of the Project, in accordance with Title 23 of the Code of Federal Regulations, Part 635.105. The person, or persons, shall be expected to:

- Administer governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
- Maintain knowledge of day to day project operations and safety issues;

Municipal Agreement – Cont.

FUNDING TABLE

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match \$	Non-Federal Match Rate
BGDA	\$1,600,000	80 %	\$400,000	20 %
Total Estimated Cost		\$2,000,000		

WORK PERFORMED BY NCDOT

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, during any phase of the delivery of the Project, shall reduce the funding available to the Municipality under this Agreement. The Department will set aside ten percent (10%) of the total estimated cost, or \$200,000 to use towards the costs related to review and oversight of this Project, including, but not limited to review and approval of plans, environmental documents, contract proposals, engineering estimates, construction engineering and inspection oversight, and other items as needed to ensure the Municipality's appropriate compliance with state and federal regulations.

In the event that the Department does not utilize all the set-aside funding, then those remaining funds will be available for reimbursement to the Municipality at the above reimbursement rate. For all costs of work performed on the Project, whether incurred by the Municipality or by the Department, the Municipality shall provide the non-federal match. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

4. PERIOD OF PERFORMANCE

The Municipality has five (5) years to complete all work outlined in the Agreement from the date of authorization of Federal funds for the initial phase of work. Completion for this Agreement is defined as completion of all construction activities or implementation activities, acceptance of the project, and submission of a final reimbursement package to the Department.

If additional time is needed to complete the Project, then a supplemental agreement must be executed. The Department and/or FHWA reserves the right to revoke the funds awarded if the Municipality is unable to meet milestone dates included herein.

5. PRELIMINARY ENGINEERING AUTHORIZATION

If Preliminary Engineering is an eligible expense, then upon receipt of an executed agreement, the Department will authorize Preliminary Engineering funds and shall notify the Municipality, in

The Department's funding participation in the Project shall be restricted to the following eligible items:

- Design
- Environmental Documentation
- ROW Acquisition
- Utility Relocation
- Construction

as further set forth in this Agreement.

3. FUNDING

PROGRAMMING AND AUTHORIZATION OF FEDERAL FUNDS

The funding currently programmed for the project in the State Transportation Improvement Program (STIP) is Surface Transportation Block Grant Program (Direct Attributable) (BGDA). The funding source may be modified with the coordination and approval of the respective Metropolitan Planning Organization (MPO) and/or the Department prior to authorization of funds. The Department will authorize and reimburse federal funding based on the type of federal funding that is programmed in the STIP at the time of the authorization request. The Department will notify the Municipality of the type of federal funds authorized by issuing a Technical Amendment – Funds Authorization letter. A modification in the source of funds will have no effect on project responsibilities outlined in this agreement.

REIMBURSEMENT FOR ELIGIBLE ACTIVITIES

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal funds, the Department shall reimburse (80%) of eligible expenses incurred by the Municipality up to a maximum amount of One Million Six Hundred Thousand Dollars (\$1,600,000), as detailed below. The Municipality shall provide the non-federal match, as detailed in the FUNDING TABLE, and all costs that exceed the total estimated cost.

Municipal Agreement – Cont.

writing, once funds have been authorized and can be expended. The Municipality shall not initiate any work, nor solicit for any professional services prior to receipt of written authorization from the Department to proceed. Any work performed, or contracts executed, prior to receipt of written authorization to proceed will be ineligible for reimbursement.

6. PROFESSIONAL AND ENGINEERING SERVICES

The Municipality shall comply with the policies and procedures of this provision if the Municipality is requesting reimbursement for the Preliminary Engineering contract or the Construction Contract Administration / Construction Engineering and Inspection contract.

PROCUREMENT POLICY

When procuring professional services, the Municipality must adhere to Title 2 Code of Federal Regulations Part 200; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-1104; NCGS 143-64, Parts 31 and 32; and the Department's *Policies and Procedures for Major Professional or Specialized Services Contracts*. Said policies and standards are incorporated in this Agreement by reference at www.fhwa.dot.gov/legisregs/legislat.htm and www.ncleg.net/gascripts/Statutes/Statutes.asp.

- The Municipality shall ensure that a qualified firm is obtained through an equitable selection process, and that prescribed work is properly accomplished in a timely manner and at a just and reasonable cost.
- All Professional Services Firms shall be pre-qualified by the Department in the Work Codes advertised.
- A pre-negotiation audit will be conducted by the Department's External Audit Branch. The Municipality shall not execute a consultant contract until the Department's review has been completed.

SMALL PROFESSIONAL AND ENGINEERING SERVICES FIRMS REQUIREMENTS

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the North Carolina Board of Transportation.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

WORK BY ENTITY

If the Design, Planning, Contract Administration and/or Construction Engineering and Inspection required for this project will be undertaken by the Municipality, and the Municipality requests reimbursement, then the Municipality must submit a request and supporting documentation to the Department for review and approval, prior to any work being initiated by the Municipality.

7. PLANNING / ENVIRONMENTAL DOCUMENTATION

The Municipality shall prepare the environmental and/or planning document, including any environmental permits, needed to construct the Project, in accordance with the National Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations. All work shall be performed in accordance with Departmental procedures and guidelines. Said documentation shall be submitted to the Department for review and approval.

- The Municipality shall be responsible for preparing and filing with all proper agencies the appropriate planning documents, including notices and applications required to apply for those permits necessary for the construction of the desired improvements. Copies of approved permits should be forwarded to the Department.
- The Municipality shall advertise and conduct any required public hearings.
- If any permit issued requires that action be taken to mitigate impacts associated with the improvements, the Municipality shall design and implement a mitigation plan. The Department will determine if any mitigation costs are eligible for reimbursement. The Municipality shall bear all costs associated with penalties for violations and claims due to delays.
- The Municipality shall be responsible for designing an erosion control plan if required by the North Carolina Sedimentation Pollution Control Act of 1973, NCGS 113A, Article 4, incorporated in this Agreement by reference at www.ncleg.net/gascripts/Statutes/Statutes.asp and obtaining those permits required

Municipal Agreement – Cont.

thereby in order to construct the Project. During the construction of the improvements, the Municipality, and its contractors and agents, shall be solely responsible for compliance with the provisions of said Act and the plan adopted in compliance therewith.

8. DESIGN

CONTENT OF PLAN PACKAGE

The Municipality, and/or its agent, shall prepare the Project's plans, specifications, and a professional estimate of costs (PS&E package), in accordance with the Department's guidelines and procedures, and applicable Federal and State standards. All work shall be submitted to the Department for review and approval. The plans shall be completed to show the design, site plans, landscaping, drainage, easements, and utility conflicts.

9. RIGHT OF WAY / UTILITY AUTHORIZATION

If the costs of right of way acquisition or utility relocation are an eligible expense, the Municipality shall submit a letter of request to the Department to authorize and set up right of way and/or utility funding. The acquisition for right of way, construction easements, and/or utility relocation may be undertaken only after the Municipality receives written authorization from the Department to proceed.

10. PROJECT LIMITS AND RIGHT OF WAY (ROW)

The Municipality shall comply with the policies and procedures of this provision regardless of whether the Municipality is requesting reimbursement for the Right of Way phase of the Project.

SPONSOR PROVIDES ROW

The Municipality, at no liability whatsoever to the Department, shall be responsible for providing and/or acquiring any required ROW and/or easements for the Project.

ROW GUIDANCE

The Municipality shall accomplish all ROW activities, including acquisition and relocation, in accordance with the following: Title 23 of the Code of Federal Regulations, Part 710, Subpart B and Title 49 of the Code of Federal Regulations, Part 24, [Uniform Act] incorporated by reference at www.fhwa.dot.gov/legsergs/directives/fapgtoc.htm; NCGS, Chapter 133, Article 2, Sections

133-5 through 133-18, Relocation Assistance, incorporated by reference at www.ncleg.net/gascripts/Statutes/Statutes.asp; and the North Carolina Department of Transportation Right of Way Manual.

APPRAISAL

The Municipality shall submit the appraisal to the Department for review and approval in accordance with Departmental policies and procedures.

CLEARANCE OF PROJECT LIMITS / ROW

The Municipality shall remove and dispose of all obstructions and encroachments of any kind or character (including hazardous and contaminated materials) from said ROW, with the exception that the Municipality shall secure an encroachment agreement for any utilities (which shall remain or are) to be installed within the Department's ROW, or follow other applicable approval process, for utilities within the Municipality's ROW. The Municipality shall indemnify and save harmless the Department, Federal Highway Administration, and the State of North Carolina, from any and all damages and claims for damages that might arise on account of said right of way acquisition, drainage, and construction easements for the construction of said Project. The Municipality shall be solely responsible for any damages caused by the existence of said material now and at any time in the future and will save the Department harmless from any legal actions arising as a result of this contaminated and/or hazardous material and shall provide the Department with documentation proving the proper disposal of said material.

RELOCATION ASSISTANCE

The Municipality shall provide relocation assistance services and payments for families, businesses, and non-profit organizations being displaced by the Project in full accordance with the Federal relocation requirements of Title 49 Code of Federal Regulations, Part 24 [Uniform Act], as amended. Relocation assistance services and payments may be accomplished by contract with any other municipal corporation, or State or Federal agency, rendering such services upon approval by the Department and Federal Highway Administration.

11. UTILITIES

The Municipality, and/or its agent, at no liability to the Department, shall relocate, adjust, relay, change or repair all utilities in conflict with the Project, regardless of ownership. All utility work shall be performed in a manner satisfactory to and in conformance with State and Federal rules

Municipal Agreement – Cont.

and regulations, prior to Municipality beginning construction of the project. This Agreement does not modify or supersede any existing Utility Encroachment Agreements that may be in place.

12. RIGHT OF WAY / UTILITY / RAILROAD CERTIFICATION

The Municipality, upon acquisition of all right of way/property necessary for the Project, relocation of utilities, and coordination with the railroad shall provide the Department all required documentation (deeds/leases/easement/plans/agreements) to secure certification. Certification is only issued after all ROW is in public ownership or property is publicly accessible by a legal document; utilities in conflict with the project are relocated, or a plan for their relocation during construction has been approved; and coordination with the railroad (if applicable) has occurred and been documented.

13. CONTRACT PROPOSAL AND ENGINEER'S ESTIMATE

CONTRACT PROPOSAL

The Municipality shall develop a contract proposal that will be advertised for bids. The proposal shall comply with NCDOT Specifications and Standard Drawings as applicable to the Project. The proposal shall also contain provisions, as applicable, per Title 23 Code of Federal Regulations 633 and 635 to include, but not be limited to: FHWA 1273, Buy America, Davis-Bacon Wage Rates, Non-discrimination, DBE Assurances, Contractor Certification regarding suspension and debarment, and other provisions as required by the Department.

ENGINEER'S ESTIMATE

The Municipality shall develop an itemized engineer's estimate to show items referenced to the NCDOT Standard Specifications, if applicable, along with units and unit price. The engineer's estimate will be used as the basis for comparing bids received.

14. CONSTRUCTION AUTHORIZATION

The Municipality shall submit the required environmental and/or planning document, ROW certification, final construction plans, total contract proposal, and an estimate of Project costs (final PS&E package) to the Department for review and approval.

- After approval of all documentation, the Department will request construction authorization from the Federal Highway Administration.

- The Municipality shall not advertise for bids prior to receiving written construction authorization from the Department.

15. CONTRACTOR PROCUREMENT

ADVERTISE FOR BIDS

Upon receipt of written construction authorization from the Department, the Municipality may advertise the Project. The Municipality shall follow applicable Federal and/or State procedures pertaining to the advertisement of the Project, bid opening, and award of the contract, according to Title 2 of the Code of Federal Regulations, Part 200 and Title 23 of the Code of Federal Regulations, Part 633 and Part 635, incorporated by reference at www.fhwa.dot.gov/legstregs/directives/fapqtc.htm; and NCGS, Chapter 143, Article 8 (Public Contracts), incorporated by reference at www.ncleg.net/gascripts/Statutes/Statutes.asp.

CONSTRUCTION CONTRACTOR REQUIREMENTS

All Contractors submitting bids on the project shall be pre-qualified by the Department. All proposed subcontractors must be pre-qualified before construction work begins. Any subcontractors who are proposed to meet the Disadvantaged Business Enterprise goal must be certified by the Department.

CONSTRUCTION SUBCONTRACTOR REQUIREMENTS

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Disadvantaged Business Enterprises (DBEs), or as required and defined in Title 49 of the Code of Federal Regulations, Part 26 and the North Carolina Administrative Code. These provisions are incorporated into this Agreement by reference https://connect.ncdot.gov/projects/Contracts/Pages/L_GA-Projects.aspx.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

Municipal Agreement – Cont.

AWARDING CONTRACT

After the advertisement of the Project for construction bids, the Municipality shall request concurrence from the Department to award the construction contract by submitting a letter along with tabulated bids received depicting Disadvantaged Business Enterprises (DBE) goals, and a resolution recommending award of the Project to the lowest responsible, responsive bidder. The Department will review the submitted information and provide written approval to the Municipality prior to the contract being awarded by the Municipality.

DELAY IN PROCUREMENT

In the event the Project has not been let to contract within six (6) months after receiving construction authorization from the Department, the Municipality shall be responsible for documenting to the Department justification for project delay and that the Project remains in compliance with the terms of this Agreement, the approved plans and specifications, and current codes.

FORCE ACCOUNT

Force account work is only allowed when there is a finding of cost effectiveness for the work to be performed by some method other than a contract awarded by a competitive bidding process, or there is an emergency. Written approval from the Department is required prior to the use of force account by the Municipality. Federal Highway Administration regulations governing Force Account are contained in Title 23 Code of Federal Regulations, Part 635.201, Subpart B, said policy being incorporated in this Agreement by reference www.fhwa.dot.gov/legregs/directives/cfr23toc.htm. North Carolina General Statutes governing the use of Force Account, Chapter 143, Article 8 (Public Contracts) can be found at www.ncleg.net/gascripts/Statutes/Statutes.asp.

16. CONSTRUCTION

The Municipality, and/or its agents shall construct the Project in accordance with the plans and specifications of the Project as filed with, and approved by, the Department. During the construction of the Project, the procedures set out below shall be followed:

CONSTRUCTION CONTRACT ADMINISTRATION

The Municipality shall comply with the NCDOT Construction Manual as referenced at <http://www.ncdot.org/doh/operations/dp%5Fchief%5Feng/constructionunit/formsmanuals/construction/>, which outlines the procedures for records and reports that must be adhered to in order to obtain uniformity of contract administration and documentation. This includes, but is not limited to, inspection reports, material test reports, materials certification, documentation of quantities, project diaries, and pay records. The Municipality, and/or its agent, shall perform the construction engineering, sampling and testing required during construction of the Project, in accordance with Departmental procedures, including the Department's Guide for Process Control and Acceptance Sampling and Testing. The Municipality shall document that said compliance was accomplished in accordance with State and Federal procedures, guidelines, standards and specifications.

RETAINAGE

The Municipality shall not retain any portion of a payment due the contractor.

SIGNAGE

The Municipality shall provide and maintain adequate signage and other warning devices for the protection of the public in accordance with the approved traffic control plans for the Project and the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways, or any subsequent revision of the same, published by the Federal Highway Administration and effective at the time of award of the contract.

SITE LAYOUT

The Municipality shall be responsible for ensuring that all site layout, construction work, and Project documentation are in compliance with applicable city, state and federal permits, guidelines, and regulations, including American Association of State Highway and Transportation Officials (AASHTO) guidelines and Americans with Disabilities Act (ADA) Standards for Accessible Design (www.usdoj.gov/crt/ada/stds.pdf).

RIGHT TO INSPECT

The Department and representatives of the Federal Highway Administration shall have the right to inspect, sample or test, and approve or reject, any portion of the work being performed by the Municipality or the Municipality's contractor to ensure compliance with the provisions of this

Municipal Agreement – Cont.

Agreement. Prior to any payment by the Department, any deficiencies inconsistent with approved plans and specifications found during an inspection must be corrected.

CONTRACTOR COMPLIANCE

The Municipality will be responsible for ensuring that the contractor complies with all of the terms of the contract and any instructions issued by the Department or FHWA as a result of any review or inspection made by said representatives.

CHANGE ORDERS

If any changes in the Project plans are necessary, the Department must approve such changes prior to the work being performed.

SHOP DRAWINGS

Shop Drawings shall be submitted in accordance with the approved plans and specifications and may require review by the Designer.

17. CLOSE-OUT

Upon completion of the Project, the Municipality shall be responsible for the following:

FINAL INSPECTION

The Municipality shall arrange for a final inspection by the Department. Any deficiencies determined during the final field inspection must be corrected prior to final payment being made by the Department to the Municipality. Additional inspection by other entities may be necessary in accordance with the Department's guidelines and procedures. The Municipality shall provide the Department with written evidence of approval of completed project prior to requesting final reimbursement.

FINAL PROJECT CERTIFICATION

The Municipality will provide a certification to the Department that all work performed for this Project is in accordance with all applicable standards, guidelines, and regulations.

18. MAINTENANCE

The Municipality, at no expense or liability to the Department, shall assume all maintenance responsibilities for the Aviation Walk Connector, or as required by an executed encroachment agreement.

19. REIMBURSEMENT

SCOPE OF REIMBURSEMENT

Activities eligible for funding reimbursement for this Project shall include:

- Design
- Environmental Documentation
- ROW Acquisition
- Utility Relocation
- Construction

REIMBURSEMENT GUIDANCE

The Municipality shall adhere to applicable administrative requirements of Title 2 Code of Federal Regulations, Part 200 (www.fhwa.dot.gov/legregs/directives/fapgtoc.htm) "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," Reimbursement to the Municipality shall be subject to the policies and procedures contained in Title 23 Code of Federal Regulations, Part 140 and Part 172, which is being incorporated into this Agreement by reference at www.fhwa.dot.gov/legregs/directives/fapgtoc.htm. Reimbursement to the Municipality shall be subject to the guidance contained in Title 2 Code of Federal Regulations, Part 170 (<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>) and Office of Management and Budget (OMB) "Federal Funding Accountability and Transparency Act" (FFATA). Said reimbursement shall also be subject to the Department being reimbursed by the Federal Highway Administration and subject to compliance by the Municipality with all applicable federal policy and procedures.

Municipal Agreement – Cont.

REIMBURSEMENT LIMITS

▪ WORK PERFORMED BEFORE NOTIFICATION

Any costs incurred by the Municipality prior to written notification by the Department to proceed with the work shall not be eligible for reimbursement.

▪ NO REIMBURSEMENT IN EXCESS OF APPROVED FUNDING

At no time shall the Department reimburse the Municipality costs that exceed the total funding per this Agreement and any Supplemental Agreements.

▪ UNSUBSTANTIATED COSTS

The Municipality agrees that it shall bear all costs for which it is unable to substantiate actual costs or any costs that have been deemed unallowable by the Federal Highway Administration and/or the Department's Financial Management Division.

▪ WORK PERFORMED BY NCDOT

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, shall reduce the maximum award amount of \$1,600,000 available to the Municipality under this Agreement. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

▪ CONSTRUCTION ADMINISTRATION

Reimbursement for construction contract administration will be made as governed by Departmental policy that limits reimbursement for construction contract administration to no more than fifteen (15%) percent of the actual construction contract of the Project. These costs will also include any cost overruns and charges to the Project by the Department during the Construction Phase.

▪ CONSTRUCTION CONTRACT UNIT PRICES

Reimbursement for construction contract work will be made on the basis of contract unit prices in the construction contract and any approved change orders.

▪ RIGHT OF WAY

Reimbursement will be limited to the value as approved by the Department. Eligible costs for reimbursement of Right of Way Acquisition include: realty appraisals, surveys, closing costs, and the agreed upon just compensation for the property, at the reimbursement rate as shown in the FUNDING TABLE.

▪ FORCE ACCOUNT

Invoices for force account work shall show a summary of labor, labor additives, equipment, materials and other qualifying costs in conformance with the standards for allowable costs set forth in 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Reimbursement shall be based on actual eligible costs incurred with the exception of equipment owned by the Municipality or its Project partners. Reimbursement rates for equipment owned by the Municipality or its Project partners cannot exceed the Department's rates in effect for the time period in which the work is performed.

BILLING THE DEPARTMENT

▪ PROCEDURE

The Municipality may bill the Department for eligible Project costs in accordance with the Department's guidelines and procedures. Proper supporting documentation shall accompany each invoice as may be required by the Department. By submittal of each invoice, the Municipality certifies that it has adhered to all applicable state and federal laws and regulations as set forth in this Agreement.

Along with each invoice, the Municipality is responsible for submitting the FFATA Subrecipient Information Form, which is available at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>.

▪ INTERNAL APPROVALS

Reimbursement to the Municipality shall be made upon approval of the invoice by the Department's Financial Management Division.

▪ TIMELY SUBMITTAL OF INVOICES

The Municipality may invoice the Department monthly for work accomplished, but no less than once every six (6) months to keep the Project funds active and available. If the

Municipal Agreement – Cont.

Municipality is unable to invoice the Department, then they must provide an explanation. Failure to submit invoices or explanation may result in de-obligation of funds.

- **FINAL INVOICE**

All invoices associated with the Project must be submitted within six (6) months of the completion of construction and acceptance of the Project to be eligible for reimbursement by the Department. Any invoices submitted after this time will not be eligible for reimbursement.

20. REPORTING REQUIREMENTS AND RECORDS RETENTION

PROJECT EVALUATION REPORTS

The Municipality is responsible for submitting quarterly Project evaluation reports, in accordance with the Department's guidelines and procedures, that detail the progress achieved to date for the Project.

PROJECT RECORDS

The Municipality and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of payment of the final voucher by the Federal Highway Administration, for inspection and audit by the Department's Financial Management Section, the Federal Highway Administration, or any authorized representatives of the Federal Government.

21. OTHER PROVISIONS

REFERENCES

It will be the responsibility of the Municipality to follow the current and/or most recent edition of references, websites, specifications, standards, guidelines, recommendations, regulations and/or general statutes, as stated in this Agreement.

INDEMNIFICATION OF DEPARTMENT

The Municipality agrees to indemnify and hold harmless the Department, FHWA and the State of North Carolina, to the extent allowed by law, for any and all claim for payment, damages and/or liabilities of any nature, asserted against the Department in connection with this Project. The Department shall not be responsible for any damages or claims, which may be initiated by third parties.

DEBARMENT POLICY

It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Municipality certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

TITLE VI - CIVIL RIGHTS ACT OF 1964

The Municipality shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

OTHER AGREEMENTS

The Municipality is solely responsible for all agreements, contracts, and work orders entered into or issued by the Municipality for this Project. The Department is not responsible for any expenses or obligations incurred for the Project except those specifically eligible for the funds and obligations as approved by the Department under the terms of this Agreement.

AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

Municipal Agreement – Cont.

IMPROPER USE OF FUNDS

Where either the Department or the FHWA determines that the funds paid to the Municipality for this Project are not used in accordance with the terms of this Agreement, the Department will bill the Municipality.

TERMINATION OF PROJECT

If the Municipality decides to terminate the Project without the concurrence of the Department, the Municipality shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project.

AUDITS

In accordance with 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F – Audit Requirements, and the Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Municipality shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality's fiscal year ends.

REIMBURSEMENT BY MUNICIPALITY

For all monies due the Department as referenced in this Agreement, reimbursement shall be made by the Municipality to the Department within sixty (60) days of receiving an invoice. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS 147-86.23.

USE OF POWELL BILL FUNDS

If the other party to this agreement is a Municipality and fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full.

ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.

AUTHORIZATION TO EXECUTE

The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

FACSIMILE SIGNATURES

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

22. SUNSET PROVISION

All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement, and that no expenditures of funds on the part of the

Municipal Agreement – Cont.

Department will be made until the terms of this Agreement have been complied with on the part of the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

CITY OF HICKORY

BY: DocuSigned by:
Warren Wood
3AE035D8D9C74F8
TITLE: City Manager
DATE: 03/21/2023

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

DocuSigned by:
Melissa Miller
(FINANCE OFFICER) 14070ED64C403474...
Federal Tax Identification Number
56-6001244

City of Hickory

Remittance Address:

PO Box 398

Hickory, NC 28603

DEPARTMENT OF TRANSPORTATION

BY: DocuSigned by:
Dyke A. Byrd
(CHIEF ENGINEER) 383C4344219944...
DATE: 03/24/2023

DS
MTG

APPROVED BY BOARD OF TRANSPORTATION ITEM O: February 8, 2023 (Date)

DS
YSM

Allowed to Request PE and Design



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

April 20, 2023

John Marshall
Transportation Planning Manager
City of Hickory
PO Box 398
Hickory, NC 28603

via *EBS Portal*

SUBJECT: Locally Administered Project Agreement
City of Hickory, Catawba County
Project BL-0067; WBS Element: 50629.1.1, 50629.2.1, 50629.3.1
Federal-Aid No: 1143029
Project Name: Aviation Walk Connector

Dear Mr. Marshall:

Enclosed is one fully executed original, dated 03/24/2023, of the above-referenced Project Agreement for your file.

This project consists of Aviation Walk Connector as more fully described in the attached agreement. Your agreement is also located on the Local Projects Management Tool, accessible through EBS, along with a copy of this letter, under Agreement # 2000067472.

Preliminary Engineering is an eligible expense on this project. The Municipality has three options to obtain the needed design and environmental services for this project:

1. Solicit Professional Engineering Firms (PEFs)
Submit a draft Request for Letters of Interest (RFLOI) through EBS under Activity "PS : PE RFLOI". A template can be found on our website at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>. When the RFLOI has been submitted and reviewed, you may request authorization of PE funds through EBS by submitting a Change Request.

2. Request use of on-call consultant
Submit a request to use an on-call consultant by providing a letter that documents previous review and approval by the Department of an on-call solicitation and

selection process, identifies the specific consultant that the Municipality proposes to use, and also attach the executed Master Agreement.

If the Department has not previously reviewed the solicitation and selection process, then the Municipality should also submit the following:

- Advertised RFLOI
- Selection process,
- List of firms selected to provide on-call services
- Firm selected for this project

Submit these items through the EBS portal under Activity "PS : PE – PEF SELECTION PROCESS"

3. Request use of in-house staff

If the Municipality proposes to use their in-house, qualified staff, please refer to the Handbook on [Connect.ncdot.gov](https://connect.ncdot.gov) ([Local Programs Management \(LPM\) Handbook and Updates \(ncdot.gov\)](#)) on appropriate documentation to submit. Submit these items through the EBS portal under Activity "Other Documents."

It is important to know that FHWA requires that the municipality designate a person "in responsible charge" of this project. The person should be familiar with fiscal, contractual, and administrative responsibilities of the project. The person does not need to be an engineer and the duties may be shared among staff, although it is preferable for the municipality to designate a main contact for the project.

I have enclosed a copy of the *Project Management Overview Sheet*. This will also guide you as you proceed with the project's next steps.

If you have any questions, please contact me at (919) 707-6630 or by e-mail at mrawley@ncdot.gov. Thank you and I look forward to working with you on this project.

Sincerely,

Madeline Rawley
Program Consultant
Local Programs Management Office

enclosure

cc:

Mailng Address:
NC DEPARTMENT OF TRANSPORTATION
PROGRAMS MANAGEMENT OFFICE
1595 MAIL SERVICE CENTER
RALEIGH, NC 27699-1595

Telephone: (919) 707-6600
Fax: (919) 212-5711
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
1020 BIRCH RIDGE DRIVE
RALEIGH, NC 27610

Funding Authorization

For every phase that is eligible for reimbursement, the LGA must request funding authorization through the Local Project System (EBS).

- **PE: Preliminary Engineering** – pays for professional engineering services, and other pre-construction activities
- **ROW: Right of Way and Utility Relocation** – pays for costs of acquiring ROW, relocating utilities, appraisals and other ROW associated costs
- **CON: Construction** – pays for the construction contract, construction engineering and inspection (CEI), and contract administration.

NCDOT will use your funding

- Even if the LGA is not receiving funding for a certain phase of work, the funding is still available for NCDOT to authorize and utilize for the review of plans, appraisals, certification package, proposal, etc.
- The LGA is responsible for the non-federal match on any DOT charges
- The LGA is responsible for any costs that *exceed* the available funding

NCDOT Review & Administrative Fees

- Varies by Division, but several units of DOT may charge time to the project if they review items.
- These charges accumulate at 100% against the federal money, which is set up at 80%, therefore NCDOT must bill the other 20% from the LGA.
- In addition to direct staff time, NCDOT also applies indirect charges to all open projects per an agreement with FHWA.
- These charges are eligible for federal funds for 80% of their costs, but the Department will still bill the LGA for 20%.

NCDOT Review & Administrative Fees

- If all the federal funds have been used on reimbursement to the LGA or Departmental charges, and there are still costs remaining, then the LGA will be billed 100% of those remaining costs.
- Language has been added to the Agreement to account for NCDOT charges up front.
- This should be calculated into any initial budgets developed for the project.

Typical Project Delivery Steps



✓ Agreement

-----Preliminary Engineering Authorization-----

- *Procuring Professional Services*

Environmental Document (required)

Plans (required)

-----Right of Way Authorization-----

- *Right of Way Acquisition*
- *Utility Relocation*

Right of Way Certification (required)

Utility / RR Certification (required)

Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*

- *Construction & Administration*

Final Inspection (required)

- *Final Reimbursement*

Submit Change Request

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Home - [SAP] - Work - Microsoft Edge
- Address Bar:** [https://pcr.ebs.nc.gov/grants\(bD1IbiZjPTYwMCZkPW1pbg=\)/default.htm](https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm)
- Header:** NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION logo, LOCAL PROJECTS title, and a welcome message: "Welcome John Marshall".
- Navigation:** "Saved Searches" dropdown, "Go" button, and "Advanced" search options.
- Left Sidebar:** "Home" section with a "Grantor Change Request" dropdown menu containing a list of project identifiers and names.
- Main Content Area:** "Home" section with a "MENU" box listing various actions like "New Agreement Application", "Edit Agreement Application", "View Agreement Application", "Submit Document/View Agreement", "Display Documents", "New Change Request" (highlighted), "Edit Change Request", "New Reimbursement Claim", "Edit Reimbursement Claims", "View Reimbursement Claims", and "View Program/Grants". Below the menu is a "Web Links" section with a link to "LPMO Training Library".

Submit Change Request – Cont.

Search: Change Request Form - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm

Welcome John Marshall

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION LOCAL PROJECTS

Home

Grantor Change Request

- 4000050680 Old Le...
- 4000050681 Book ...
- 4000049389 9th Str...
- 4000048663 Old Le...
- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

Search: Change Request Form

Search Criteria

TIP number is

Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

Result List

Agreement ID	Agreement Description	TIP number	Change Request Form
2000006032	Pedestrian Signal Upgrade	EB-5808	LPMO - Change Request BSP
2000022149	City of Hickory Citywalk	EB-5750	LPMO - Change Request BSP
2000029837	Riverwalk	EB-5939	LPMO - Change Request BSP
2000030125	Book Walk South	EB-5938	LPMO - Change Request BSP
2000030140	Book Walk	EB-5937	LPMO - Change Request BSP
2000032142	9th Street NW Connector	EB-5977	LPMO - Change Request BSP
2000033114	Old Lenoir Road Multi-Use Path	EB-5911	LPMO - Change Request BSP
2000035721	9th St NW and 11th St NW Multi-Use T...	EB-6038	LPMO - Change Request BSP
2000048231	C-5196 - 16th Street NE (Sandy Ridge ...	C-5196	LPMO - Change Request BSP
2000049611	US 70 and 4th Street Drive SW Intersecti	HL-0002	LPMO - Change Request BSP

Back 1 2 Forward

Submit Change Request – Cont.

New Change Request Form - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg==)/default.htm

Welcome John Marshall

NC DOT **LOCAL PROJECTS**
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Saved Searches [] Go Advanced [] []

New Change Request Form [Back] []

Home

Grantor Change Request

- 4000050680 Old Le...
- 4000050681 Book ...
- 4000049389 9th Str...
- 4000048663 Old Le...
- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

 **Enterprise Business Services** Local Program Management Office
Change Request

PROGRAM ID LOCAL PROJECTS - LPMO

PROJECT DESCRIPTION Projects Managed Through LPMO

AGREEMENT 2000048231 - C-5196 - 16th Street NE (Sandy Ridge Roa

SUB-RECIPIENT CITY OF HICKORY

SUBMITTED BY John Marshall

TIP C-5196

DIVISION 12

FA PROJECT CMS-1143(12)

TOTAL AVAILABLE FUNDING \$6,754,000

LET DATE(MM/DD/YYYY)

REASON/PURPOSE* Choose One

REASON FOR CHANGE* Choose One
Request for Fund Authorization/Transfer Attach Cost Estimates
Request for Supplement Agreement

Submit Change Request - Cont

New Change Request Form - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg=)/default.htm

Welcome John Marshall

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches [] Go Advanced [] []

Home

Grantor Change Request

- 4000050680 Old Le...
- 4000050681 Book ...
- 4000049389 9th Str...
- 4000048663 Old Le...
- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

New Change Request Form

LET []
DATE(MM/DD/YYYY) []

REASON/PURPOSE* Choose One []

REASON FOR CHANGE* []

CODE	WBS	EXPENSE DESCRIPTION	START DATE (MM/DD/Y)	AUTHORIZED TO DATE	TOTAL AMOUNT REQUESTED	NON FEDERAL MATCH AMOUNT	FEDERAL AMOUNT	PROPOSED AMOUNT
L001	50629.1.1	PE - Preliminary Engineering	05/18/2023	\$120,000.00			\$0.00	\$120,000.
Total				\$120,000.00	\$0.00	\$0.00	\$0.00	\$120,000.

AUTHORIZING SUB-RECIPIENT SIGNATURE

The information supplied in this true to the best of my knowledge, and conforms with the terms and conditions of this agreement.

Name:* **John Marshall** [] Date: **11/27/2023** []
(mm/dd/yyyy)*

Check **Save** **Submit**

Funding Authorization



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

June 8, 2023

John Marshall
Transportation Planning Manager
City of Hickory

VIA EBS PORTAL

SUBJECT: TECHNICAL AMENDMENT #1 TO AGREEMENT
Funding Authorization – Preliminary Engineering (PE)
City of Hickory, Catawba County
TIP #: BL-0067; WBS Element: 50269.1.1
Project Name: Aviation Walk Connector

Dear Mr. Marshall:

The NC Department of Transportation has received Federal Highway Administration (FHWA) authorization for Agreement #1184 for Project TIP# BL-0067 as indicated in the below table:

<u>PHASE OF WORK</u>	<u>FEDERAL FUND SOURCE</u>	<u>DATE AUTHORIZED</u>
PE	Surface Transportation Block Grant Program (Direct Attributable)	05/18/2023

The completion date for this Project is now established as 05/18/2028. The completion date represents the completion of all construction/implementation activities, acceptance of the Project, and submittal of a final reimbursement request by the Municipality.

The Municipality must submit a reimbursement request no later than six (6) months from date of authorization in order to ensure Project funds remain active.

Total available funding authorized to date (sum of federal + non-federal)		\$150,000		
PHASE	FEDERAL FUND \$	PERCENTAGE	NON-FEDERAL \$	PERCENTAGE
PE	\$120,000	80%	30,000	20%

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
PROGRAMS MANAGEMENT OFFICE
1595 MAIL SERVICE CENTER
RALEIGH, NC 27699-1595

Telephone: (919) 707-6600
Fax: (919) 212-5711
Customer Service: 1-877-368-4968

Location:
1020 BIRCH RIDGE DRIVE
RALEIGH, NC 27610

Website: www.ncdot.gov

The expenditure of Federal funds imposes requirements on the Municipality to proceed to subsequent phases of the project (such as Right of Way or Construction) and, ultimately, complete the Project per the terms of the Project Agreement. If the Municipality cancels the Project in any phase or does not complete the Project as defined in the Municipal Agreement, then the Municipality will be obligated to reimburse the Department all costs expended.

Please keep this letter with your Project Agreement, executed 03/24/2023. Authorization of BGDA funds may be different from what is currently stated in your executed agreement; however, the change in fund source has no effect on project delivery requirements.

Authorization of one type of funds does not mean that all phases will be authorized with the same fund source; however, once a fund source is authorized for a phase of work, the funding cannot be modified.

A new Technical Amendment letter will be sent out for the following:

- When a new phase of work is authorized
- When different funds are used to increase the authorization on an existing phase of work.

A Supplemental Agreement must be executed if the following occurs:

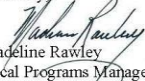
- An increase in the total amount of funding allocated to a Project
- Change in scope or responsibilities

IMPORTANT

For each new phase of work authorized, the Municipality must also receive a Notice to Proceed for the phase of work authorized. This will be a separate letter provided by LPMO or the Division Office.

Please contact me at 919-707-6630 or at mrawley@ncdot.gov if you have any questions.

Sincerely,


Madeline Rawley
Local Programs Management Office

Funding Authorization

Once approved by NCDOT and FHWA the LGA will be notified in the EBS Portal by email with a letter attached for the next steps to follow.

- PE Funding Authorization allows the LGA to enter into a contract for Professional engineering services.
- ROW Funding will allow the LGA to initiate property acquisition or utility relocation.
- Construction Funding will allow the LGA to bid out the construction project.



Western Piedmont
Council of Governments

Creative Regional Solutions Since 1968

Preliminary Engineering & Request for Letters of Intent (RFLOI)

Typical Project Delivery Steps



✓ Agreement

✓ -----Preliminary Engineering Authorization-----

- *Procuring Professional Services*

Environmental Document (required)
Plans (required)

-----Right of Way Authorization-----

- *Right of Way Acquisition*
- *Utility Relocation*

Right of Way Certification (required)
Utility / RR Certification (required)

100% Plans, Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
- *Construction & Administration*

Final Inspection (required)

- *Final Reimbursement*

Professional Services

- All professional services procurement must be in accordance with 23 CFR 172.
- LGA must have their own written procedures, approved by NCDOT, or they can comply with NCDOT's *Policies and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts*
- Resources
 - Read 23 CFR 172
 - Review **Professional Services** section of Agreement and Handbook
 - Refer to NCDOT's *Policies and Procedures*
 - Utilize DOT's template for a Request for Letters of Interest (RFLOI)

Request for Letters of Interest (RFLOI)

- LGAs must complete an RFLOI for engineering services; either for design or for construction engineering and inspection (CEI)
- Use the template on the NCDOT Connect site
- Submit draft RFLOI through EBS Portal
 - PS: PE RFLOI
 - PS: ROW RFLOI
 - PS: CON RFLOI

Example RFLOI

Version: 2018.11.19.RIS

Advertised: **July 6, 2023**

City of Hickory

REQUEST for LETTERS of INTEREST (RFLOI)

BL-0066 – AVIATION WALK CONNECTOR – PE & DESIGN SERVICES

TITLE: **BL-0067 – Aviation Walk Connector Multi-Use Trail**
ISSUE DATE: **July 6, 2023**
SUBMITTAL DEADLINE: **July 27, 2023**
ISSUING AGENCY: **City of Hickory**

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (NCDOT). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform the work codes listed below for the City of Hickory. Work Codes required are:

- 32 - Categorical Exclusions
- 63 - Environmental Assessment/Finding of No Significant Impacts
- 70 - Erosion and Sediment Control Design
- 106 - Historic Architectural Surveys of Standing Structures (Buildings and Bridges)
- 132 - Landscape & Streetscape Design
- 155 - Pavement Markings Plans
- 171 – Public Involvement
- 192 – ROW Appraisals
- 194 – ROW Negotiators
- 199 – Route Location Surveys
- 207 - Signal Design
- 235 - Subsurface Utility Engineering
- 243 - Threatened and Endangered Species Survey & Studies
- 269 – Urban Roadway Design
- 270 - Utility Coordination

<https://connect.ncdot.gov/business/Prequal/Pages/PrequalDisciplineRequirements.aspx>

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Version: 2018.11.19.RIS

- 294 – Roadway Foundation Investigation and Design
- 296 - Retaining Wall Investigation & Design
- 433 - Tier I Basic Hydrologic and Hydraulic Design
- 541 - Traffic Management Plan – Level 1 and 2

WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

PROPOSED CONTRACT SCOPE SUMMARY

Preliminary Engineering and Design is needed to create a connection between the future 17th Street NW Extension Multi-Use Trail and the existing Aviation Walk Multi-Use Trail along Clement Blvd and 19th Street Lane NE.

The multi-use trail connector would begin at the future 17th Street NW Extension Multi-Use Trail and continues west along Clement Blvd to 19th Street Lane NW. The trail then travels north along 19th Street Lane NW and joins the Aviation Walk Multi-Use Trail. The project is approximately .25 miles in length.

The connector is needed to join the future 17th Street NW Extension Multi-Use Trail with the Aviation Walk Multi-Use Trail. The trail will connect Appalachian State's new campus and with Aviation Walk and provide a safe crossing for students over US 321 to join with the City's trail system.

Project work elements and services includes but not limited to; utility relocation and coordination, preparation of right of way plans, preparation of construction contract proposal and estimates. NEPA documentation and compliance must be acquired.

LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

LOIs SHALL be received BY MAIL OR HAND DELIVERY no later than 3:00 p.m. on July 27, 2023.

The address for mailings is:

City of Hickory
John Marshall
Transportation Planning Manager
PO Box 398
Hickory, NC 28603

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Example RFLOI – Cont.

Version: 2018.11.19.RJS

The address for hand-deliveries is:

City of Hickory
John Marshall
Transportation Planning Manager
76 N. Center Street
Hickory, NC 28601

LOIs received after this deadline will not be considered.

Except as provided below, any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the amount of not less than million per occurrence (\$1,000,000); three million (\$3,000,000) general aggregate. The term of coverage shall coincide with the dates of the event/contract. The certificate shall provide a 30-day notice of cancellation or material change of coverage to the certificate holders. Policy holder must also list the City of Hickory as additional insured. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The City of Hickory is soliciting proposals for the services of a firm/team for the contract scope of work which include complete design drawings and bid package for the project, along with all plats and documents required for preliminary design and engineering for the following:

Preliminary Engineering and Design is needed to create a connection between the future 17th Street NW Extension Multi-Use Trail and the existing Aviation Walk Multi-Use Trail along Clement Blvd and 19th Street Lane NE.

The multi-use trail connector would begin at the future 17th Street NW Extension Multi-Use Trail and continues west along Clement Blvd to 19th Street Lane NW. The trail then travels north along 19th Street Lane NW and joins the Aviation Walk Multi-Use Trail. The project is approximately .25 miles in length.

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Version: 2018.11.19.RJS

Project work elements and services includes but not limited to; utility relocation and coordination, preparation of right of way plans, preparation of construction contract proposal and estimates. NEPA documentation and compliance must be acquired.

PROPOSED CONTRACT TIME: 360 days

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum and/or Cost Plus for ROW Acquisition.

- 192 – ROW Appraisals
- 194 – ROW Negotiators

SUBMITTAL REQUIREMENTS

All LOIs are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling, binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than fifteen (15) pages will not be considered.

One (1) signed original and four (4) copies of the LOI should be submitted along with a digital version on a thumb drive.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements, they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

The Local Government Agency's (LGA) Selection Committee will review all qualifying LOI submittals.

For Project-Specific Contracts (non-On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.

In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadline. Failure to submit all information in a timely manner will result in disqualification.

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Example RFLOI – Cont.

Version: 2018.11.19.RJS

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender-neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on NCDOT's Subconsultant Form RS-2. RS-2 forms may be accessed on NCDOT's website at [NCDOT Connect Guidelines & Forms](#). The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on NCDOT's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

NCDOT maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application prior to submittal of your LOI. An application may be accessed on the website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file eliminates the need to resubmit this data with each letter of interest. Even though specific DBE/MBE/WBE goals are not required for this project, NCDOT is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

- 1.30% = Firm Experience.
- 2.30% = Project Manager & Key Staff Experience.

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Version: 2018.11.19.RJS

3.30% = Past Performance with Similar Projects (Budget, Schedule, etc).

4.10% = Technical Approach.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **John Marshall, Transportation Planning Manager**, and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's() possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work

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Example RFLOI – Cont.

Version: 2018.11.19.RJS

force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
 - **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:
<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All correspondence, and questions concerning this RFLOI should be directed to John Marshall at jmarshall@hickorync.gov.

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties.

Version: 2018.11.19.RJS

Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **July 18, 2023**. The last addendum will be issued no later than **July 21, 2023**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **July 6, 2023**

Deadline for Questions – **July 18, 2023**

Issue Final Addendum – **July 21, 2023**

Deadline for LOI Submission – **July 27, 2023**

Firm Selection and Notification ** - **August 8, 2023**

Anticipated Notice to Proceed – **September 15, 2023**

** Notification will **ONLY** be sent to the selected firm.

RFLOI – Important Notes

- PE RFLOI can be drafted and sent to LPMO for review prior to authorization
 - Submit under “PS: PE RFLOI”
 - In some instances, approval to advertise prior to funding authorization may be allowed
- CEI RFLOI can be drafted, sent to LPMO for review and advertised prior to authorization
 - Submit under “PS: CEI RFLOI”
- **DO NOT sign a consultant contract prior to funding authorization**

Solicitation & Selection of PEF

- Advertise, announce, or otherwise publicly notify all requirements for services

<https://www.hickorync.gov/purchasing>

- Select most qualified firm to undertake the work. Ensure all consultants are pre-qualified by NCDOT in the work codes advertised
- LGA will submit a letter requesting review of the PEF selection with documentation of a scoring process
 - “PS: PE – PEF Selection Process”
 - “PS: CEI – PEF Selection Process”

Selection of PEF

- LGA will submit these documents in the EBS Portal
- Select either:
 - “PE – PEF Selection Process”
 - “CEI – PEF Selection Process”to submit your following documents:
- Letter on your letterhead to name the selected firm and why you selected this firm
- Rating sheets
- Proposal from selected firm
- RS-2 forms

Letter Requesting PE Selection Concurrence



Life. Well Crafted.

City of Hickory
PO Box 398
Hickory, NC 28603
Phone: (828) 323-7412
Fax: (828) 323-7550
Email: WWood@hickorync.gov

August 16, 2023

Jackie McSwain
NCDOT – Division 12
PO Box 47
Shelby, NC 28151-0047

SUBJECT: Request for concurrence on PEF Selection
City of Hickory, Catawba County
Project TIP # BL-0067; WBS Element: 50629.1.1
Aviation Walk Connector

Dear Jackie McSwain:

The City of Hickory advertised a Request for Letters of Interest (RFLOI) for Preliminary Engineering and Design services on July 1, 2023 for BL-0067. The City received two responses.

Four City staff representatives scored the responsive firms on the four criteria listed in the RFLOI including the following:

- 1.30% = Firm Experience.
- 2.30% = Project Manager & Key Staff Experience.
- 3.30% = Past Performance with Similar Projects (Budget, Schedule, etc).
- 4.10% = Technical Approach.

The scores were averaged and the top firm was Thomas Gordan and Shook (TGS). The City finds that TGS meets the above-mentioned criteria and has experience with City projects. The City requests concurrence with the selection process and the firm selected and will inform the selected firm once the Department has confirmed the selection.

Sincerely,

A handwritten signature in black ink that reads "John Marshall".

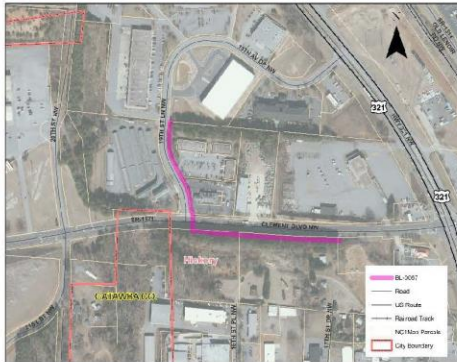
John Marshall
Transportation Planning Manager
City of Hickory

Proposal Example



City of Hickory BL-0067 – Aviation Walk Sidewalk PE & Design Services

Letter of Interest



August 3, 2023

TGS Engineers
201 W. Marion Street, Suite 200
Shelby, North Carolina 28150



August 3, 2023

City of Hickory
John Marshall, Transportation Planning Manager
76 N. Center Street
Hickory, NC 28601

Chapter 1 – INTRODUCTION

RE: BL-0067 – Aviation Walk

Dear Mr. Marshall,

TGS Engineers (TGS) is very interested in providing the necessary professional engineering services for this sidewalk project as outlined in the Request for Letters of Interest advertised by the City on July 13, 2023.

TGS is a North Carolina firm initially established to focus on transportation design projects forty-five (45) years ago. We have provided engineering design and surveying services on hundreds of similar projects throughout North Carolina, several for the City of Hickory including the multi-use trail connector and pedestrian bridge over US 321 (EB-6038) and the recent 17th Street NW Extension project.

I am based out of our Shelby office and will serve as the Project Manager. With over 19 years' experience in planning and engineering transportation projects, I am well versed in efforts needed to achieve successful completion while meeting NCDOT standards. Our proposed team includes:

- ✓ Carolinas Geotechnical Group - geotechnical engineering tasks
- ✓ Destination by Design – landscape/streetscape design
- ✓ New South – historical surveys
- ✓ Sage Ecological Services - threatened & endangered species survey & studies
- ✓ TELICS - utility location services
- ✓ The Right of Way Group – right of way services
- ✓ VHB Engineering – signal design services

TGS is owned and operated by North Carolina Registered Professional Engineers and Surveyors and is properly registered with the North Carolina Board of Examiners for Engineers and Land Surveyors [License Number C-0275]. The date of our most recent private engineering firm prequalification approval is dated April 26, 2023. TGS Engineers is properly registered as a corporation with the North Carolina Secretary of State's Office. TGS Engineers does not have any interests that could in any way be construed as a conflict of interest for this assignment.

I will serve as the primary point of contact and can be reached via jerry@tgsengineers.com or 704.476.0003 extension 314 or 201 W. Marion Street, Suite 200, Shelby, NC 28150. We sincerely appreciate your consideration of TGS Engineers for this project.

Regards,

Jimmy Terry, PE
Sr. Project Manager

201 W. Marion St.
SUITE 200
Shelby, NC 28150
PHONE (704) 476-0003 FAX (704) 476-0024

TGS Engineers

Example Rating Sheet

Aviation Walk Connector PE and Design Services - BL-0067									
All evaluation factors should be rated 1-10 and entered into the box									
Formula at total will apply weight									
PE&DESIGN FIRM EVALUATION FACTORS									
1. 30% = Firm Experience.									
2. 30% = Project Manager & Key Staff Experience. Score 1-10 for each factor									
3. 30% = Past Performance with Similar Projects (Budget, Schedule, etc).									
4. 10% = Technical Approach.									
COMMITTEE MEMBERS					RESPONSIVE FIRMS				
Joe					AB				
Sam					CD				
Rob					EF				
Bill					GH				
					IJ				
					KL				
					MN				
					OP				
Joe									
	AB	CD	EF	GH	IJ	KL	MN	OP	
FACTOR									
1									
2									
3									
4									
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sam									
	AB	CD	EF	GH	IJ	KL	MN	OP	
FACTOR									
1									
2									
3									
4									
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rob									
	AB	CD	EF	GH	IJ	KL	MN	OP	
FACTOR									
1									
2									
3									
4									
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bill									
	AB	CD	EF	GH	IJ	KL	MN	OP	
FACTOR									
1									
2									
3									
4									
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AB	CD	EF	GH	IJ	KL	MN	OP	
TOTAL:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Submit Document in EBS – Cont.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** Home - [SAP] - Work - Microsoft Edge. URL: [https://pcr.ebs.nc.gov/grants\(bD1lbiZjPTYwMCZkPW1pbg==\)/default.htm](https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm)
- Page Header:** NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION LOCAL PROJECTS. Welcome John Marshall. Saved Searches [dropdown] Go Advanced [icons]
- Left Navigation Panel:** Home. Grantor Change Request (dropdown menu):
 - 4000050680 Old Le...
 - 4000050681 Book ...
 - 4000049389 9th Str...
 - 4000048663 Old Le...
 - 4000037768 Book ...
 - 4000046345 Rivew...
 - 4000049388 Old Le...
 - 4000048531 Old Le...
 - 4000038705 17th S...
 - 4000040941 Rivew...
- Main Content Area:** Home. MENU:
 - New Agreement Application
 - Edit Agreement Application
 - View Agreement Application
 - Submit Document/View Agreement
 - Display Documents
 - New Change Request
 - Edit Change Request
 - New Reimbursement Claim
 - Edit Reimbursement Claims
 - View Reimbursement Claims
 - View Program/GrantsWeb Links:
 - LPMO Training Library

Submit Documents in EBS – Cont.

Search: Grantor Agreements - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbpg=)/default.htm

Welcome John Marshall

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION LOCAL PROJECTS

Search: Grantor Agreements

Archive Search

Maximum Number of Results: 100

Search Clear Save Search As: Include View

Result List

Agreement ID	Description	Grantee Name	TIP number	Program ID	Status
200006032	Pedestrian Signal U...	CITY OF HICKORY /...	EB-5808	LOCAL PROJECTS ...	Pre-Construction
2000022149	City of Hickory Cityw...	CITY OF HICKORY /...	EB-5750	LOCAL PROJECTS ...	Close-out
2000029837	Riverwalk	CITY OF HICKORY /...	EB-5939	LOCAL PROJECTS ...	Under Construction
2000030125	Book Walk South	CITY OF HICKORY /...	EB-5938	LOCAL PROJECTS ...	Under Construction
2000030140	Book Walk	CITY OF HICKORY /...	EB-5937	LOCAL PROJECTS ...	Under Construction
2000032142	9th Street NW Conn...	CITY OF HICKORY /...	EB-5977	LOCAL PROJECTS ...	Bidding
2000033114	Old Lenoir Road Mul...	CITY OF HICKORY /...	EB-5911	LOCAL PROJECTS ...	Bidding
2000035721	9th St NW and 11th ...	CITY OF HICKORY /...	EB-6038	LOCAL PROJECTS ...	Under Construction
2000048231	C-5196 - 16th Street ...	CITY OF HICKORY /...	C-5196	LOCAL PROJECTS ...	Agreement Approved
2000049611	US 70 and 4th Street...	CITY OF HICKORY /...	HL-0002	LOCAL PROJECTS ...	Bidding

◀ Back 1 2 Forward ▶

Grantor Change Request

- 4000050680 Old Le...
- 4000050681 Book ...
- 4000049389 9th Str...
- 4000048663 Old Le...
- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

Submit Documents in EBS – Cont.

Agreement: 2000033114, Old Lenoir Road Multi-Use Path - [SAP] - Work - Microsoft Edge
 https://pcr.ebs.nc.gov/grants(bd1lbiZjPTYwMCZkPW1pbg=)/default.htm

Welcome John Marshall

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION **LOCAL PROJECTS**

Saved Searches [] Go Advanced []

Agreement: 2000033114, Old Lenoir Road Multi-Use Path [] Back []

[] Save [] X Cancel [] Submit Documents [] Refresh []

▼ Agreement Overview

General Data		Application Amounts	
Description:	Old Lenoir Road Multi-Use Path	Total Approved Amount:	8,480,000.00 USD
Grantee ID/Name:	1000075824 / CITY OF HICKORY	Authorized Amount:	8,480,000.00 USD
Grantee Contact:	1000002007 / John Marshall	Billing Req. Amount:	1,849,608.59 USD
Program ID/Desc.:	LOCAL PROJECTS - LPMO / Projects Managed Thro...	Cleared Item (ERP):	1,849,608.59 USD
Posting Date:	07/08/2019	Project Information	
Employee Responsible:	Sheila Gibbs	FA Project Number:	TAP-1143(018)
Start Date:	06/10/2019	TIP number:	EB-5911
End Date:	08/21/2024	Division:	12 - Shelby
		Status:	Bidding

DBE, MBE, WBE Participation Goals

DBE G...	5.00	MBE ...	0.00	WBE ...	0.00
----------	------	---------	------	---------	------

▼ Items

Filter: [] [] [] []

WBS Element	Expense Type	Start Date	Total Approved Funds	Authorized Amount	Authorized Claim Amt	Open Balance
	Total Project Funding	06/10/2019	8,480,000.00 USD	0.00	0.00 USD	0.00 USD
47577.1.1	PE – Preliminary Engi...	08/21/2019	0.00 USD	1,196,000.00	904,845.48 USD	291,154.52 USD
47577.2.1	ROW – Right of Way	03/04/2021	0.00 USD	1,464,000.00	944,763.11 USD	519,236.89 USD
47577.3.1	CON – Construction	06/09/2023	0.00 USD	5,820,000.00	0.00 USD	5,820,000.00 USD

▼ Transaction History

Filter: [] [] [] []

Transaction ID	Description	Document ...	Created On
4000050680	Old Lenoir Road Multi-Use Path	CRM Grant...	10/16/2023
PRE-CON_FINAL PLANS & SPECIFICATIONS	PRE-CON_FINAL PLANS & SPECIFICATIONS	CRM Task	10/15/2023
PS_PEF CONTRACT – CEI	PS_PEF CONTRACT – CEI	CRM Task	10/10/2023

Home

Grantor Change Request

- 4000050680 Old Le...
- 4000050681 Book ...
- 4000049389 9th Str...
- 4000048663 Old Le...
- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

Submit Documents in EBS – Cont.

The screenshot displays the 'LOCAL PROJECTS' interface in a web browser. The page title is 'LPMO Activity: New'. The user is logged in as 'John Marshall'. The interface includes a navigation sidebar with 'Home' and 'Recent Items' (listing various project IDs and names). The main content area is titled 'Task Details' and contains several sections:

- General Data:** Includes fields for 'Document Type' (set to 'PS_PE RFLOI'), 'Date', 'Last Modified Date', and 'Status'. A dropdown menu is open for 'Document Type', showing a list of options: PS_PE RFLOI, PS_PE - PEF SELECTION PROCESS, PS_PEF TASKS AND MANDAYS W RATES, PS_PEF CONTRACT - DESIGN OR ROW, PS_ROW RFLOI, PS_ROW - CONSULTANT SELECTION AND COST PROPOSAL, PS_CEI EXEMPTION, PS_CEI RFLOI, PS_CEI COST SPREADSHEET, PS_PEF CONTRACT - CEI, PS_OTHER DOCUMENTS, PRE-CON_ENVIRONMENTAL DOCUMENT, PRE-CON_CONCEPT/PRELIMINARY PLANS, PRE-CON_ROW PLANS, PRE-CON_FINAL PLANS & SPECIFICATIONS, PRE-CON_UTILITY RELOCATION COSTS/AGREEMENTS, PRE-CON_ROW APPRAISAL DOCUMENTS, PRE-CON_ROW CERTIFICATION DOCUMENTS, and PRE-CON_UTILITY/RAILROAD CERTIFICATION.
- References:** Includes fields for 'Account' (CITY OF HICKORY), 'Contact' (John Marshall), 'Reference ID' (2000033114), and 'TIP number' (EB-5911).
- Attachments:** Shows 'No result found' and an 'Upload Document(s) From Local Hard Drive' button.

Submit Documents in EBS – Cont.

The screenshot displays the 'LOCAL PROJECTS' web application interface. The browser address bar shows the URL: [https://pcr.ebs.nc.gov/grants\(bD1IbiZjPTYwMCZkPW1pbg=\)/default.htm](https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm). The user is logged in as 'John Marshall'. The main content area is titled 'LPMO Activity: New' and contains a form for submitting a document. The form is divided into several sections:

- Task Details:** Includes 'Save and Back', 'Save', 'Submit', and 'Cancel' buttons.
- General Data:**
 - Document Type:
 - Date:
 - Last Modified Date:
- Change Status to Submit:**
 - Status:
- References:**
 - Account:
 - Contact:
 - Reference ID:
 - TIP number:
- Notes:** A large text area for entering notes.
- Attachments:** A section for managing attachments, currently showing 'No result found'.
- Upload Document(s) From Local ...** A section with a 'Browse' button and an 'Upload' button.

On the left side, there is a sidebar with a 'Home' link and a 'Grantor Change Request' dropdown menu. The dropdown menu is open, showing a list of grantor change requests:

- 4000049389 9th Str...
- 4000050680 Old Le...
- 4000050681 Book ...
- 4000048663 Old Le...
- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

Attach Documentation

The screenshot shows a web browser window displaying the SAP LPMO Activity form. The browser address bar shows the URL: [https://pcr.ebs.nc.gov/grants\(bD1lbiZjPTYwMCZkPW1pbpg==\)/default.htm](https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbpg==)/default.htm). The page header includes the NCDOT logo and the text "LOCAL PROJECTS". The user is logged in as John Marshall. The main form is titled "LPMO Activity: New" and contains several sections:

- Task Details**: Includes "Save and Back", "Save", "Submit", and "Cancel" buttons.
- General Data**:
 - Document Type:
 - Date:
 - Last Modified Date:
- References**:
 - Account:
 - Contact:
 - Reference ID:
 - TIP number:
- Change Status to Submit**: A section for changing the status of the activity.

An "Attachment" dialog box is open in the foreground, titled "Attachment - Work - Microsoft Edge". It contains the following text: "To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed." Below the text are input fields for "Name:", "Description:", and "Attachment Type:". At the bottom, there is a section for "Upload Document(s) From Local Hard Di..." with a "Browse" button and a "No file chosen." message. The dialog also has "Attach" and "Cancel" buttons.

Submit Documents in EBS

The screenshot displays the EBS (Enterprise Business System) interface for submitting documents. The browser window title is "LPMO Activity: New - [SAP] - Work - Microsoft Edge". The URL is [https://pcr.ebs.nc.gov/grants\(bD1lbiZjPTYwMCZkPW1pbg==\)/default.htm](https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm). The page header includes the NCDOT logo and "LOCAL PROJECTS" branding, along with a user greeting "Welcome John Marshall".

The main content area is titled "LPMO Activity: New" and contains a form with the following sections:

- Task Details:** Includes "Save and Back", "Save", "Submit", and "Cancel" buttons.
- General Data:** Fields for "Document Type" (set to "PS_PE RFLOI"), "Date" (12/04/2023), and "Last Modified Date".
- References:** Fields for "Account" (CITY OF HICKORY), "Contact" (John Marshall), "Reference ID" (2000033114), and "TIP number" (EB-5911).
- Change Status to Submit:** A dropdown menu currently set to "Open".
- Notes:** A text area for entering notes.
- Attachments:** A section with an "Attachment" button and a message "No result found".
- Upload Document(s) From Local Har...:** A section with a "Browse" button and an "Upload" button.

A confirmation dialog box is overlaid on the form, titled "Submit - Work - Microsoft Edge". It contains the text "Do you really want to Submit?" and two buttons: "Yes" and "No".

Approval of PEF

- You will receive back a concurrence letter for your selection
- LGA will schedule a scoping meeting, if needed

Approval Letter



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

August 28, 2023

John Marshall
CITY OF HICKORY
PO Box 398
HICKORY NC 28603-0398

TIP : BL-0067
Document : PS_PE – PEF SELECTION PROCESS
Ref : PS_PE – PEF SELECTION PROCESS Approval

Dear John Marshall,

The Department has approved your PS_PE – PEF SELECTION PROCESS.

Approval Notes:

This letter is to advise that the Department of Transportation concurs with the selection of Thomas Gordan and Shook (TGS) as a result of your recent RFQ process on the subject project. The City should retain documentation related to evaluation and selection of the consultant(s) in the event of an audit. This letter also serves as your authorization to commence negotiations with this firm to perform the required Planning and Design services.

Following are directions to the estimate form that must be completed by the consultant as a part of the negotiation process. The Department will need to review the completed document to verify that it is within an acceptable cost range.

Planning and Design:

- Go to <https://connect.ncdot.gov>
- Click on "Doing Business"
- Click on "Consultants"
- Click on "Guidelines and Forms"
- Under Forms, select "NCDOT Scope and Manday Estimate Form"

If your scope of work includes Right of Way Acquisition, please separate those fees and submit at a later date, once the actual scope for ROW work is known.

IMPORTANT: Please use the links provided above and follow directions on

forms for downloading, entering, and saving data to ensure that the formulas will work correctly. Do not use a previously saved version of the form as it may have been updated since your last use.

In addition, all consultants must have their rates updated in the Consultant Rate System (CRS) and those rates must match what is entered in the Manday Estimate form. Please work with your consultant to make sure they are aware of this requirement. Failure to have rates entered into CRS or when rates in the form do not match what is in CRS will delay review of the estimate. If your consultant needs more information about CRS, please direct them to the Forms and Guidelines page of the Professional Services website: Professional Services Management (ncdot.gov).

The consultant should also provide backup information regarding any direct costs that they propose, if these costs are not referenced here: Maximum Allowable Non-Salary Direct Costs.

After review by the City, please submit the form in EBS under the following:

■ Design/Planning PS_PEF TASKS AND MANDAYS W RATES

To view approval notes/letters:

- 1) Log into EBS Portal and select tile "Local Projects"
- 2) Select "Display Documents" from Main Menu
- 3) Search for this project by above referenced TIP Number and open
- 4) Find this Document Type (reference above) with a status of Approved
- 5) Open activity: approval letter or comments will be attached.

If additional reviews are needed on this Document type, you must submit a new workflow.

Please feel free to contact your Local Project Manager should you have any questions or concern in regards to the above information.

Sincerely,
Sheila Gibbs

SBGIBBS@NCDOT.GOV

Negotiate a Contract

Request Cost Proposal from PEF

When the consultant develops their costs proposal, they should use the applicable spreadsheets found under Forms at this website:

<https://connect.ncdot.gov/business/consultants/Pages/default.aspx>

Planning & Design

NCDOT Scope and Manday Estimate Form

Construction Engineering & Inspection

CEI Technicians' Scope and Estimate Form

PE & Design Manday Hours and Rates

OVERALL SUMMARY							
EB-0000	When initial estimate is complete, lock initial estimates			LOCK INITIAL ESTIMATE RESULTS			
Catawba							
1							
Initial	WBS NUMBER(s): Firm: fill out 'WBS Number(s)' section on "Acot Initiation Request" DOT: the Project Manager fills out the entire "Acot Initiation Request"						
Transportation Project							
PM-Project Mgmt : EN-Natural Env : EN-Community Studies : EN-Public Involvement : EP-Env Policy : GT-Geotechnical : HY-Hydraulics : IM-Bike Ped : PD-Final Pavement Marking & Markers : RD-Roadway : RE-Erosion Control : SD-Signing : TM-Work Zone Traffic Control (WZTC) : TM-Congestion Management : UT-Utilities Coordination : Right of Way							
		INITIAL			FINAL		
		WD	COST	COST/WORKDAY	WD	COST	COST/WORKDAY
		26.000	\$ 42,648.96	\$ 1,640.34			
Direct Costs			\$ 548.40				
		7.750	\$ 8,465.71	\$ 1,092.35			
Direct Costs			\$ 316.75				
		7.625	\$ 7,999.35	\$ 1,049.10			
Direct Costs			\$ 316.75				
		35.250	\$ 42,577.09	\$ 1,207.86			
Direct Costs			\$ 1,383.75				
		16.625	\$ 19,939.68	\$ 1,199.38			
Direct Costs			\$ -				
(Boring and Lab)		20.500	\$ 24,996.62	\$ 1,219.35			
Foundations			\$ 500.00				
		64.375	\$ 70,874.39	\$ 1,100.96			
Direct Costs			\$ -				
		0.156	\$ 173.65	\$ 1,111.36			
Direct Costs			\$ -				
		7.500	\$ 8,706.57	\$ 1,160.88			
Direct Costs			\$ -				
		60.250	\$ 89,981.77	\$ 1,493.47			
Direct Costs			\$ -				
		41.750	\$ 43,617.06	\$ 1,044.72			
Direct Costs			\$ -				
		16.875	\$ 16,060.71	\$ 951.75			
Direct Costs			\$ 76.00				
		16.000	\$ 20,063.13	\$ 1,253.95			
Direct Costs			\$ -				

Transportation Project							
PM-Project Mgmt : EN-Natural Env : EN-Community Studies : EN-Public Involvement : EP-Env Policy : GT-Geotechnical : HY-Hydraulics : IM-Bike Ped : PD-Final Pavement Marking & Markers : RD-Roadway : RE-Erosion Control : SD-Signing : TM-Work Zone Traffic Control (WZTC) : TM-Congestion Management : UT-Utilities Coordination : Right of Way							
		INITIAL			FINAL		
		WD	COST	COST/WORKDAY	WD	COST	COST/WORKDAY
		16.000	\$ 20,063.13	\$ 1,253.95			
Direct Costs			\$ -				
		8.000	\$ 8,035.02	\$ 1,004.38			
Direct Costs			\$ 245.28				
		109.375	\$ 143,300.13	\$ 1,310.17			
Direct Costs			\$ 4,529.40				
(Boring and Lab)		6.250	\$ 4,721.74	\$ 755.48			
Foundations			\$ 16,271.60				
		82.625	\$ 47,229.06	\$ 571.61			
Direct Costs			\$ 2,692.00				
		5.500	\$ 46,771.41	\$ 8,503.89			
Direct Costs			\$ 2,501.30				
			\$ 8,500.00				
		532.406	\$ 684,043.28				
Division 12 AAAAAAAAA							
		CONTRACT TYPE:			PAYMENT TYPE: COST PLUS		
AAAAAA							
		DATE:			DATE:		
SUPPLEMENTAL NUMBER: (If Applicable)							
Name or TIP - Firm - DOT SAP Department Code - Supp or TO or PD number - PEF or DOT - Estimate Submittal Number							
buttons or copy and paste special values in the space below to transfer the file name as a value which can be used to rename this file.)							
C-5196 - Gannett Fleming, Inc. - DCA - TO 1 - PEF Initial							
C-5196 - Gannett Fleming, Inc. - DCA - TO 1 - DOT Initial							
		DISCIPLINE SELECTION		OVERALL SUMMARY		Acct Initiation Request	
						PEF CLASSI	



PE Scope of Work

TGS Engineers
201 W. Marion Street
Shelby, NC 28150

SCOPE OF WORK

August 31st, 2023

NCDOT Project Title/Name: BL-0067 – Aviation Walk Connector

Introduction

Based on conversations with the City of Hickory and NCDOT, this document will serve as documentation of the important items discussed and as a proposed scope of work for this project.

Background and Purpose

The project's purpose is to connect the 10' multi-use trail from the future 17th Street NW Extension to the existing Aviation Walk Trail. The trail will run along Clement Blvd and 19th Street Lane NE. The project is approximately 0.25 miles in length. This trail will be used to connect the future Appalachian State Campus to Aviation Walk.

Tasks

The tasks to be performed within this assignment include:

- I. **Roadway Design**
- II. **Work Zone Traffic Control**
- III. **Signing and Pavement Markings**
- IV. **Hydraulic Design**
- V. **Erosion Control Design**
- VI. **Surveying**
- VII. **Geotech (See attached scope from Carolinas Geotechnical Group)**
- VIII. **PDEA Planning (includes NRTR and Cultural Resources)**
- IX. **Utility Coordination**
- X. **Utility Design**

I. Roadway Design

TGS Engineers will perform the following items to complete the Roadway Design:

1.1 Project Familiarization

1.2 Prepare Design Assumptions – Prepare Design Assumptions in accordance with the AASHTO Greenbook.

1.3 Complete Base Plan Sheets (Project No., Preliminary Stickers, Edit, etc.) – Prepare Base Plan Sheets in accordance with the NCDOT *Roadway Design Manual*.

1.4 Preliminary Typical Sections - Prepare Typical Sections in accordance with the NCDOT *Roadway Design Manual*.

1.5 Preliminary Studies of Vertical and Horizontal Alignment - - Prepare horizontal and vertical alignments in accordance with the AASHTO *A Policy on Geometric Design of Highways and Streets*, AASHTO Guide for Development of Bicycle Facilities, and in accordance with the approved design criteria utilizing GEOPAK design software.

1.6 Plot Profile and Grades - Plot profile grade in accordance with NCDOT CADD guidelines.

1.7 Complete Cross-Sections (Existing Ground and Elevation, Preliminary Stickers, Scale, Project No., etc.) - Prepare Cross-Sections in accordance with the NCDOT *Roadway Design Manual* utilizing GEOPAK design software and criteria files.

1.8 Plot Templates on Cross-Sections - Plot templates on cross-sections utilizing GEOPAK design software.

1.9 Plot Slope Stakes - - Plot slope stakes utilizing GEOPAK design software.

1.10 Prepare Title Sheet - Prepare Project Title Sheet in accordance with the NCDOT *Roadway Design Manual*.

1.11 Run Earthwork Areas and Prepare Preliminary Summary – Run earthwork areas and prepare preliminary summary utilizing GEOPAK design software.

1.12 Attend Preliminary Review - Consultant will follow *NCDOT Guidelines for roadway design activities* and send electronic plans to the Municipality and NCDOT.

1.13 Revise after Review - Revise plans per review comments.

1.14 Intersection Design (Including details) – Intersection Designs (including details) in accordance with the AASHTO *A Policy on Geometric Design of Highways and Streets*, NCDOT *Roadway Design Manual* and NCDOT *Roadway Standard Drawings*.

Review of Cost Proposal

- Upload completed Cost Proposal Spreadsheet in the EBS Portal.
 - PS: PEF TASKS AND MANDAYS WITH RATES
 - PS: CEI COST SPREADSHEET
- Division will review the scope of work, tasks, and man-hours to ensure effort is consistent with the work needed.
- External Audit will review employee salary rates, overhead rates to ensure all documentation is consistent with the firm's approved audit.
- If revisions are needed, negotiate or modify as allowed and finalize the cost estimate.
- Submit for final review and approval letter.

Consultant Contract

- The Department will review contract to ensure appropriate payment terms and costs are the same as approved in the Audit Report.
- The LGA will receive an approval letter then submit the executed Consultant Contract in EBS for the Project file before requesting any reimbursement.

Review of Consultant Contract

- Once cost estimate is finalized, submit a draft copy of the PEF contract.
 - PS: PEF CONTRACT - DESIGN OR ROW
 - PS: PEF CONTRACT - CEI
- Refer to *Contract Provisions for Non-Federal Entities* on the Connect website to include in your contract.
- Payment terms for Design/Planning can be Cost Plus or Lump Sum. CEI is Cost Plus.

Submit PE Proposal

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Home - [SAP] - Work - Microsoft Edge
- Address Bar:** https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm
- Header:** NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION logo on the left, "LOCAL PROJECTS" in large blue text in the center, and "Welcome John Marshall" on the right. Below the logo is a "Home" button.
- Navigation:** "Saved Searches" dropdown menu, "Go" button, and "Advanced" search options.
- Left Sidebar:** A "Grantor Change Request" dropdown menu is open, showing a list of items with IDs and names (e.g., "4000050680 Old Le...", "4000050681 Book ...").
- Main Content Area:** A "Home" breadcrumb and a "MENU" box containing the following items:
 - New Agreement Application
 - Edit Agreement Application
 - View Agreement Application
 - Submit Document/View Agreement (highlighted in yellow)
 - Display Documents
 - New Change Request
 - Edit Change Request
 - New Reimbursement Claim
 - Edit Reimbursement Claims
 - View Reimbursement Claims
 - View Program/Grants
- Web Links:** A box containing a link to "LPMO Training Library".

Submit PE Proposal – Cont.

Search: Grantor Agreements - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

Welcome John Marshall

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION **LOCAL PROJECTS**

Search: Grantor Agreements

Archive Search




Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

Result List

Agreement ID	Description	Grantee Name	TIP number	Program ID	Status
2000006032	Pedestrian Signal U...	CITY OF HICKORY /...	EB-5808	LOCAL PROJECTS ...	Pre-Construction
2000022149	City of Hickory Cityw...	CITY OF HICKORY /...	EB-5750	LOCAL PROJECTS ...	Close-out
2000029837	Riverwalk	CITY OF HICKORY /...	EB-5939	LOCAL PROJECTS ...	Under Construction
2000030125	Book Walk South	CITY OF HICKORY /...	EB-5938	LOCAL PROJECTS ...	Under Construction
2000030140	Book Walk	CITY OF HICKORY /...	EB-5937	LOCAL PROJECTS ...	Under Construction
2000032142	9th Street NW Conn...	CITY OF HICKORY /...	EB-5977	LOCAL PROJECTS ...	Bidding
2000033114	Old Lenoir Road Mul...	CITY OF HICKORY /...	EB-5911	LOCAL PROJECTS ...	Bidding
2000035721	9th St NW and 11th ...	CITY OF HICKORY /...	EB-6038	LOCAL PROJECTS ...	Under Construction
2000048231	C-5196 - 16th Street ...	CITY OF HICKORY /...	C-5196	LOCAL PROJECTS ...	Agreement Approved
2000049611	US 70 and 4th Street...	CITY OF HICKORY /...	HL-0002	LOCAL PROJECTS ...	Bidding

◀ Back 1 2 Forward ▶

Filter:   

Home

Grantor Change Request

- 4000050680 Old Le...
- 4000050681 Book ...
- 4000049389 9th Str...
- 4000048663 Old Le...
- 4000037768 Book ...
- 4000046345 Riverw...
- 4000049388 Old Le...
- 4000048531 Old Le...
- 4000038705 17th S...
- 4000040941 Riverw...

Submit PE Proposal – Cont.

Agreement: 2000073049, Aviation Museum Connector - [SAP] - Google Chrome
 pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

Welcome John Marshall

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION **LOCAL PROJECTS**

Agreement: 2000073049, Aviation Museum Connector

Save | Cancel | **Submit Documents** | Refresh

Agreement Overview

General Data		Application Amounts			
Description:	Aviation Museum Connector	Total Approved Amount:	2,400,000.00 USD		
Grantee ID/Name:	1000075824 / CITY OF HICKORY	Authorized Amount:	240,000.00 USD		
Grantee Contact:	100002007 / John Marshall	Billing Req. Amount:	0.00 USD		
Program ID/Desc.:	LOCAL PROJECTS - LPMO / Projects Managed Through LPMO	Cleared Item (ERP):	0.00 USD		
Posting Date:	12/14/2023	Project Information			
Employee Responsible:	Justin Jorgensen	FA Project Number:	5116201		
Start Date:	12/14/2023	TIP number:	BL-0115		
End Date:	02/15/2029	Division:	12 - Shelby		
DBE, MBE, WBE Participation Goals		Status:	PEF Procurement		
DBE Goa...	0.00	MBE Go...	0.00	WBE Go...	0.00

Items

WBS Element	Expense Type	Start Date	Total Approved Funds	Authorized Amount	Authorized Claim Amt	Open Balance
	Z6ZLPMOEXPL000	12/14/2023	2,400,000.00 USD	0.00	0.00 USD	0.00 USD
51162.1.1	PE – Preliminary Engineering	02/15/2024	0.00 USD	240,000.00	0.00 USD	240,000.00 USD
51162.2.1	ROW – Right of Way	12/14/2023	0.00 USD	0.00	0.00 USD	0.00 USD
51162.3.1	CON – Construction	12/14/2023	0.00 USD	0.00	0.00 USD	0.00 USD

Transaction History

Transaction ID	Description	Document T...	Created On	Created By
PS_ROW – CONSULTANT SELECTION AND COST P	PS_ROW – CONSULTANT SELECTION AND COST P	CRM Task	01/28/2025	John Marshall
PS_PEF CONTRACT – DESIGN OR ROW	PS_PEF CONTRACT – DESIGN OR ROW	CRM Task	01/27/2025	John Marshall
PRE-CON_ENVIRONMENTAL DOCUMENT	PRE-CON_ENVIRONMENTAL DOCUMENT	CRM Task	11/25/2024	John Marshall
PRE-CON_CONCEPT/PRELIMINARY PLANS	PRE-CON_CONCEPT/PRELIMINARY PLANS	CRM Task	08/07/2024	John Marshall
PS_PEF CONTRACT – DESIGN OR ROW	PS_PEF CONTRACT – DESIGN OR ROW	CRM Task	06/27/2024	John Marshall

Submit PE Proposal – Cont.

LPMO Activity: New - [SAP] - Google Chrome
pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg=)/default.htm

Welcome John Marshall

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

LPMO Activity: New

Save and Back | Save | Submit | Cancel

Home

Recent Items

- 2000067472 Aviatio...
- 2000035721 9th St ...
- 35370 PRE-CON_C...
- 37720 PRE-CON_R...
- 37736 PS_PEF CO...
- 2000049611 US 70 ...
- 2000030140 Book ...
- 35777 PRE-CON_C...
- 35774 PRE-CON_F...
- 2000073049 Aviatio...

Task Details [Edit](#)

General Data

Document Type: **PS_PEF TASKS AND MANDAYS W RATES**

Date: PS_PE RFLOI

Last Modified Date: PS_PE - PEF SELECTION PROCESS

Change Status to Submit PS_PEF TASKS AND MANDAYS W RATES

Status: PS_PEF CONTRACT - DESIGN OR ROW

Notes

PS_ROW RFLOI

PS_ROW - CONSULTANT SELECTION AND COST PROPOSAL

PS_CEI EXEMPTION

PS_CEI RFLOI

PS_CEI COST SPREADSHEET

PS_PEF CONTRACT - CEI

PS_OTHER DOCUMENTS

PRE-CON_ENVIRONMENTAL DOCUMENT

PRE-CON_CONCEPT/PRELIMINARY PLANS

PRE-CON_ROW PLANS

PRE-CON_FINAL PLANS & SPECIFICATIONS

PRE-CON_UTILITY RELOCATION COSTS/AGREEMENTS

PRE-CON_ROW APPRAISAL DOCUMENTS

PRE-CON_ROW CERTIFICATION DOCUMENTS

PRE-CON_UTILITY/RAILROAD CERTIFICATION

Attachments [Attachment](#) [UR](#)

No result found

References

Account: CITY OF HICKORY

Contact: John Marshall

Reference ID: 2000067472

TIP number: BL-0067

Filter:

Upload

Submit PE Proposal – Cont.

LPMO Activity: New - [SAP] - Google Chrome
pcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg==)/default.htm

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION **LOCAL PROJECTS** Welcome John Marshall

Saved Searches [] Go Advanced [] []

LPMO Activity: New [] Back []

Save and Back Save Submit Cancel

Home

Recent Items

- 2000067472 Aviatio...
- 2000035721 9th St...
- 35370 PRE-CON_C...
- 37720 PRE-CON_R...
- 37736 PS_PEF CO...
- 2000049611 US 70 ...
- 2000030140 Book ...
- 35777 PRE-CON_C...
- 35774 PRE-CON_F...
- 2000073049 Aviatio...

Task Details [] Edit

General Data	References
<p>* Document Type: PS_PEF TASKS AND MANDAYS W RATES</p> <p>Date: 02/17/2025</p> <p>Last Modified Date: []</p>	<p>Account: CITY OF HICKORY</p> <p>Contact: John Marshall</p> <p>Reference ID: 2000067472</p> <p>TIP number: BL-0067</p>

Change Status to Submit

Status: Open

Notes

[]

Attachments [] Attachment [] URL [] With Template [] Download [] Advanced [] Filter: [] [] [] []

No result found

Upload Document(s) From Local Hard Disk: No file chosen. [] Browse [] Upload

Submit PE Proposal – Cont.

The screenshot displays the NCDOT LOCAL PROJECTS web application interface. The main page is titled "LPMO Activity: New" and shows a form for creating a new activity. The form is divided into several sections: "General Data", "References", "Change Status to Submit", and "Notes".

General Data:

- Document Type: PS_PEF TASKS AND MANDAYS W RATES
- Date: 02/17/2025
- Last Modified Date: (empty)
- Status: Open

References:

- Account: CITY OF HICKORY
- Contact: John Marshall
- Reference ID: 2000067472
- TIP number: BL-0067

Change Status to Submit:

- Status: Open

Notes:

(Empty text area)

Attachments:

- No result found
- Upload Document(s) From Local Hard Disk:

An "Attachment" dialog box is open in the foreground, providing instructions for attaching a document:

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

The dialog box contains the following fields and controls:

- Name:
- Description:
- Attachment Type:
- Upload Document(s) From Local Hard Disk:
-

The background application shows a sidebar with "Recent Items" and a top navigation bar with "Save and Back", "Save", "Submit", and "Cancel" buttons. The browser address bar shows the URL: pcr.ebs.nc.gov/grants(bd1lbiZjPTYwMCZkPW1pbg=)/default.htm.

Submit PE Proposal – Cont.

The screenshot displays the NCDOT LOCAL PROJECTS web application interface. The browser window title is "LPMO Activity: New - [SAP] - Google Chrome" and the address bar shows the URL "pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg=)/default.htm". The user is logged in as "John Marshall".

The main content area is titled "LPMO Activity: New" and includes a navigation bar with "Save and Back", "Save", "Submit", and "Cancel" buttons. The "Task Details" section is expanded, showing the following information:

- General Data:**
 - Document Type: PS_PEF TASKS AND MANDAYS W RATES
 - Date: 02/17/2025
 - Last Modified Date: [Empty]
 - Status: Open
- References:**
 - Account: CITY OF HICKORY
 - Contact: John Marshall
 - Reference ID: 2000067472
 - TIP number: BL-0067
- Notes:** [Empty text area]

The "Attachments" section shows "No result found" and an option to "Upload Document(s) From Local Hard Disk".

A modal dialog box titled "Submit - Google Chrome" is overlaid on the page, displaying the question "Do you really want to Submit?" with "Yes" and "No" buttons.

Example Approval Letter For Draft Contract



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

November 7, 2024

John Marshall
CITY OF HICKORY
CM VENDOR
PO Box 398
HICKORY NC 28603-0398

TIP : BL-0066
Document : PS_PEF CONTRACT – DESIGN OR ROW
Ref : PS_PEF CONTRACT – DESIGN OR ROW Returned for Corrections/Changes

Dear John Marshall,

The Department has returned your PS_PEF CONTRACT – DESIGN OR ROW for corrections. Please make the below mentioned corrections and submit back for review.

The Department of Transportation has reviewed the Draft Consultant Contract submitted to us for the above-referenced project and finds that it meets NCDOT's policies and guidelines. Please note, our review has been limited to ensuring that payment terms are accurate for the scope of work and the estimate is correctly included.

The Municipality should ensure the following:

1. The costs are in-line with the Municipality's budget.
2. The Municipality concurs with the mandays and costs as provided by the consultant.
3. The scope is that which is needed/requested by the Municipality for the project.
4. Any discrepancy in time, dollars, or scope should be addressed by the Municipality with the Consultant.

In order to process reimbursement for eligible costs, we must have a copy of the fully executed consultant agreement. Reimbursement requests will not be processed until we receive this document.

Please return to this workflow, attach the executed contract and resubmit. The workflow will be approved once a signed contract is on file.

To view comments and resubmit revisions

- 1) Log into EBS Portal and select tile "Local Projects"
- 2) Select "View Agreement/Submit Documents" from Main Menu
- 3) Search for this project by the above TIP number and open
- 4) Scroll down to Transaction History
- 5) Find the Activity with the referenced document type with a status of Returned to LGA
- 6) Open activity; comments will be attached

To resubmit, follow above steps to open activity, attach revised documents and click "submit" at the top.

Please feel free to contact your Local Project Manager should you have any questions or concern in regards to the above information.

Sincerely,
Justin Jorgensen

JDJORGENSEN@NCDOT.GOV

Fully Executed Contract

AGREEMENT BETWEEN OWNER AND TGS ENGINEERS FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of this 3rd day of October, 2023, between the City of Hickory ("OWNER"), with principal offices at 76 North Center Street, Hickory, NC, 28601 and TGS Engineers ("ENGINEER"), with principal offices at 201 W. Marion Street, Shelby, NC 28150 for services in connection with the project known as the BL-0067 ("Project");

WHEREAS, OWNER desires to engage ENGINEER to provide professional engineering, consulting and related services ("Services") in connection with the Project; and

WHEREAS, ENGINEER desires to render these Services as described in SECTION I, Scope of Services.

NOW, THEREFORE, OWNER and ENGINEER in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. SCOPE OF SERVICES

ENGINEER will provide Services for the Project, which consist of the Scope of Services as outlined on the attached Exhibit A.

SECTION II. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The "TERMS AND CONDITIONS," which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

SECTION III. RESPONSIBILITIES OF OWNER

The OWNER shall provide the information set forth in paragraph 6 of the attached Terms and Conditions for Professional Services.

SECTION IV. COMPENSATION

Compensation for ENGINEER'S services under this Agreement shall be on the basis of lump sum. The amount of the lump sum price is **(\$194,095.41)**.

The amount of any sales tax, excise tax, value added tax (VAT), or gross receipts tax that may be imposed on this Agreement shall be added to the ENGINEER'S compensation as Reimbursable Expenses.

TGS Engineers
201 W. Marion Street
Shelby, NC 28150

SCOPE OF WORK

August 31st, 2023

NCDOT Project Title/Name: BL-0067 – Aviation Walk Connector

Introduction

Based on conversations with the City of Hickory and NCDOT, this document will serve as documentation of the important items discussed and as a proposed scope of work for this project.

Background and Purpose

The project's purpose is to connect the 10' multi-use trail from the future 17th Street NW Extension to the existing Aviation Walk Trail. The trail will run along Clement Blvd and 19th Street Lane NE. The project is approximately 0.25 miles in length. This trail will be used to connect the future Appalachian State Campus to Aviation Walk.

Tasks

The tasks to be performed within this assignment include:

- I. Roadway Design
- II. Work Zone Traffic Control
- III. Signing and Pavement Markings
- IV. Hydraulic Design
- V. Erosion Control Design
- VI. Surveying
- VII. Geotech (See attached scope from Carolinas Geotechnical Group)
- VIII. PDEA Planning (includes NRTR and Cultural Resources)
- IX. Utility Coordination
- X. Utility Design

Example Approval Letter For Contract



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

October 10, 2023

John Marshall
CITY OF HICKORY
PO Box 398
HICKORY NC 28603-0398

TIP : BL-0067
Document : PS_PEF CONTRACT – DESIGN OR ROW
Ref : PS_PEF CONTRACT – DESIGN OR ROW Approval

Dear John Marshall,

The Department has approved your PS_PEF CONTRACT – DESIGN OR ROW.

Approval Notes:

Approval - Signed Contract Received and on file

To view approval notes/letters:

- 1) Log into EBS Portal and select tile "Local Projects"
- 2) Select "Display Documents" from Main Menu
- 3) Search for this project by above referenced TIP Number and open
- 4) Find this Document Type (reference above) with a status of Approved
- 5) Open activity: approval letter or comments will be attached.

If additional reviews are needed on this Document type, you must submit a new workflow.

Please feel free to contact your Local Project Manager should you have any questions or concern in regards to the above information.

Sincerely,
Sheila Gibbs

SBGIBBS@NCDOT.GOV

Resubmitting Returned Workflows

If an activity/transaction is returned, you will receive an e-mail with an attached letter explaining the changes needed, along with directions for resubmitting:

From your Home Screen, click on **View Agreement/Submit Document**

1. Search for your Project by TIP or Agreement No.
2. Select from ID #
3. Scroll down to TRANSACTION HISTORY
4. Either sort by Created Date into most recent, or search for workflow activity under Transaction ID
5. Open up activity
6. Attach any changes or modification/additional documentation
7. Click SUBMIT at the top



Western Piedmont
Council of Governments

Creative Regional Solutions Since 1968

Environmental Documentation



Environmental Documentation

- Must be in conformance with NEPA – National Environmental Policy Act
- Must also comply with other Federal environmental laws
- Most projects qualify as a Categorical Exclusion (CE) Document

In order to authorize either ROW funds or Construction funds, must have a completed environmental document

Federally Listed Species

Under section 7 of the Act, federal agencies must consult with the U.S. Fish and Wildlife Service (Service) when any action the agency carries out, funds, or authorizes may affect either a species listed as threatened or endangered under the Act, or any designated critical habitat. It is the responsibility of the lead federal agency or their designated non-federal representative to make this determination.

The proposed project is in an area that has potential or known occurrence records of species with federal designations. Below is a list of species which should be considered. No critical habitat is present within the project vicinity.

- Bog turtle, southern population (*Glyptemys muhlenbergii*), At-risk species (ARS) & threatened due to similarity of appearance
- Dwarf-flowered heartleaf (*Hexastylis naniflora*), Threatened
- Little brown bat (*Myotis lucifugus*), ARS
- Monarch butterfly (*Danaus plexippus*), Candidate
- Tricolored bat (*Perimyotis subflavus*), Proposed Endangered

Natural Resources Technical Report

NATURAL RESOURCES TECHNICAL REPORT

Aviation Museum Connector
Catawba County, North Carolina

STIP BL-0115
WBS# 51162.1.1



CITY OF HICKORY NORTH CAROLINA

December 2024

Natural Resources Technical Report – Cont.

1.0 INTRODUCTION

The North Carolina Department of Transportation (NCDOT) proposes to construction of a multi-use path along SR 1371 (Clement Boulevard NW) from 21st Street NW to 19th Street NW, and along 21st Street NW from SR 1371 (Clement Boulevard NW) to 9th Avenue Drive NW in the City of Hickory, Catawba County. The following Natural Resources Technical Report (NRTR) has been prepared to assist in the preparation of the appropriate environmental documentation.

2.0 METHODOLOGY

All work was conducted in accordance with the NCDOT Environmental Coordination and Permitting Group’s *Preparing Natural Resources Technical Reports* procedure and the latest *NRTR Guidance and Template* dated May 2024. Field work was conducted on September 18, 2024. Water resources identified in the study area have not been verified by the U.S. Army Corps of Engineers (USACE) or the North Carolina Division of Water Resources (NCDWR). A list of the principal personnel contributing to fieldwork and document preparation is provided in the appendix.

3.0 TERRESTRIAL COMMUNITIES

Terrestrial communities that have been identified in the study area are detailed in the table below. Terrestrial community data are presented in the context of total coverage of each type within the study area.

Table 1. Coverage of terrestrial communities in the study area

Community	Dominant Species (scientific name)	Coverage (ac.)
Maintained/ Disturbed	Goldenrod (<i>Solidago</i> spp.) Smooth sumac (<i>Rhus glabra</i>) Grasses (<i>Poaceae</i> spp.)	5.1
Mesic Mixed Hardwood Forest (Piedmont subtype)	Silver maple (<i>Acer saccharinum</i>) Sourwood (<i>Oxydendrum arboreum</i>) Willow oak (<i>Quercus phellos</i>)	0.3
Low Mountain Pine Forest	Virginia pine (<i>Pinus virginiana</i>) Sourwood (<i>Oxydendrum arboreum</i>)	0.3
	Total	5.7

4.0 PROTECTED SPECIES

4.1 Endangered Species Act Protected Species

The United States Fish and Wildlife Service (USFWS) lists the following federally protected species under the Endangered Species Act (ESA) as potentially occurring within the study area. For each species, a discussion of the presence or absence of suitable habitat

is included along with a Biological Conclusion rendered based on the results of habitat assessments and surveys conducted within the study area.

Table 2. ESA federally protected species within the Study Area. (IPaC: November 14, 2024)

Scientific Name	Common Name	Federal Status	Habitat Present	Biological Conclusion
<i>Perimyotis subflavus</i>	tricolored bat	PE	Yes	Not Required
<i>Glyptemys muhlenbergii</i>	bog turtle	SAT	No	Not Required
<i>Hexastylis naniflora</i>	dwarf-flowered heartleaf	T	No	MANLAA

IPaC - Information for Planning and Consultation

E – Endangered; PE – Proposed Endangered; T – Threatened; SAT – Similarity of Appearance (Threatened)

Tricolored Bat

USFWS optimal survey window: May 15 – August 15

Biological Conclusion: Not Required

The tricolored bat is listed as Proposed Endangered and is not currently afforded protection under Section 7 of the ESA. Suitable habitat for the tricolored bat is present in the study area. A Bat Habitat Assessment was conducted for the 36” concrete pipe inlet located at the northern extent of stream SA. Additionally, the Mesic Mixed Hardwood Forest community contains appropriate spring, summer, and fall roosting and foraging habitat for the tricolored bat. A request for informal concurrence from USFWS will be made in anticipation of the forthcoming listing. A review of NHP records, updated October 2024, indicates no known occurrences of tricolored bat within 1.0 mile of the study area.

Bog Turtle

USFWS optimal survey window: April 1 - October 1 (visual surveys)

Biological Conclusion: Not Required

The bog turtle is listed as Threatened due to Similarity of Appearance and is not currently afforded protection under Section 7 of the ESA. Suitable habitat for bog turtle is not present within the study area due to the absence of wetlands. A review of NHP records, updated October 2024, indicates no known occurrences of bog turtle within 1.0 mile of the study area.

Dwarf-Flowered Heartleaf

USFWS optimal survey window: March 1 – May 1

Biological Conclusion: May Affect Not Likely to Adversely Affect

Natural Resources Technical Report – Cont.

Suitable habitat for dwarf-flowered heartleaf is present in the study area. The Mesic Mixed Hardwood Forest community present along Stream SA contains appropriate slopes, soils, open understory, moisture regime, and shade for dwarf-flowered heartleaf. Pedestrian surveys were conducted on April 8, 2024, September 18, 2024, and November 8, 2024. No individuals within the *Hexastylis* genus were observed within the study area; however, a population of dwarf-flowered heartleaf was observed immediately south of the project boundary. The population is located in an ephemeral crenulation that drains to Stream SA off-site and contains approximately 20 plants. Competition with invasive species increases before the ephemeral channel's confluence with Stream SA. Notably, English Ivy (*Hedera helix*) comprises more than 80% of the ground cover near the confluence. A review of NHP records, updated October 2024, indicates one elemental occurrence of dwarf-flowered heartleaf present within the study area; however, population data provided from STIP# U-4700 does not share overlap with the study area.

4.2 Bald and Golden Eagle Protection Act

The Bald and Golden Eagle Protection Act is enforced by the USFWS. Golden eagles do not nest in North Carolina. Habitat for the bald eagle primarily consists of mature forests in proximity to large bodies of open water for foraging. Large dominant trees are utilized for nesting sites, typically within 1.0 mile of open water.

A desktop-GIS assessment of the project study area, as well as the area within a 1.13-mile radius of the project limits, was performed on April 5, 2024, using 2022 color aerials. The Catawba River, approximately 0.75-mile northwest of the study area, was identified as potential feeding habitat. Since foraging habitat was found within the review area, a survey of the project study area and the area within 660 feet of the project was conducted on September 18, 2024. No individuals or nests were observed. Additionally, a review of the North Carolina Natural Heritage Program (NHP) database on November 14, 2024, revealed no known occurrences of this species within 1.13 miles of the project study area.

5.0 WATER RESOURCES

Water resources in the study area are part of the Upper Catawba basin (U.S. Geological Survey (USGS) Hydrologic Unit 03050101). Streams that have been identified in the study area are detailed in the table below.

Table 3. Streams located in the Study Area.

Stream Name	Map ID	NCDWR Index Number	Best Usage Classification	Bank Height (ft)	Bankfull width (ft)	Depth (in)
UT to Catawba River (Lake Hickory)	Stream SA	11-(51)	WS-IV,B;CA	0.5	5	2-6

There are no designated High Quality Waters (HQW), Outstanding Resource Waters (ORW) or water supply watersheds (WS-I or WS-II) present in, or located within 1.0 mile downstream of, the study area.

The North Carolina 2022 Final 303(d) list of impaired waters identifies no impaired waters present in, or located within 1.0 mile downstream of, the study area.

The USACE has identified no streams in the study area as trout, anadromous fish or primary nursery waters.

No open surface waters have been identified inside the study area.

6.0 REGULATORY CONSIDERATIONS

6.1 Clean Water Act Waters of the U.S.

The stream detailed in the table below was identified in the study area. The stream in the study area has been designated as a warm water stream for the purposes of stream mitigation.

Table 4. Status of streams in the Study Area.

Map ID	Length (ft.)	Classification	NCSAM Rating	River Basin Buffer
Stream SA	22	Perennial	Not Conducted	Catawba
Total	22			

No wetlands were identified within the study area.

6.2 N.C. River Basin Buffer Rules

Although the study area is within the Catawba River basin, streamside riparian zones within the study area are not protected under provisions of the Catawba River Buffer rules administered by NCDWR. The study area is not located along the mainstem of the Catawba River; therefore, no streams in the study area are subject to riparian buffer protections.

6.3 Rivers and Harbors Act Section 10 Navigable Waters

No streams within the study area have been designated by the USACE as a Navigable Water under Section 10 of the Rivers and Harbors Act.



Natural Resources Technical Report – Cont.

Natural Resources Technical Report

BL-0115, Catawba County, N.C.

7.0 REFERENCES

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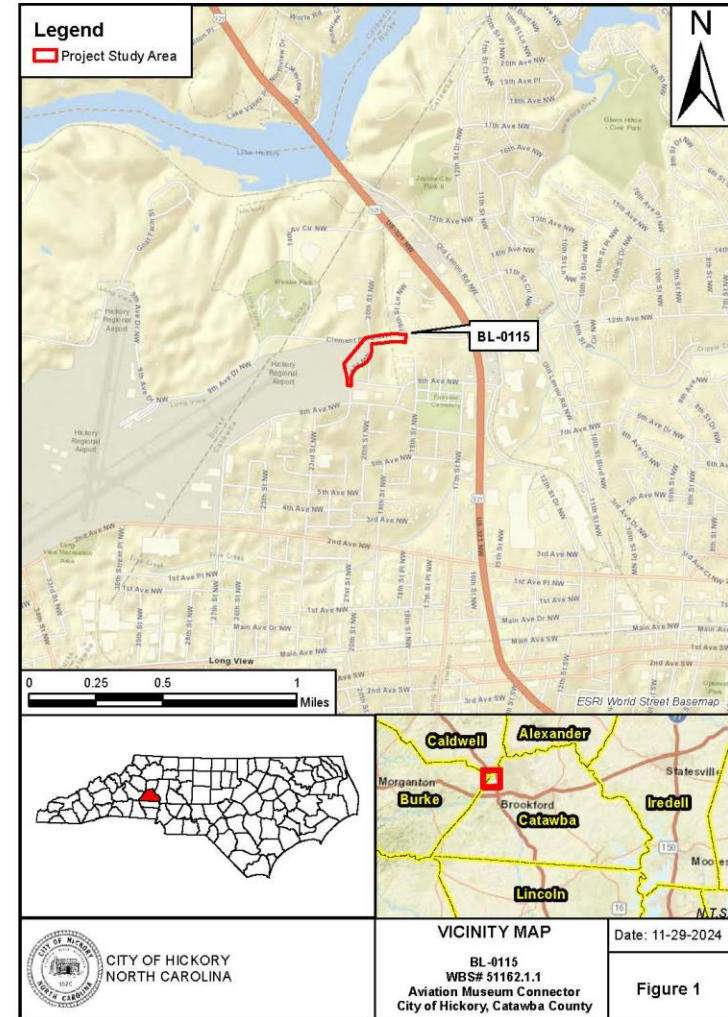
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Schafale, M.P. and A.S. Weakley. 1990. Classification of the Natural Communities of North Carolina: Third Approximation. North Carolina Natural Heritage Program, Division of Parks and Recreation, NCDEHNR. Raleigh, North Carolina. 325 pp.

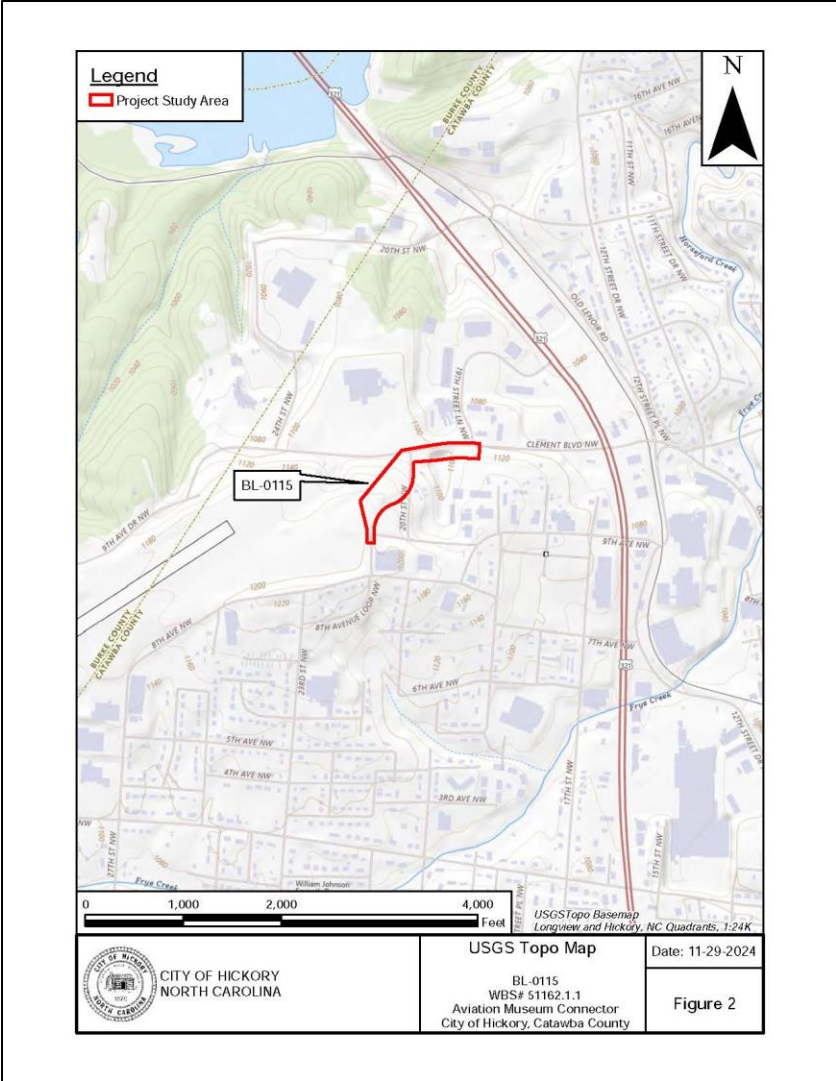
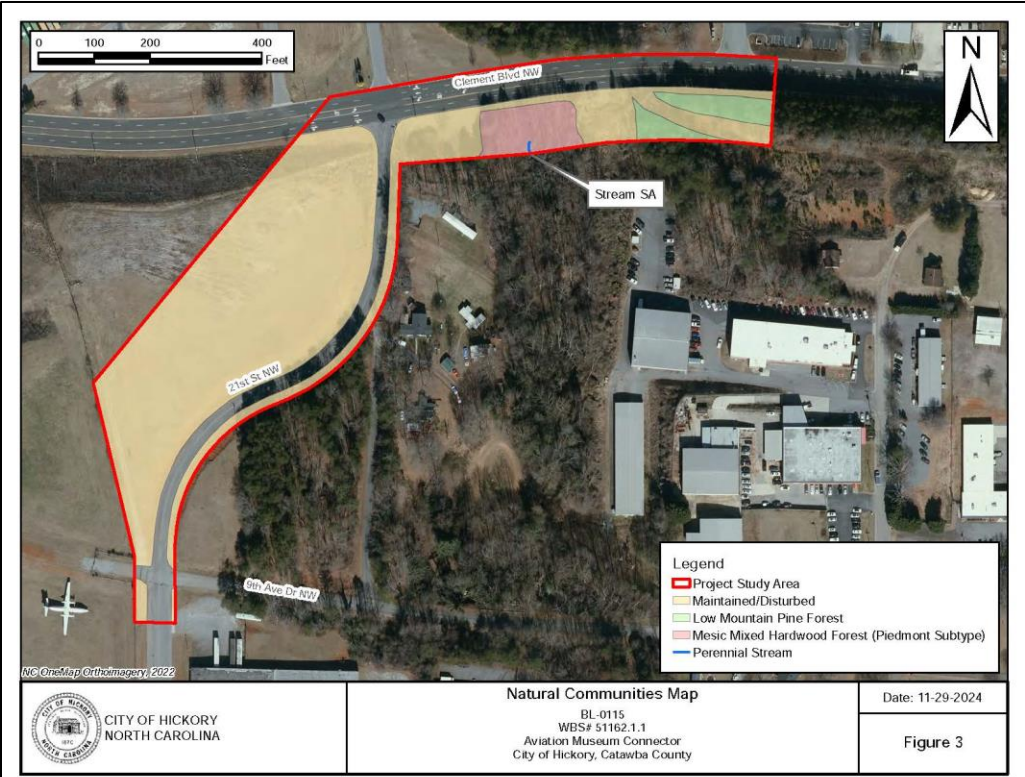
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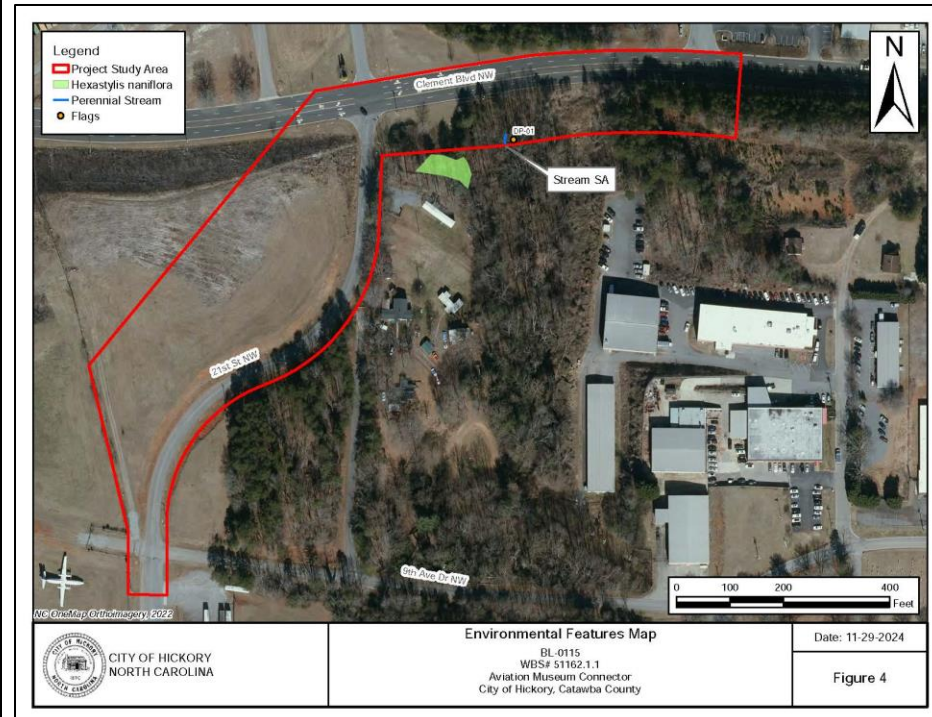
Natural Resources Technical Report – Cont.




Natural Resources Technical Report – Cont.

Responsibilities of Contributors

Contributor	Responsibility							Other
	Stream Determinations	Wetland Delineations	Terrestrial Community ID	ESA Assessments	Document Preparation	QA/QC Review		
Ryan Elliott	✓	✓	✓	✓	✓			
Jake Marinelli	✓	✓	✓	✓	✓			
Nicole Duprey, PWS						✓		
Abigail Sheffey						✓		
Kim Hamlin, PWS						✓		




CITY OF HICKORY
 NORTH CAROLINA

Environmental Features Map
 BL-0115
 WBS# 51162.1.1
 Aviation Museum Connector
 City of Hickory, Catawba County

Date: 11-29-2024

Figure 4



Natural Resources Technical Report – Cont.

Endangered species

This resource list is for informational purposes only and does not constitute an analysis of project level impacts.

The primary information used to generate this list is the known or expected range of each species. Additional areas of influence (AOI) for species are also considered. An AOI includes areas outside of the species range if the species could be indirectly affected by activities in that area (e.g., placing a dam upstream of a fish population even if that fish does not occur at the dam site, may indirectly impact the species by reducing or eliminating water flow downstream). Because species can move, and site conditions can change, the species on this list are not guaranteed to be found on or near the project area. To fully determine any potential effects to species, additional site-specific and project-specific information is often required.

Section 7 of the Endangered Species Act requires Federal agencies to "request of the Secretary information whether any species which is listed or proposed to be listed may be present in the area of such proposed action" for any project that is conducted, permitted, funded, or licensed by any Federal agency. A letter from the local office and a species list which fulfills this requirement can only be obtained by requesting an official species list from either the Regulatory Review section in IPaC (see directions below) or from the local field office directly.

For project evaluations that require USFWS concurrence/review, please return to the IPaC website and request an official species list by doing the following:

1. Draw the project location and click CONTINUE.
2. Click DEFINE PROJECT.
3. Log in (if directed to do so).
4. Provide a name and description for your project.
5. Click REQUEST SPECIES LIST.

Listed species¹ and their critical habitats are managed by the [Ecological Services Program](#) of the U.S. Fish and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries²).

Species and critical habitats under the sole responsibility of NOAA Fisheries are not shown on this list. Please contact [NOAA Fisheries](#) for [species under their jurisdiction](#).

1. Species listed under the [Endangered Species Act](#) are threatened or endangered; IPaC also shows species that are candidates, or proposed, for listing. See the [listing status page](#) for more information. IPaC only shows species that are regulated by USFWS (see FAQ).

IPaC

U.S. Fish & Wildlife Service

IPaC resource list

This report is an automatically generated list of species and other resources such as critical habitat (collectively referred to as *trust resources*) under the U.S. Fish and Wildlife Service's (USFWS) jurisdiction that are known or expected to be on or near the project area referenced below. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

Below is a summary of the project information you provided and contact information for the USFWS office(s) with jurisdiction in the defined project area. Please read the introduction to each section that follows (Endangered Species, Migratory Birds, USFWS Facilities, and NWI Wetlands) for additional information applicable to the trust resources addressed in that section.

Location

Catawba County, North Carolina



Local office

Asheville Ecological Services Field Office

☎ (828) 258-3939

📠 (828) 258-5330

Natural Resources Technical Report – Cont.

Critical habitats

Potential effects to critical habitat(s) in this location must be analyzed along with the endangered species themselves.

There are no critical habitats at this location.

You are still required to determine if your project(s) may have effects on all above listed species.

Bald & Golden Eagles

Bald and golden eagles are protected under the Bald and Golden Eagle Protection Act and the Migratory Bird Treaty Act.

Any person or organization who plans or conducts activities that may result in impacts to bald or golden eagles, or their habitat, should follow appropriate regulations and consider implementing appropriate conservation measures, as described in the links below. Specifically, please review the "[Supplemental Information on Migratory Birds and Eagles](#)"

Additional information can be found using the following links:

- Eagle Management <https://www.fws.gov/program/eagle-management>
- Measures for avoiding and minimizing impacts to birds <https://www.fws.gov/library/collections/avoiding-and-minimizing-incident-take-migratory-birds>
- Nationwide conservation measures for birds <https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf>
- Supplemental Information for Migratory Birds and Eagles in IPaC <https://www.fws.gov/media/supplemental-information-migratory-birds-and-bald-and-golden-eagles-may-occur-project-action>

There are likely bald eagles present in your project area. For additional information on bald eagles, refer to [Bald Eagle Nesting and Sensitivity to Human Activity](#)

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, see the PROBABILITY OF PRESENCE SUMMARY below to see when these birds are most likely to be present and breeding in your project area.

2. [NOAA Fisheries](#) also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

The following species are potentially affected by activities in this location:

Mammals

NAME	STATUS
Tricolored Bat <i>Perimyotis subflavus</i> Wherever found No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/10515	Proposed Endangered

Reptiles

NAME	STATUS
Bog Turtle <i>Glyptemys muhlenbergii</i> No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/6962	SAT

Insects

NAME	STATUS
Monarch Butterfly <i>Danaus plexippus</i> Wherever found No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/9743	Candidate

Flowering Plants

NAME	STATUS
Dwarf-flowered Heartleaf <i>Hexastylis naniflora</i> Wherever found No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/2458	Threatened

Categorical Exclusion - CE

DocuSign Envelope ID: 37CB248A-07B6-494D-954F-C265C940CA74

Type I or II Categorical Exclusion Action Classification Form

TIP No.: BL-0115

WBS No.: 51162.1.1

FA Project No.: 5116201

A. Project Description:

Project BL-0115 is the construction of a multi-use path along SR 1371 (Clement Boulevard NW) from 21st Street NW to 19th Street NW, and along 21st Street NW from SR 1371 (Clement Boulevard NW) to 9th Avenue Drive NW in the City of Hickory, Catawba County (see Figure 1).

The proposed project will add a 10 foot multi-use path (MUP). The total project length is approximately 0.341-miles. Along SR 1371 NW the MUP will be approximately 0.144 miles long. Along 21st Street NW the MUP will be approximately 0.134 miles long. Along the existing MUP west of 21st Street NW and north of 9th Avenue Drive NW, the MUP is approximately 0.063 miles long. Traffic will not be impeded during construction.

B. Description of Need and Purpose:

The purpose of this project is to connect the existing multi-use trail from SR 1371 (Clement Boulevard NW) to the Aviation Museum.

C. Categorical Exclusion Action Classification:

Type: I(A) - Ground Disturbing Action

D. Proposed Improvements:

23 CFR 771.117 (c)

3. Construction of bicycle and pedestrian lanes, paths, and facilities.

E. Special Project Information:

Tribal Coordination:

There are four Federally recognized tribes with interests in Catawba County (Catawba Indian Nation, Cherokee Nation, Eastern Band of Cherokee Indians, and United Keetoowah Band of Cherokee Indians) that were notified of the project in October 2024. All four Tribes will be notified if cultural materials or human remains are encountered during ground disturbance, construction, or demolition activities.

Cultural Resources:

A historic review was conducted in July 2024 by the State Historic Preservation Office. Based upon their review, no historic resources which would be affected by the project were identified.

Protected Species:

The USFWS IPaC data, reviewed on November 14, 2024, identified two species that could occur in or near the project area.

Tricolored bat - The tricolored bat is listed as Proposed Endangered and is not currently afforded protection under Section 7 of the ESA. Suitable habitat for the tricolored bat is present in the study

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area. A Bat Habitat Assessment was conducted for the 36-inch concrete pipe inlet located at the northern extent of stream SA. Additionally, the Mesic Mixed Hardwood Forest community contains

appropriate spring, summer, and fall roosting and foraging habitat for the tricolored bat. A request for informal concurrence from USFWS will be made in anticipation of the forthcoming listing. A review of NHP records, updated October 2024, indicates no known occurrences of tricolored bat within 1.0 mile of the study area. A biological conclusion is not required for this species,

Dwarf-flowered heartleaf - Suitable habitat for dwarf-flowered heartleaf is present in the study area. The Mesic Mixed Hardwood Forest community present along Stream SA contains appropriate slopes, soils, an open understory, moisture regime, and shade for dwarf-flowered heartleaf. Pedestrian surveys were conducted on April 8, 2024, September 18, 2024, and November 8, 2024. No individuals within the *Hexastylis* genus were observed within the study area; however, a population of dwarf-flowered heartleaf was observed immediately south of the project boundary. The population is located in an ephemeral crenulation that drains into Stream SA off-site and contains approximately 20 plants. Competition with invasive species increases before the ephemeral channel's confluence with Stream SA. Notably, English Ivy (*Hedera helix*) comprises more than 80% of the ground cover near the confluence. A review of NCNHP records, updated October 2024, indicates one elemental occurrence of dwarf-flowered heartleaf present within the study area; however, population data provided from TIP No. U-4700 does not share overlap with the study area. A biological conclusion of *May Affect - Not Likely to Adversely Affect* was rendered for this species.

Water Resources:

Water resources in the project area are part of the Upper Catawba basin. One stream has been identified in the project area, UT to Catawba River (Lake Hickory). The UT to Catawba River has a best usage classification WS-IV, B, CA. A designation of 'B' denotes that the water is a primary contact recreation which means swimming, diving, water skiing, and similar uses involving human body contact with water; a designation of 'CA' denotes that the water is a critical area adjacent to a water supply intake or reservoir where risk associated with pollution is greater than risk associated with the remaining portion of the watershed; and a designation of WS-IV is denotes waters used as sources of water supply for drinking, culinary, or food processing purposes.

There are no designated High Quality Waters (HQW), Outstanding Resource Waters (ORW) or water supply watersheds (WS-I or WS-II) present in, or located within 1.0 mile downstream of, the study area.

The North Carolina 2022 Final 303(d) list of impaired waters identifies no impaired waters present in, or located within 1.0 mile downstream of, the study area.

The USACE has identified no streams in the study area as trout, anadromous fish, or primary nursery waters. No open surface waters have been identified inside the study area.

Categorical Exclusion – CE – Cont.

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F. Project Impact Criteria Checklists:

F2. Ground Disturbing Actions – Type I (Appendix A) & Type II (Appendix B)			
Proposed improvement(s) that fit Type I Actions (NCDOT-FHWA CE Programmatic Agreement, Appendix A) including 2, 3, 6, 7, 9, 12, 18, 21, 22 (ground disturbing), 23, 24, 25, 26, 27, 28, &/or 30; &/or Type II Actions (NCDOT-FHWA CE Programmatic Agreement, Appendix B) answer the project impact threshold questions (below) and questions 8 – 31.			
<ul style="list-style-type: none"> If any question 1-7 is checked "Yes" then NCDOT certification for FHWA approval is required. If any question 8-31 is checked "Yes" then additional information will be required for those questions in Section G. 			
PROJECT IMPACT THRESHOLDS (FHWA signature required if any of the questions 1-7 are marked "Yes".)		Yes	No
1	Does the project require formal consultation with U.S. Fish and Wildlife Service (USFWS) or National Marine Fisheries Service (NMFS)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Does the project result in impacts subject to the conditions of the Bald and Golden Eagle Protection Act (BGEPA)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Does the project generate substantial controversy or public opposition, for any reason, following appropriate public involvement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Does the project cause disproportionately high and adverse impacts relative to low-income and/or minority populations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Does the project involve a residential or commercial displacement, or a substantial amount of right of way acquisition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Does the project require an Individual Section 4(f) approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Does the project include adverse effects that cannot be resolved with a Memorandum of Agreement (MOA) under Section 106 of the National Historic Preservation Act (NHPA) or have an adverse effect on a National Historic Landmark (NHL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If any question 8-31 is checked "Yes" then additional information will be required for those questions in Section G.			
Other Considerations		Yes	No
8	Is an Endangered Species Act (ESA) determination unresolved or is the project covered by a Programmatic Agreement under Section 7?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Is the project located in anadromous fish spawning waters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Does the project impact waters classified as Outstanding Resource Water (ORW), High Quality Water (HQW), Water Supply Watershed Critical Areas, 303(d) listed impaired water bodies, buffer rules, or Submerged Aquatic Vegetation (SAV)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Does the project impact Waters of the United States in any of the designated mountain trout streams?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Does the project require a U.S. Army Corps of Engineers (USACE) Individual Section 404 Permit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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13	Will the project require an easement from a Federal Energy Regulatory Commission (FERC) licensed facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Considerations for Type I and II Ground Disturbing Actions (continued)		Yes	No
14	Does the project include a Section 106 of the National Historic Preservation Act (NHPA) effects determination other than a No Effect, including archaeological remains?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Does the project involve GeoEnvironmental Sites of Concerns such as gas stations, dry cleaners, landfills, etc.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Does the project require work encroaching and adversely affecting a regulatory floodway or work affecting the base floodplain (100-year flood) elevations of a water course or lake, pursuant to Executive Order 11988 and 23 CFR 650 subpart A?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Is the project in a Coastal Area Management Act (CAMA) county and substantially affects the coastal zone and/or any Area of Environmental Concern (AEC)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Does the project require a U.S. Coast Guard (USCG) permit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Does the project involve construction activities in, across, or adjacent to a designated Wild and Scenic River present within the project area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Does the project involve Coastal Barrier Resources Act (CBRA) resources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21	Does the project impact federal lands (e.g., U.S. Forest Service (USFS), USFWS, etc.) or Tribal Lands?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22	Does the project involve any changes in access control or the modification or construction of an interchange on an interstate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23	Does the project have a permanent adverse effect on local traffic patterns or community cohesiveness?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24	Will maintenance of traffic cause substantial disruption?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25	Is the project inconsistent with the STIP, and where applicable, the Metropolitan Planning Organization's (MPO's) Transportation Improvement Program (TIP)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26	Does the project require the acquisition of lands under the protection of Section 6(f) of the Land and Water Conservation Act, the Federal Aid in Fish Restoration Act, the Federal Aid in Wildlife Restoration Act, Tennessee Valley Authority (TVA), Tribal Lands, or other unique areas or special lands that were acquired in fee or easement with public-use money and have deed restrictions or covenants on the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27	Does the project involve Federal Emergency Management Agency (FEMA) buyout properties under the Hazard Mitigation Grant Program (HMGP)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
28	Does the project include a <i>de minimis</i> or programmatic Section 4(f)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
29	Is the project considered a Type I under the NCDOT Noise Policy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30	Is there prime or important farmland soil impacted by this project as defined by the Farmland Protection Policy Act (FPPA)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31	Are there other issues that arose during the project development process that affected the project decision?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

G. Additional Documentation as Required from Section F: Not required

Categorical Exclusion – CE – Cont.

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H. Categorical Exclusion Approval:

TIP No: BL-0115
WBS No.: 51162.1.1
FA Project No.: 5116201

Prepared By: Stacy Y. Baldwin
Date: 12/31/2024
Stacy Y. Baldwin, PE, CPM
TGS Engineers

Reviewed By: John Marshall
Date: 12/31/2024
John Marshall, Transportation Planning Manager
City of Hickory

Reviewed By: Jeff Wyatt
Date: 12/31/2024
Jeff Wyatt, Division Environmental Supervisor
NCDOT, Division 12

- Approved** • If NO grey boxes are checked in Section F (pages 2 and 3), NCDOT approves the Type I or Type II Categorical Exclusion.
- Certified** • If ANY grey boxes are checked in Section F (pages 2 and 3), NCDOT certifies the Type I or Type II Categorical Exclusion for FHWA approval.
• If classified as Type III Categorical Exclusion.

DocuSigned by: Bryan Sowell
Date: 12/31/2024
Bryan Sowell, PE, Division Project Engineer
NCDOT, Division 12

FHWA Approved: For Projects Certified by NCDOT (above), FHWA signature required.

Date: N/A
for Yolonda K. Jordan, Division Administrator
Federal Highway Administration

DocuSign Envelope ID: 37CB248A-07B6-494D-954F-C265C940CA74

PROJECT COMMITMENTS

TIP No. BL-0115
Multi-use path along SR 1371 from 21st Street NW to 19th Street NW
and along 21st Street NW from SR 1371 to 9th Avenue 9th Avenue Drive NW
Hickory, Catawba County
WBS No. 51162.1.1
FA No. 5116201

COMMITMENTS FROM PROJECT DEVELOPMENT AND DESIGN

No commitments developed during project development and design.

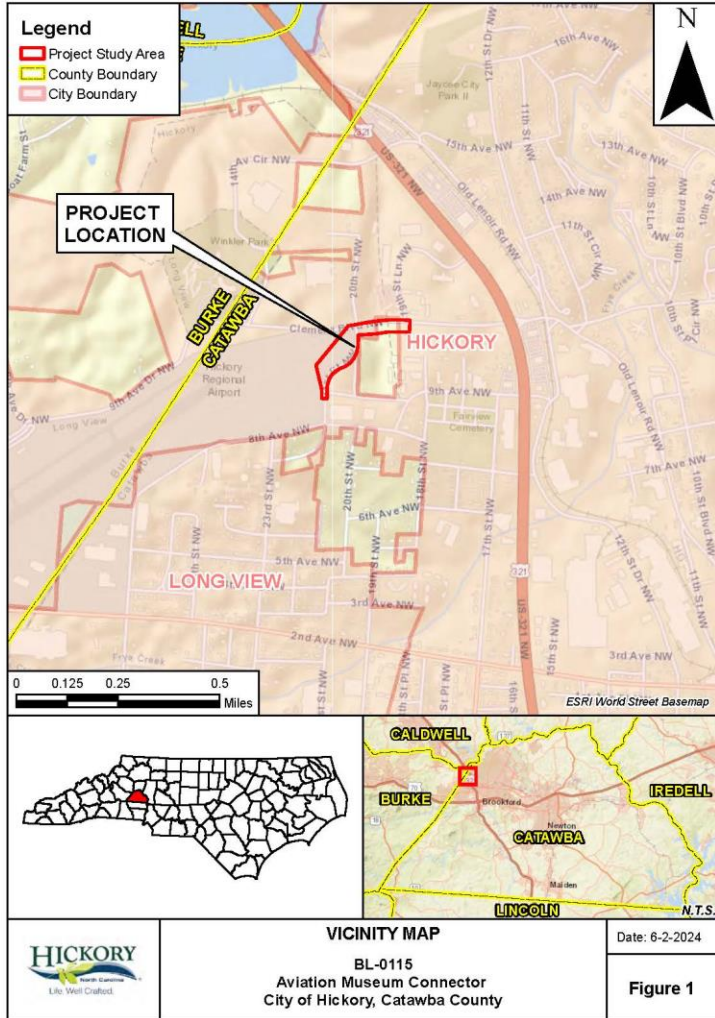
COMMITMENTS FROM PERMITTING

No permitting commitments developed to date.

*****END OF PROJECT COMMITMENTS*****

Categorical Exclusion – CE – Cont.

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Docusign Envelope ID: 37CB248A-07B6-494D-954F-C265C940CA74



Corp of Engineers

Print Form Save As

U.S. Army Corps of Engineers (USACE) REQUEST FOR JURISDICTIONAL DETERMINATION (JD) For use of this form, see Sec 404 CWA, Sec 10 RHA, Sec 103 MPRSA; the proponent agency is CECW-COR.		Form Approved - OMB No. 0710-0024 Expires 2024-04-30
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
Authority	Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers, Final Rule 33 CFR 320-332.	
Principal Purpose	The information that you provide will be used in evaluating your request to determine whether there are any aquatic resources within the review area that are or that may be subject to federal jurisdiction under the regulatory authorities referenced above.	
Routine Uses	This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public, and may be made available as part of a public notice or FOIA request as required by federal law. Your name and property location where federal jurisdiction is to be determined will be included in any approved jurisdictional determination (AJD), which will be made available to the public on the District's website and on the Headquarters USACE website.	
Disclosure	Submission of requested information is voluntary, however, if the information is not provided there may be some delay in processing your request. Failure to provide this information will not result in an adverse action. System of Record Notice (SORN): The information received is entered into our permit tracking database and a SORN has been completed (SORN #A1145b) and may be accessed at the following website: http://dpcld.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570115/a1145b-ce.aspx	
The Agency Disclosure Notice (ADN)		
The Public reporting burden for this collection of information, 0710-0024, is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.ds-dod-information-collections@mail.mil . Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
1. To (District Name): Wilmington District, Charlotte Field Office		
2. I am requesting a JD on property located at (Street Address): Aviation Museum connector along 21st St. NW and Clement Blvd. NW		
City/Township/Parish:	Hickory	County: Catawba State: North Carolina
Acreage of Parcel/Review Area for JD: +/-7.5		
Section:	Township:	Range:
Latitude (decimal degrees):	35.7470 °	Longitude (decimal degrees): -81.3734 °
(For linear projects, please include the center point of the proposed alignment.)		
3. Please attach a survey/plat map and vicinity map identifying location and review area for the JD.		
4. <input type="checkbox"/> I currently own this property. <input type="checkbox"/> I plan to purchase this property.		
<input checked="" type="checkbox"/> I am an agent/consultant acting on behalf of the requester.		
<input type="checkbox"/> Other (please explain):		

U.S. Army Corps of Engineers WETLAND DETERMINATION DATA SHEET – Eastern Mountains and Piedmont Region See ERDC/EL TR-07-24; the proponent agency is CECW-CO-R		OMB Control #: 0710-xxxx, Exp: Pending Requirement Control Symbol EXEMPT: (Authority: AR 335-15, paragraph 5-2d)
Project/Site: BL-0115	City/County: Catawba	Sampling Date: 9/18/24
Applicant/Owner: NC DOT; Division 12	State: NC	Sampling Point: DP1
Investigator(s): Ryan Elliott, Jake Marinelli Section, Township, Range: Hickory		
Landform (hillside, terrace, etc.): terrace Local relief (concave, convex, none): concave Slope (%): 0-1		
Subregion (LRR or MLRA): LRR P, MLRA 136 Lat: 35.7470 Long: -81.3725 Datum: NAD83		
Soil Map Unit Name: Fairview soils NWI classification: none		
Are climatic / hydrologic conditions on the site typical for this time of year? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If no, explain in Remarks.)		
Are Vegetation <input type="checkbox"/> , Soil <input type="checkbox"/> , or Hydrology <input type="checkbox"/> significantly disturbed? Are "Normal Circumstances" present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Are Vegetation <input type="checkbox"/> , Soil <input type="checkbox"/> , or Hydrology <input type="checkbox"/> naturally problematic? (If needed, explain any answers in Remarks.)		
SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.		
Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Hydic Soil Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Wetland Hydrology Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Remarks:		
HYDROLOGY		
Wetland Hydrology Indicators: Primary Indicators (minimum of one is required; check all that apply)		Secondary Indicators (minimum of two required)
<input type="checkbox"/> Surface Water (A1)	<input type="checkbox"/> True Aquatic Plants (B14)	<input type="checkbox"/> Surface Soil Cracks (B6)
<input type="checkbox"/> High Water Table (A2)	<input type="checkbox"/> Hydrogen Sulfide Odor (C1)	<input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)
<input type="checkbox"/> Saturation (A3)	<input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)	<input type="checkbox"/> Drainage Patterns (B10)
<input type="checkbox"/> Water Marks (B1)	<input type="checkbox"/> Presence of Reduced Iron (C4)	<input type="checkbox"/> Moss Trim Lines (B16)
<input type="checkbox"/> Sediment Deposits (B2)	<input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)	<input type="checkbox"/> Dry-Season Water Table (C2)
<input type="checkbox"/> Drift Deposits (B3)	<input type="checkbox"/> Thin Muck Surface (C7)	<input type="checkbox"/> Crayfish Burrows (C8)
<input type="checkbox"/> Algal Mat or Crust (B4)	<input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)
<input type="checkbox"/> Iron Deposits (B5)		<input type="checkbox"/> Slanted or Stressed Plants (D1)
<input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)		<input type="checkbox"/> Geomorphic Position (D2)
<input type="checkbox"/> Water-Stained Leaves (B9)		<input type="checkbox"/> Shallow Aquitard (D3)
<input type="checkbox"/> Aquatic Fauna (B13)		<input type="checkbox"/> Microtopographic Relief (D4)
		<input type="checkbox"/> FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ (includes capillary fringe)		Wetland Hydrology Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		



State Historic Preservation Office



One Glenwood Avenue
Suite 900
Raleigh, NC 27603
P 919.420.7660 | F 919.999.3632
gannettfleming.com

Date: April 24, 2024
To: North Carolina Historic Preservation Office (HPO)
From: Matt Hugo, Environmental Scientist
Subject: Project Review Checklist

The below information and the attached maps and photographs are included to assist in your review of the subject project.

Project Name: Sandy Ridge Road Intersection Improvements, from 21st Ave. NE to near 29th Ave. Dr. NE; STIP# C-5159. (Project previously evaluated as ER-14-2198; December 13, 2018 letter attached.)

Project Location: See attached Project Location Map. Bethlehem, NC USGS Topo Quad.

Contact Information: Gannett Fleming is submitting this project for review on behalf of the City of Hickory.

Matt Hugo
Gannett Fleming, Inc.
One Glenwood Avenue, Raleigh, NC 27603
O (984) 300-0438 | C (360) 819-5673 | mhugo@gfnet.com

Project Description:

The City of Hickory proposes to replace the existing 16th Street NE (Sandy Ridge Road) and 21st Avenue NE signalized intersection with a roundabout in Catawba County, North Carolina (see attached Project Vicinity Map). The project will also improve pedestrian and bicycle facilities, including about 1,000 feet on 21st Avenue NE and 3,100 feet on Sandy Ridge Road to 29th Avenue Drive NE. The project is funded by the Federal Highway Administration (FHWA) Congestion Mitigation and Air Quality (CMAQ) Program. The CMAQ Program provides funding to help meet the requirements of the Clean Air Act (CAA) by reducing mobile source emissions and regional congestion on the transportation network.

21st Avenue NE and 16th Street NE are each two-lane roads with left turn lanes at the intersection. 8th Street Dr NE (south leg of intersection) is a five lane section at the intersection, including two southbound through lanes, a northbound left turn, a northbound right turn lane, and one northbound through lane. 8th Street Dr NE and 21st Avenue NE have a sidewalk on the west and south side of the

streets, respectively. Current land uses include residential, commercial, and institutional. The project study area has a total area of 17.8 acres (see attached Project Study Area Map).

Ground disturbance would primarily occur within existing right of way limits. However, minimal new right of way is expected near the intersection of 21st Avenue NE and 16th Street NE to construct the proposed roundabout. There may be other small areas of right of way needed to accommodate potential utility relocations. Generally, excavation associated with the project would be to the base of existing pavement plus roughly one foot. Approximately one to two feet of excavation is anticipated for installation of the proposed sidewalk along 21st Avenue NE, 16th Street NE, and 8th Street Dr NE. A curb and gutter roadway section is proposed within the project area. The existing open drainage system (ditches) would be replaced with a closed drainage system requiring about two feet of excavation below existing pavement. In isolated areas where subsurface utilities need to be moved or otherwise altered, approximately two to six feet of excavation may be necessary.

The project is federally funded by the FHWA and administered by the City of Hickory. For this reason, Section 106 compliance is being pursued. A Section 404/401 permit from the USACE is not anticipated.

Preliminary screening was conducted via HPOWeb. Based on review of HPOWeb, including the "Parcels (color coded by structure year)", there are 27 individual parcels along the project corridor that have structures built before 1979 (or are 45 years of age). HPOWeb indicates one Historic Resource as "Survey Only, Gone" (CT0910) along the project corridor. The project corridor does not intersect any historic districts or abut any National Register (NR) listings. Site reconnaissance was conducted on March 21st, 2024 to photograph individual structures and assess the presence of additional potential historic-age resources. Two churches (Sandy Ridge Wesleyan Church at 2330 16th Street NE and Faith Baptist Church at 2310 16th Street NE) were identified as potential historic-age resources. The attached maps and photographs are provided to aid in your office's review.

Tribal Letters



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

June 12, 2024

Dr. Wenonah Haire
Catawba Indian Nation
Tribal Historic Preservation Office
1536 Tom Steven Road
Rock Hill, SC 29730

Dear Dr. Haire,

The North Carolina Department of Transportation is starting the project development, environmental, and engineering studies for proposed construction of a roundabout and the addition of bicycle and pedestrian facilities on 16th Street NE (Sandy Ridge Road) at 21st Avenue NE as project C-5196. The Federal Highway Administration (FHWA) is the lead federal agency for compliance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA). A US Army Corps of Engineers (USACE) Permit is not anticipated under the Section 404 Process. The project vicinity map is attached. The coordinates of this project are approximately 35.759308, -81.307267.

We would appreciate any information you might have that would be helpful in evaluating potential environmental impacts of the project including recommendation of alternates to be studied. Your comments may be used in the preparation of a NEPA Environmental Document.

In accordance with Section 106 of the NHPA, we also request that you inform us of any historic properties of traditional religious or cultural importance that you are aware of that may be affected by the proposed project. Be assured that, in accordance with confidentiality and disclosure stipulations in Section 304 of the NHPA, we will maintain strict confidentiality about certain types of information regarding historic properties.

Please respond by July 12th so that your comments can be used in the scoping of this project. If you have any questions concerning this project, or would like any additional information, please contact me at ext-jbmcswain@ncdot.gov.

Thank you,

Jackie McSwain
NCDOT Division 12 Project Manager

cc: Matt Wilkerson, NCDOT Archaeology Group
Leader John Marshall, City of Hickory

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
HIGHWAY DIVISION 12
P O BOX 47
SHELBY, NC 28151-0047

Telephone: (919) 552-4200
Fax: (704) 480-5401
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
1710 E MARION ST
SHELBY, NC 28151



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

June 12, 2024

Roger Cain
United Keetoowah Band of Cherokee Indians
Section 106 Coordinator
PO Box 746
Tahlequah, OK 74465

Dear Mr. Cain,

The North Carolina Department of Transportation is starting the project development, environmental, and engineering studies for proposed construction of a roundabout and the addition of bicycle and pedestrian facilities on 16th Street NE (Sandy Ridge Road) at 21st Avenue NE as project C-5196. The Federal Highway Administration (FHWA) is the lead federal agency for compliance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA). A US Army Corps of Engineers (USACE) Permit is not anticipated under the Section 404 Process. The project vicinity map is attached. The coordinates of this project are approximately 35.759308, -81.307267.

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Thank you,

Jackie McSwain
NCDOT Division 12 Project Manager

cc: Matt Wilkerson, NCDOT Archaeology Group Leader
John Marshall, City of Hickory

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Public Input



16th Street NE (Sandy Ridge Road) Improvement and Roundabout Project

Design Facts This project is designed as a "best-fit" solution to accomplish the City's goals of improving safety and traffic flow, accommodating multimodal transport, and minimizing the need for additional right-of-way.

The existing traffic signal at 16th Street NE and 21st Avenue NE would be replaced with a roundabout requiring minor realignment of approach lanes, installation of concrete islands, and acquisition of right-of-way around the roundabout. Compared to a signalized intersection, the roundabout would improve traffic flow, provide congestion relief, reduce the frequency and severity of vehicle crashes, and improve pedestrian safety.

North of the roundabout, 16th Street NE would remain as two travel lanes at a minimum of 11 feet wide each, with curb and gutter installed. Proposed acquisition of right-of-way on either side of 16th Street NE would be required to accommodate a 5-foot wide sidewalk to the east and a 10-foot wide multi-use path (MUP) to the west. These paths would connect with the existing sidewalks on 8th Street Drive NE, 21st Avenue NE, and 29th Avenue Dr NE, extending the network for pedestrians and cyclists. The 10-foot MUP is designed to provide enough room for cyclists and pedestrians. The MUP would provide for separated cyclist traffic, increasing accessibility and safety.



Project Contact—John Marshall
City of Hickory—Transportation Planning
(828)-323-7534—ProjectCS196@hickorync.gov

The City is accepting comments on the project until **November 15th 2024**. For more information, including how to submit comments, visit the project website at:
hickorync.gov/sandyridgeroundabout



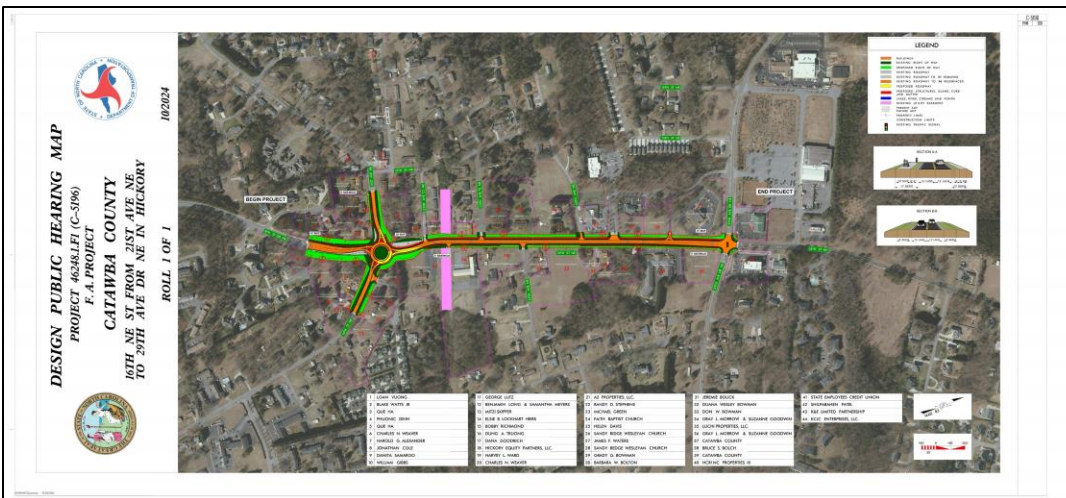
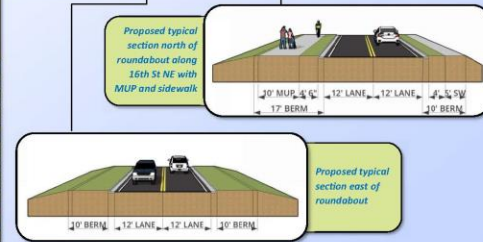
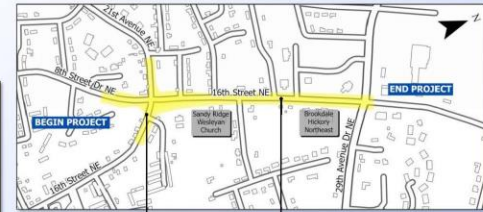
16th Street NE (Sandy Ridge Road) Improvement and Roundabout Project

FACT SHEET

NCDOT STIP No. C-5196
City of Hickory
Project Length: 0.5 miles

Project Summary — Currently 16th Street NE (Sandy Ridge Road) is a two-lane road with no sidewalks. The Intersection of 16th Street NE and 21st Avenue NE uses traffic signals and turn lanes to control traffic.

The City proposes to replace the existing traffic signal with a roundabout, and add a sidewalk & multi-use path (MUP) along either side of 16th Street NE to 29th Avenue Drive NE. These would tie into other existing and planned sidewalks & MUPs providing improved bicycle and pedestrian access.



Consultation

North Carolina Department of Transportation
NEPA/SEPA Consultation Form

State Project No. HL-0004
WBS No. 49346.1.1
F.A. No. 1143026

A. Project Description, Location, and Purpose:

Project HL-0004 is the proposed extension of 0.179 mile of 17th Street NW from SR 1312 (9th Avenue NW) to SR 1371 (Clement Boulevard NW) to improve connectivity in the project area. The project is located in the City of Hickory, Catawba County. The project is shown in Figure 1.

The proposed project will add two 11-foot travel lanes with curb and gutter. The improvements include a 10-foot multi-use path to the west of the proposed 17th Street NW Extension and widening of existing sidewalks from SR 1312 (9th Avenue NW) south for approximately 200-feet to 10-feet.

The purpose of the proposed project is to improve traffic operations and connectivity in the study area. The 17th Street NW Extension will serve as an alternate route to US 321 for local traffic.

Motorists seeking to travel north on 17th Street NW or wanting to travel north from SR 1312 (9th Avenue NW) to SR 1371 (Clement Boulevard NW) must travel east to US 321 and north along US 321 through signalized intersections.

Construction of the proposed 17th Street NW Extension will eliminate the need for motorists to access US 321 to travel north in the project study area. The proposed design improvements will help to reduce the number of intersection conflicts on US 321.

B. Consultation Phase:

Construction

C. NEPA/SEPA Class of Action Initially Approved as:

FHWA Class II (CE) 10.04.2022
Type I (A)

D. Changes in Proposed Action & Environmental Consequences:

Design

There have been no substantial design changes since the October 2022 Categorical Exclusion.

Cultural Resources

There have been no changes to the design that would impact NRHP resources or cemeteries.

Tribal Resources

There are four federally recognized tribes with interests in Catawba County (Cherokee Nation, Catawba Indian Nation, Eastern Band of Cherokee Indians, and United Keetoowah Band of Cherokee Indians) that were notified of the project in March 2022. All tribes with interests in Catawba County will be notified if cultural materials or human remains are encountered during ground disturbance, construction, or demolition activities.

Construction Consultation
December 2023

HL-0004 (17th Street NW Extension)
WBS No. 49346.1.1

Protected Species

The USFWS IPaC data, reviewed on December 8, 2023, identified five species that could occur in or near the project area. A review of the NHP database, updated October 2023, revealed no known occurrences of these species within 1.0 mile of the project study area.

The northern long-eared bat is no longer listed as potentially present in the project study area.

USFWS has added the tricolored bat (*Perimyotis subflavus*) as "Proposed Endangered" since the June 2022 NRTR. Potential habitat for the tricolored bat is present in the forested areas of the study area. Should the species become listed then NCDOT will have the opportunity to survey for tricolored bats prior to construction if the status is upgraded to Endangered. The City of Hickory commits to a winter tree clearing moratorium from October 16 to March 31.

Habitat for the bog turtle is not present in the study area. Species listed as Threatened due to Similarity of Appearance are not afforded protection under Section 7 of the Endangered Species Act and do not require Section 7 consultation with the USFWS.

No suitable habitat for dwarf-flowered heartleaf is present within the study area. A biological conclusion of No Effect was rendered for this species.

Habitat for the monarch butterfly is present in the study area in the roadside areas. However, the monarch butterfly is listed as a Candidate species and is not currently afforded protection under Section 7 of the ESA.

Bald Eagle: No bald eagles or nests were observed during the March 30, 2022, field visit. Due to the lack of known occurrences, and minimal impact anticipated for this project, it has been determined that this project will not affect this species.

E. Conclusion:

The above NEPA/SEPA documentation has been reevaluated (as required by either 23 CFR 771 or by NC General Statute Chapter 113A Article 1). It has been determined that the current proposed action is essentially the same as the original proposed action. Proposed changes, if any, are noted in Section D. It has been determined that anticipated social, economic, and environmental impacts were accurately described in the above referenced document(s) unless noted otherwise herein. Therefore, the original Administrative Action remains valid.

Construction Consultation
December 2023

HL-0004 (17th Street NW Extension)
WBS No. 49346.1.1

Consultation – Cont.

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F. Coordination

TGS personnel have discussed the current project parameters with qualified representatives. TGS Project Engineer, Stacy Oberhausen, PE, hereby verifies the involvement of the following staff and the incorporation of their technical input:

TGS Design Engineer/Project Manager:	<u>Jimmy Terry, PE</u>	<u>12.08.2023</u>
TGS Hydraulics Engineer:	<u>David Petty, PE</u>	<u>12.08.2023</u>
Sage Ecological Services – Environmental Scientist:	<u>Kim Hamlin, PWS</u>	<u>12.06.2023</u>

G. Consultation Approval for NCDOT Project HL-0004

Prepared By: 12/14/2023 | 8:44 AM EST ^{DocuSigned by:}
Stacy Oberhausen
Date Stacy Oberhausen, PE, CPM
TGS Engineers

Reviewed By: 12/18/2023 | 6:59 AM EST ^{DocuSigned by:}
John Marshall
Date John Marshall, Transportation
City of Hickory

Reviewed By: 12/15/2023 | 7:36 AM PST ^{DocuSigned by:}
Jeff Wyatt
Date Jeff Wyatt, Division Environmental Supervisor
NCDOT, Division 12

- Approved** In adherence with 23 CFR 771 (NEPA) or NC General Statute Chapter 113A Article 1 (SEPA), NCDOT approves this Consultation.
- or
- Certified** NCDOT staff certifies if FHWA signature was previously required or where changes have resulted in FHWA signature being required.

1/3/2024 | 5:37 AM PST ^{DocuSigned by:}
Date Mark Stafford, PE
Mark Stafford, PE, Division Engineer
NCDOT, Division 12

FHWA Approved: FHWA signature required for Type I or II CE, Type III CE with Substantial Changes, Type III CE, FONSI or ROD.

N/A
Date for Yolonda K. Jordan, Division Administrator
Federal Highway Administration

Construction Consultation
December 2023

HL-0004 (17th Street NW Extension)
WBS No. 49346.1.1

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PROJECT COMMITMENTS

Hickory, 17th Street NW extension
T.I.P Number: HL-0004
Catawba County
Federal Aid Number: 1143026
WBS: 49346.1.1

COMMITMENTS FROM PROJECT DEVELOPMENT AND DESIGN

Division Environmental Staff - Tricolored bat

The City of Hickory commits to a winter tree clearing moratorium from October 16 to March 31.

COMMITMENTS FROM PERMITTING

No commitments developed during project permitting.

*****END OF PROJECT COMMITMENTS*****

Hickory, 17th Street NW extension



Consultation – Cont.

