



Transportation Economic Assistance (TEA) and Economic Development Administration (EDA) funded projects shall conform to the following procedures.

### 1.1 TEA Projects -State Administered

The PS&Es for state administered TEA projects shall follow the same procedures as other state funded projects. There will be no special handling by the Office of Construction, Contract Management Section.

### 1.2 TEA Projects -Locally Administered

The process for the district's involvement in locally administered TEA projects is covered in a letter dated November 15, 1991 from the Bureau of Highway Districts and the Bureau of Policy Planning and Analysis under the subject titled Locally Administered TEAs: Process Standardization.

The Office of Construction, Contract Management Section will not be involved in plan checking or advertising for bids. This will be handled by the local unit of government. Therefore a PS&E shall not be submitted to the Office of Construction. A single copy of the PS&E documents should be sent to the Quality Management Chief in the Office of Design.

### 1.3 EDA Projects -State Administered

When the local agency is planning to use EDA funds on a TEA project, the PS&E for a state administered project shall follow the same procedures as other federally funded projects, except as outlined below.

The following special actions will be taken by the Division of Highways to assist the local agency in obtaining EDA funds.

### 1.4 Special Actions by the Office of Construction

1. A statement will be included in the advertisement to the effect that EDA funding is used in part to finance the work.
2. EDA project numbers will be included on the plan and proposal.
3. Federal Highway Administration requirements will be included in the proposal. There will be no Disadvantaged Business Enterprise assignment. Apprenticeship training will be included.
4. Provisions will be included in the proposal for:
  - Employment of Local Labor
  - Small, Minority, Women's and Labor Surplus Area Businesses
5. Copies of the advertisement for bids, plans and proposal will be sent to Regional Office of EDA.
6. Copies of the transmittal memo to EDA will be provided to the district director, the Division of Planning and Budget and the consultant or local agency.
7. A certified copy of summary of bids received for the project and notification of the contract award will be sent to the Regional Office of EDA after the letting.
8. After the contract is executed, the following documents will be forwarded to the consultant or local agency for their use in obtaining EDA grant monies for the municipality.
  - One set of plans and sample proposal.
  - A signed statement relative to the public opening of bids.
  - A certified bid tabulation for the project.
  - Recommendation for award to lowest responsible bidder.
  - Reprint of advertisement by Western Builder including publication date.
  - Copy of signed proposal cover and Schedule of Prices from low bidders proposal.
  - Copy of any letters from Office of Commissioner of Transportation.
  - Copy of Notice of Award.
  - Copy of notification of Award which has been sent to Regional Office of EDA.

- Copy of Contract and Bond forms.
- Copy of signed Clean Air Act certification.

**1.5 Actions Taken by the Consultant or Local Agency.**

1. The consultant or local agency shall make arrangements with the district office to obtain copies of the following.
  - Start to work order.
  - Minutes of the preconstruction conferences.
  - Copies of contract change orders.
  - Copies of payment estimates.
  - Copies of payrolls if required.
2. The consultant or local agency is responsible for all submittals to EDA other than initial copies of the advertisement, plan, proposal and certified copy of bids received, which the department will send directly to the regional office of EDA.

**1.6 EDA Projects -Locally Administered**

The process for locally administered EDA projects shall be the same as locally administered TEA projects.