



COLORADO
Department of Transportation
Division of Transit & Rail

TRANSIT CAPITAL PROJECTS **LOCAL AGENCY MANUAL**

Transit Local Agency Manual Background

As the backbone of a transit system, capital facilities provide space for vehicle maintenance, agency offices, bus/vehicle storage, parking, intermodal connectivity, and much more. While the intention of the TLAM is to provide guidance for larger-scale projects, such as maintenance facilities and park-n-rides, it is not limited to projects of that scale. Local agencies can apply most of this guidance, particularly regarding planning, funding, National Environmental Policy Act (NEPA), and land acquisition, to smaller capital facility projects.

ABOUT THE TLAM

Who: The TLAM is intended for rural local transit agencies that provide transit services for communities with typically fewer than 50,000 people. The TLAM is best suited for rural transit agency personnel but can be referenced by anyone.

What: The TLAM provides details on all stages of the transit capital facility lifecycle, including planning, environmental clearance, real estate and acquisition, design, construction, commissioning, and closeout. The TLAM includes lists of contacts, resources, flowcharts, checklists, and forms to help rural transit agencies know whom to contact, what steps to take next, and/or when to complete a given task.

When: The TLAM will be available in May 2024 and can be used at any point in the transit capital facility project process.

Where: The most current version of the TLAM will be available on CDOT Division of Transit and Rail website.

Why: The TLAM is the central repository of information for transit local agencies to navigate the process to complete a capital project. The TLAM provides the transit capital facility lifecycle process and ensures essential knowledge is available and stored to create resiliency against lost knowledge in transit local agencies and CDOT divisions.



1A Capital Projects Planning & Initiation

Chapter 1A Capital Projects Planning & Initiation

Addresses project conception (planning, gaps and needs assessment, etc.), funding and getting a project into the Statewide Transportation Improvement Program (STIP), high level site assessments and feasibility studies, Title VI Equity Analysis, and initial grant development steps.

Key Takeaways:

1. Participate in your regional planning process to ensure needed capital facility projects are included in the project list.
2. Grant application and administration takes place in COTRAMS. Contact DTR for help with COTRAMS.
3. Ensure a Title VI Equity Analysis is complete BEFORE advancing design/acquisition.

See back cover for a list of key resources

1B Project Lifecycle Reporting & Requirements

Chapter 1B Project Lifecycle Reporting & Requirements

Discusses project (scope, schedule, and cost) controls, grants management, procuring professionals, procurement and contractor administration, financial reporting, FTA oversight, civil rights requirements, facilities/equipment management, risk and safety, project administrative systems, communications, and records management.

Key Takeaways:

1. Ensure compliance with all federal requirements associated with your grant. FTA's Circulars detail this information.
2. Ensure all procurement processes are competitive.
3. Ensure compliance with all Civil Rights requirements.
4. Retain all documentation related to procurement, grant management, facilities and all pertinent files in case of audit.

See back cover for a list of key resources

2 Environmental Clearance

Chapter 2 Environmental Clearance

Summarizes the required National Environmental Policy Act (NEPA) actions for a Categorical Exclusion (CE), including resource assessments for biological resources, water resources, hazardous materials, and cultural/historical resources.

Key Takeaways:

1. The TLAM only covers CEs. For help with higher level environmental documents, please contact FTA.
2. NEPA applies any time federal funds are involved.
3. Ensure that resource areas are being evaluated by qualified consultants/personnel.

See back cover for a list of key resources

3 Acquisition & Real Estate

Chapter 3 Acquisition & Real Estate

Discusses the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs, often referred to as the Uniform Act. The chapter covers Uniform Act requirements from acquisition planning to appraisals, offering just compensation (fair market value), negotiations, relocation, reestablishment, and special cases. Chapter 3 also addresses failed negotiations, and advisory services to be provided to displaced persons (who either occupy dwellings or own businesses).

Key Takeaways:

1. DO NOT advance any property acquisition or discussions with owners without first completing NEPA.
2. Utilize government-owned properties if available.
3. Acquisition of a property may not be finalized until comparable replacement housing is made available for any displaced resident.

See back cover for a list of key resources

4 Design and Engineering

Chapter 4 Design and Engineering

Summarizes the full design timeline, which starts at project development and ends with final engineering. Chapter 4 also addresses other necessary design tasks and criteria from the roles and responsibilities during design, to scoping, reviews, quality assurance/quality control, and risk assessment.

Key Takeaways:

1. FTA's primary design requirement for small (non-Capital Investment Grant) projects is that NEPA is completed before final design.
2. The 30% design phase coincides with NEPA clearance, and should address any identified resource area impacts.

See back cover for a list of key resources

Chapter 6 Commissioning

Addresses commissioning requirements. Commissioning is the process of testing the completed project to ensure that all facility components work as expected. It is an essential step in validating building equipment and systems in coordination with operations personnel and third parties.

Key Takeaways:

1. The local agency should establish strong ties with emergency response agencies and resources to provide mutual assistance in major emergencies on or near the project.
2. The Construction Manager (CM), in coordination with the contractor and training manager, must ensure that all training requirements are met and training material is turned over to the local agency.

See back cover for a list of key resources

Chapter 7 Project Closeout

Addresses the steps necessary to close out a capital facility project. Topics include how to close out project contracts, titles, facilities and equipment, grants/financial management, and records.

Key Takeaways:

1. Federal- or state-funded facilities and equipment must meet or exceed established minimum useful life standards to qualify for disposition.
2. Records should be maintained for at least three years.
3. Subrecipients must initiate closeout within 90 days after the end of the period of performance.

See back cover for a list of key resources

7 Project Closeout

6 Commissioning

5 Construction

4 Design and Engineering

3 Acquisition & Real Estate

2 Environmental Clearance

1B Project Lifecycle Reporting & Requirements

1A Capital Projects Planning & Initiation

CDOT's Division of Transit and Rail (DTR) works with rural transit agencies to plan, fund, and coordinate the advancement of transit capital facility projects in rural Colorado. Post-award DTR staff contacts for rural transit capital projects are listed below.

Contact Info

Name	Title	Email
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Key Resources

Chapter	Resource	Link
1A	FTA Grants	https://www.transit.dot.gov/grants
1A	DTR Notice of Funding	https://www.codot.gov/programs/transitandrail/assets/nofa-announcements
1B	CDOT's Statewide Management Plan	https://www.codot.gov/programs/transitandrail/assets/state-management-plan
1B, 7	FTA Circular 5010.1E	https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/fta-circulars/58051/5010-1e-circular-award-management-requirements-7-16-18.pdf
2	FTA Standard Operating Procedures	https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/environmental-standard-operating-procedures
2	FTA Guidance on Categorical Exclusion (CE) Implementation	https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/guidance-implementation-ftas-categorical-exclusions
3	FTA Uniform Act Guidance	https://apps.itd.idaho.gov/apps/pt/capital/FTAURAGuide.pdf
3	49 CFR 24 Uniform Act	https://www.law.cornell.edu/cfr/text/49/part-24
4, 5, 6	FTA 2016 Construction Project Management Handbook	https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Construction_Project_Management_Handbook_2016.pdf
5	FTA 2019 Construction Manual	https://www.codot.gov/business/designsupport/bulletins_manuals/construction-manual/construction-manual.pdf

Agencies should always confirm resources are the most current available