



KANSAS DEPARTMENT OF TRANSPORTATION

BUREAU OF LOCAL PROJECTS

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Larry W. Emig, P.E.  
Bureau Chief

MEMO TO: County Engineers/Road Supervisors/Hwy. Administrators/Public Works Directors  
City Engineers/Street Superintendents (Cities with population greater than 5,000)

DATE: December 16, 1999

SUBJECT: **ADVANCE NOTICE** - County and City Non-participating, Pre-construction  
Project Costs (Preliminary Engineering [Design], Rights of Way and Utility  
Adjustments)

RE: BLP Memo 99-11

The nature of the recently passed Comprehensive Transportation Program (CTP) has required the Kansas Department of Transportation (KDOT) to develop new methods to report the financial status of the Program to the legislature. It is now required for KDOT to report the total cost for County and City projects administered through KDOT. This includes all work phases of all projects under the Program. Under the previous Comprehensive Highway Program (CHP), only the project costs known to KDOT were reported. For the federal aid local projects, only the cost of construction and construction engineering (inspection) were reported. Any non-participating, pre-construction costs such as preliminary engineering (design), rights or way and utility adjustments were not recorded by KDOT and therefore not reported. These costs are now required to be reported.

The CTP went into effect July 1, 1999. KDOT will be requesting your assistance to provide actual project costs for projects let to contract since that date, as well as actual costs of projects currently on your approved five-year plan. Therefore, it will be necessary to obtain those costs from the local units of government.

**For projects let since July 1, 1999:** The Bureau of Local Projects (BLP) will soon be sending out forms to those cities and counties that had projects in the bid lettings since July 1, 1999. These forms will have places to record the total actual cost information for the non-participating, pre-construction activities mentioned above for the let projects that will be listed. We will ask that the forms be completed and returned to the BLP.

**For projects not let and on the local agencies' current approved five-year plan (through FY 2004):** BLP will determine a preliminary estimate for the non-participating, pre-construction costs. However, prior to each project being let, each city and county will be required to submit the total actual cost they have paid for the non-participating, pre-construction activities.

*a new requirement*

**For projects that will have a project request submitted in the future:** BLP will revise the project request form 1302 to include places to indicate the estimated costs of the non-participating, pre-construction activities. At the time of letting, the BLP will also require the local agency to report the total actual costs of these activities.

The capturing of these costs will allow for an actual total cost reporting of the direct local and federal project dollars for the local agencies' federal aid projects.

If you have any question about this procedural explanation, please contact Paul Bodner, Bill Gilliland or myself at (785)296-3861.

Sincerely,

Larry W. Emig, P.E., Chief  
Bureau of Local Projects

LWE:WSG:wsg

c: G. David Comstock, P.E., Director of Engineering and Design