

STANDARD PROJECT ADMINISTRATION AGREEMENT

Project Number	UPC	Local Designation
9999-000-R06	87155	Arlington County
0309-000-R12	87271	
0027-000-R07	87156	
0029-000-R08	87157	
0309-000-R09	87158	
0237-000-R10	87159	

THIS AGREEMENT made and executed in triplicate this ____ day of _____, 2008, by and between the County Board of Arlington County, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as a Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY will progress with the development of each Project so that any federal funds allocated to each Project may be obligated within three years of allocation to each Project in accordance with the current Statewide Transportation Improvement Program, unless otherwise specified in writing by the Department; and

WHEREAS, both parties have concurred in the LOCALITY's general administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase of each Project shown in Appendix A, except the performance of the State Environmental Review Process (SERP), and coordinate with the DEPARTMENT for all reviews, approvals, and environmental actions and decisions, as required. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT.
 - b. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.

- c. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project, or all such records and documentation may be turned over to the DEPARTMENT in a manner acceptable to the DEPARTMENT.
- d. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and a to-date project summary schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the Locality. For federally funded projects and pursuant to the Federal Code of Regulation Title 49, Section 18.43, violations of the provision may result in the imposition of sanctions including possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- e. Subject to appropriation, reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.1-44 or Section 33.1-70.01 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- f. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- g. Administer the Project in accordance with all applicable federal, state, or local laws and regulations.
- h. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, or local laws and regulations. If the locality expends over \$500,000 annually in federal funding, such certification shall include a copy of the LOCALITY's single program audit in accordance with Office of Management and Budget Circular A-133.
- i. The LOCALITY will use its staff counsel for all legal proceedings. If legal services other than that provided by staff counsel are required, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General.

- j. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
2. The DEPARTMENT shall:
 - a. Perform the SERP and provide guidance relative to the coordination of environmental commitments that result from the SERP, provide necessary coordination with the FHWA, and approve plans, specifications, advertisement documents, and contract awards as determined to be necessary by the DEPARTMENT.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.d, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A outlines the phases of work and general items to be administered by the LOCALITY. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.1-94 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been appropriated. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated and allocated.
6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.

- 7. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.e, 1.f, and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA:

Typed or printed name of signatory

Date

Title

Date

Signature of Witness

Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Commonwealth Transportation Commissioner
Commonwealth of Virginia
Department of Transportation

Date

Signature of Witness

Date

Attachments

- Appendix A – 1 – UPC 87155 Appendix A – 2 – UPC 87271 Appendix A – 3 – UPC 87156
- Appendix A – 4 – UPC 87157 Appendix A – 5 – UPC 87158 Appendix A – 6 – UPC 87159

APPENDIX A-1

Project Number: 9999-000-R06 – UPC 87155

Locality: Arlington County

Project Narrative	
Scope:	Signal Upgrades – Various Locations
From:	Various Locations
To:	
Locality Project Manager Contact Info: Wasim Raja 703-228-7588 , Wraja@arlingtonva.us	
Department Project Coordinator Contact Info: William C. Britt , 703-383-2948, Calvin.Britt@VDOT.Virginia.gov	

Project Costs and Reimbursement				
Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
Preliminary Engineering	5,000	5,000	*	2,500
Right-of-Way & Utilities	0	0	*	0
Construction	295,000	195,000	7,000 *	90,500
Total Estimated Cost	\$300,000	\$200,000	\$7,000 *	\$93,000

Total Maximum Reimbursement by Locality to VDOT	0
Total Maximum Reimbursement by VDOT to Locality	\$93,000

Project Financing				
A	B	C	D	E
Revenue Sharing VDOT Matching Funds	Revenue Sharing Locality Matching Funds	FY07/08 Revenue Sharing Locality Unmatched Funds	Locality Funds @ 100%	Aggregate Allocations (A+B+C+D)
\$100,000	\$100,000	\$100,000 **	\$0	\$300,000

Program and Project Specific Funding Requirements
<ul style="list-style-type: none"> • This project will be administered in accordance with the “Guide For Local Administration of Virginia Department of Transportation Projects.” • This project is a Revenue Sharing Project and must follow the procedures set forth in the Guide to the Revenue Sharing Program. • ** This project was approved for FY 07/08 Combined Revenue Sharing Program funds with the stipulation that the locality spends the \$100,000 unmatched funds prior to receiving Revenue Sharing VDOT Matching Funds. The project specified in their approved application for the Unmatched Funds was this UPC. • ** Therefore, the County will not receive reimbursement on this project until they have provided documentation that the unmatched funds of \$100,000 has been spent on eligible costs. • * Estimated eligible VDOT project expenses for PE & RW are shown under CN Phase. • Estimated eligible VDOT project expenses are based on VDOT processing SERP and inspection. Any additional assistance necessary may result in additional VDOT charges to the project. • This is a limited fund source project. All costs exceeding available Revenue Sharing Funds will be borne 100% by the locality. • VDOT will reimburse locality 50% of eligible costs up to Maximum Reimbursement Amount. • Revenue Sharing Funds above consist of the following Fiscal Years: <ul style="list-style-type: none"> ○ FY07/08 Combined Funds \$100,000 Unmatched Locality Funds ○ FY07/08 Combined Funds \$200,000 (\$100,000 locality & \$100,000 VDOT)

This attachment is certified and made an official attachment to this document by the parties of this agreement

Authorized Locality Official & date

Residency Administrator’s/Urban Program Manager’s Recommendation & date

Typed or printed name of person signing

Typed or printed name of person signing

APPENDIX A-2

Project Number: 0309-000-R12 – UPC 87271

Locality: Arlington County

Project Narrative	
Scope:	Old Dominion Drive Sidewalk/Pedestrian Improvements – Phase 2
From:	Glebe Rd
To:	Fairfax County Line
Locality Project Manager Contact Info: Elizabeth Diggs 703-228-3202, ediggs@arlingtonva.us	
Department Project Coordinator Contact Info: Ellen Vogel; 703-383-2359, Ellen.Vogel@VDOT.Virginia.gov	

Project Costs and Reimbursement				
Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
Preliminary Engineering	50,000	50,000	18,000 *	7,000
Right-of-Way & Utilities	0	0	*	0
Construction	400,000	400,000	*	200,000
Total Estimated Cost	\$450,000	\$450,000	\$18,000 *	\$207,000
Total Maximum Reimbursement by Locality to VDOT				0
Total Maximum Reimbursement by VDOT to Locality				\$207,000

Project Financing				
A	B	C	D	E
Revenue Sharing VDOT Matching Funds	Revenue Sharing Locality Matching Funds	Revenue Sharing Locality Unmatched Funds (FY07/08)	Locality Funds @ 100%	Aggregate Allocations (A+B+C+D)
\$225,000	\$225,000	\$ **	\$0	\$450,000

Program and Project Specific Funding Requirements
<ul style="list-style-type: none"> • This project will be administered in accordance with the “Guide For Local Administration of Virginia Department of Transportation Projects.” • This project is a Revenue Sharing Project and must follow the procedures set forth in the Guide to the Revenue Sharing Program. • ** This project was approved for FY 07/08 Combined Revenue Sharing Program funds with the stipulation that the locality spends the \$100,000 unmatched funds prior to receiving Revenue Sharing VDOT Matching Funds. The project specified in their approved application for the Unmatched Funds on UPC 87155 • ** Therefore, the County will not receive reimbursement on this project until they have provided documentation that the unmatched funds of \$100,000 has been spent on eligible costs on UPC 87155 • * Estimated eligible VDOT project expenses for RW & CN are shown under PE Phase. • Estimated eligible VDOT project expenses are based on VDOT processing SERP and inspection. Any additional assistance necessary may result in additional VDOT charges to the project. • This is a limited fund source project. All costs exceeding available Revenue Sharing Funds will be borne 100% by the locality. • VDOT will reimburse locality 50% of eligible costs up to Maximum Reimbursement Amount. • Revenue Sharing Funds above consist of the following Fiscal Years: <ul style="list-style-type: none"> ○ FY07/08 Combined Funds \$100,000 Unmatched Locality Funds on UPC 87155 ○ FY07/08 Combined Funds \$200,000 (\$100,000 locality & \$100,000 VDOT)

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APPENDIX A-3

Project Number: 0027-000-R07 – UPC 87156

Locality: Arlington County

Project Narrative	
Scope:	Route 27 – Shared Used Path – Phase 2
From:	Walter Reed Dr.
To:	Columbia Pike
Locality Project Manager Contact Info: Ritch Viola 703-228-3699, rviola@arlingtonva.us	
Department Project Coordinator Contact Info: William C. Britt , 703-383-2948, Calvin.Britt@VDOT.Virginia.gov	

Project Costs and Reimbursement				
Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
Preliminary Engineering	5,000	5,000	*	2,500
Right-of-Way & Utilities	0	0	*	0
Construction	795,000	795,000	32,000 *	365,500
Total Estimated Cost	\$800,000	\$800,000	\$32,000 *	\$368,000
Total Maximum Reimbursement by Locality to VDOT				0
Total Maximum Reimbursement by VDOT to Locality				\$368,000

Project Financing				
A	B	C	D	E
Revenue Sharing VDOT Matching Funds	Revenue Sharing Locality Matching Funds	Revenue Sharing Locality Unmatched Funds (FY07/08)	Locality Funds @ 100%	Aggregate Allocations (A+B+C+D)
\$400,000	\$400,000	\$ **	\$0	\$800,000

Program and Project Specific Funding Requirements
<ul style="list-style-type: none"> • This project will be administered in accordance with the “Guide For Local Administration of Virginia Department of Transportation Projects.” • This project is a Revenue Sharing Project and must follow the procedures set forth in the Guide to the Revenue Sharing Program. • ** This project was approved for FY 07/08 Combined Revenue Sharing Program funds with the stipulation that the locality spends the \$100,000 unmatched funds prior to receiving Revenue Sharing VDOT Matching Funds. The project specified in their approved application for the Unmatched Funds on UPC 87155 • ** Therefore, the County will not receive reimbursement on this project until they have provided documentation that the unmatched funds of \$100,000 has been spent on eligible costs on UPC 87155 • * Estimated eligible VDOT project expenses for PE& RW are shown under CN Phase. • Estimated eligible VDOT project expenses are based on VDOT processing SERP and inspection. Any additional assistance necessary may result in additional VDOT charges to the project. • This is a limited fund source project. All costs exceeding available Revenue Sharing Funds will be borne 100% by the locality. • VDOT will reimburse locality 50% of eligible costs up to Maximum Reimbursement Amount. • Revenue Sharing Funds above consist of the following Fiscal Years: <ul style="list-style-type: none"> ○ FY07/08 Combined Funds \$100,000 Unmatched Locality Funds on UPC 87155 ○ FY07/08 Combined Funds \$800,000 (\$200,000 locality & \$200,000 VDOT)

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 Typed or printed name of person signing

APPENDIX A-4

Project Number: 0029-000-R08 – UPC 87157

Locality: Arlington County

Project Narrative	
Scope:	Route 29 – Intersection Improvements
From:	At Glebe Road
To:	
Locality Project Manager Contact Info: Bridget Obikoya 703-2287511, bobikoya@arlingtonva.us	
Department Project Coordinator Contact Info: William C. Britt , 703-383-2948, Calvin.Britt@VDOT.Virginia.gov	

Project Costs and Reimbursement				
Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
Preliminary Engineering	150,000	150,000	6,000	69,000
Right-of-Way & Utilities	0	0	0	0
Construction	0	0	0	0
Total Estimated Cost	\$150,000	\$150,000	\$6,000	\$69,000
Total Maximum Reimbursement by Locality to VDOT				0
Total Maximum Reimbursement by VDOT to Locality				\$69,000

Project Financing				
A	B	C	D	E
Revenue Sharing VDOT Matching Funds	Revenue Sharing Locality Matching Funds	Revenue Sharing Locality Unmatched Funds (FY07/08)	Locality Funds @ 100%	Aggregate Allocations (A+B+C+D)
\$75,000	\$75,000	\$ **	\$0	\$150,000

Program and Project Specific Funding Requirements
<ul style="list-style-type: none"> • This project will be administered in accordance with the “Guide For Local Administration of Virginia Department of Transportation Projects.” • This project is a Revenue Sharing Project and must follow the procedures set forth in the Guide to the Revenue Sharing Program. • ** This project was approved for FY 07/08 Combined Revenue Sharing Program funds with the stipulation that the locality spends the \$100,000 unmatched funds prior to receiving Revenue Sharing VDOT Matching Funds. The project specified in their approved application for the Unmatched Funds on UPC 87155 • ** Therefore, the County will not receive reimbursement on this project until they have provided documentation that the unmatched funds of \$100,000 has been spent on eligible costs on UPC 87155 • PE Project Only. • Estimated eligible VDOT project expenses are based on VDOT processing SERP and inspection. Any additional assistance necessary may result in additional VDOT charges to the project. • This is a limited fund source project. All costs exceeding available Revenue Sharing Funds will be borne 100% by the locality. • VDOT will reimburse locality 50% of eligible costs up to Maximum Reimbursement Amount. • Revenue Sharing Funds above consist of the following Fiscal Years: <ul style="list-style-type: none"> ○ FY07/08 Combined Funds \$100,000 Unmatched Locality Funds on UPC 87155 ○ FY07/08 Combined Funds \$150,000 (\$75,000 locality & \$75,000 VDOT)

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APPENDIX A-5

Project Number: 0309-000-R09 – UPC 87158

Locality: Arlington County

Project Narrative	
Scope:	Five Points Intersection - Intersection Improvements
From:	Lee Hwy, Old Dominion, Quincy, Military Road Intersections
To:	
Locality Project Manager Contact Info: Terry Bellamy 703-228-3720, tbella@arlingtonva.us	
Department Project Coordinator Contact Info: Kahlid Gandhi, 703-383-2429, Kahlid.Gandhi@VDOT.Virginia.gov	

Project Costs and Reimbursement				
Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
Preliminary Engineering	200,000	200,000	8,000	92,000
Right-of-Way & Utilities	0	0	0	0
Construction	0	0	0	0
Total Estimated Cost	\$200,000	\$200,000	\$8,000	\$92,000
Total Maximum Reimbursement by Locality to VDOT				0
Total Maximum Reimbursement by VDOT to Locality				\$92,000

Project Financing				
A	B	C	D	E
Revenue Sharing VDOT Matching Funds	Revenue Sharing Locality Matching Funds	Revenue Sharing Locality Unmatched Funds (FY07/08)	Locality Funds @ 100%	Aggregate Allocations (A+B+C+D)
\$100,000	\$100,000	\$ **	\$0	\$200,000

Program and Project Specific Funding Requirements
<ul style="list-style-type: none"> • This project will be administered in accordance with the “Guide For Local Administration of Virginia Department of Transportation Projects.” • This project is a Revenue Sharing Project and must follow the procedures set forth in the Guide to the Revenue Sharing Program. • ** This project was approved for FY 07/08 Combined Revenue Sharing Program funds with the stipulation that the locality spends the \$100,000 unmatched funds prior to receiving Revenue Sharing VDOT Matching Funds. The project specified in their approved application for the Unmatched Funds on UPC 87155 • ** Therefore, the County will not receive reimbursement on this project until they have provided documentation that the unmatched funds of \$100,000 has been spent on eligible costs on UPC 87155 • PE Project Only. • Estimated eligible VDOT project expenses are based on VDOT processing SERP and inspection. Any additional assistance necessary may result in additional VDOT charges to the project. • This is a limited fund source project. All costs exceeding available Revenue Sharing Funds will be borne 100% by the locality. • VDOT will reimburse locality 50% of eligible costs up to Maximum Reimbursement Amount. • Revenue Sharing Funds above consist of the following Fiscal Years: <ul style="list-style-type: none"> ○ FY07/08 Combined Funds \$100,000 Unmatched Locality Funds on UPC 87155 ○ FY07/08 Combined Funds \$200,000 (\$100,000 locality & \$100,000 VDOT)

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APPENDIX A-6

Project Number: 0237-000-R10 – UPC 87159

Locality: Arlington County

Project Narrative	
Scope:	Route 237 - Fairfax Dr – Sidewalk/Pedestrian Improvements
From:	Stuart St.
To:	Stafford St.
Locality Project Manager Contact Info: Stephen Del Giudice 703-228-0090, sdelgiudice@arlingtonva.us	
Department Project Coordinator Contact Info: William C. Britt , 703-383-2948, Calvin.Britt@VDOT.Virginia.gov	

Project Costs and Reimbursement				
Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
Preliminary Engineering	200,000	200,000	8,000	92,000
Right-of-Way & Utilities	0	0	0	0
Construction	0	0	0	0
Total Estimated Cost	\$200,000	\$200,000	\$8,000	\$92,000
Total Maximum Reimbursement by Locality to VDOT				0
Total Maximum Reimbursement by VDOT to Locality				\$92,000

Project Financing				
A	B	C	D	E
Revenue Sharing VDOT Matching Funds	Revenue Sharing Locality Matching Funds	Revenue Sharing Locality Unmatched Funds (FY07/08)	Locality Funds @ 100%	Aggregate Allocations (A+B+C+D)
\$100,000	\$100,000	\$ **	\$0	\$200,000

Program and Project Specific Funding Requirements
<ul style="list-style-type: none"> • This project will be administered in accordance with the “Guide For Local Administration of Virginia Department of Transportation Projects.” • This project is a Revenue Sharing Project and must follow the procedures set forth in the Guide to the Revenue Sharing Program. • ** This project was approved for FY 07/08 Combined Revenue Sharing Program funds with the stipulation that the locality spends the \$100,000 unmatched funds prior to receiving Revenue Sharing VDOT Matching Funds. The project specified in their approved application for the Unmatched Funds on UPC 87155 • ** Therefore, the County will not receive reimbursement on this project until they have provided documentation that the unmatched funds of \$100,000 has been spent on eligible costs on UPC 87155 • PE Project Only. • Estimated eligible VDOT project expenses are based on VDOT processing SERP and inspection. Any additional assistance necessary may result in additional VDOT charges to the project. • This is a limited fund source project. All costs exceeding available Revenue Sharing Funds will be borne 100% by the locality. • VDOT will reimburse locality 50% of eligible costs up to Maximum Reimbursement Amount. • Revenue Sharing Funds above consist of the following Fiscal Years: <ul style="list-style-type: none"> ○ FY07/08 Combined Funds \$100,000 Unmatched Locality Funds on UPC 87155 ○ FY07/08 Combined Funds \$200,000 (\$100,000 locality & \$100,000 VDOT)

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