

**SERTPO**

**PROJECT FEASIBILITY FORM (PFF)**

For assistance, contact Vincent M. Soule, SERTPO Planner, at (575) 762-7714 or [vsoule@epcog.org](mailto:vsoule@epcog.org)

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**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Preparation Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Requesting Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Governing Body Approval:  YES \_\_NO \_\_PENDING\_\_ |
| Responsible Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PROJECT DESCRIPTION**

Project Type (Circle/boldface/underline all that apply):

*ROADWAY TRANSPORTATION ALTERNATIVE BRIDGE SAFETY OTHER*

Route Number and/or Street Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Termini: \_\_\_\_\_\_\_\_\_\_\_ Beginning Mile point \_\_\_\_ Ending Mile point \_\_\_

Total length of proposed project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Phases to be included in request (Circle/boldface/underline all that apply):

*PRELIMINARY ENGINEERING CONSTRUCTION CONSTRUCTION MANAGEMENT& TESTING*

**NATIONAL PERFORMANCE GOALS**

**Goals to be addressed (circle/boldface/underline all that apply):**

*System Reliability | Freight Movement & Economic Vitality | System Connectivity | Infrastructure Condition Safety | Congestion Reduction | Environmental Sustainability | Reduced Project Delivery Delays*

**Justification of how this project meets or addresses the goals circled above (use additional pages if necessary):**

Begin typing here. Box will expand as needed.

**PROJECT COSTS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Column A** | | | | **Column B** | | |
| If project is not phased, complete column A only.  If project is phased, list the amount of funding being currently requested in Column A and complete Column B. | | | | Total Phases No. (1, 2, 3, I, II, III, etc.): | |  |
| The amount below represents the cost of the entire project and will be greater than Column A. | | |
| Project Cost: | | $ | | Total Project Cost: | **$** | |
| **Percentage Estimates:** | | | | Phased projects are usually large and divided into parts or phases. If you wish to supply any additional information, list comments here: | | |
| Total Local Match | % | | $ |
| Total Federal Share | % | | $ |
|  | **100%** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DISTRICT REVIEW:** | | | | |
| By: | Date: | Recommended: | Yes | No |
| **T/LPA REVIEW:** | | | | |
| By: | Date: | Recommended: | Yes | No |

Type district comments here. Box will expand as needed.

**Topics to discuss during PFF meetings:**

* Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has the person in responsible charge attended one of the T/LPA Handbook trainings?
* The Americans with Disabilities Act of 1990 requires public agencies with more than 50 employees to create a transition plan to achieve program accessibility requirements.
  + Does the T/LPA have an approved plan on file with the NMDOT?
  + If the T/LPA has fewer than 50 employees, has NMDOT received an official letter listing employee names and positions (to include part time employees but not elected officials)?
  + T/LPAs with fewer than 50 employees still need an ADA policy. Does the T/LPA have an ADA policy?
* Does the T/LPA have an approved Title VI plan on file with the NMDOT? (Tribal entities are not required to have a Title VI plan).
* Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
* Is the project within NMDOT ROW? If so, does the district support the project?
  + Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
* Is there a need for proprietary items or brans specific items on this project? If so, PIF/certification is required.
* Does the T/LPA have the minimum match required for the project? Is the T/LPA using in kind/soft match: entity furnished items/labor/materials/equipment? This needs to be approved up front and written into the agreement.
* The T/LPA needs to understand the reimbursement process and be prepared to pay all costs up front. The T/LPA must follow district instructions for submitting invoices for reimbursement.
  + Does the T/LPA have the capability to pay all costs up front?
  + Does the T/LPA have the capability to adhere to 90 day project closeout process?
* Certified testing is required during construction and is eligible for reimbursement.
  + Has the T/LPA included funding for testing in the consultant management estimate above or does the T/LPA have certified employees that can provide materials testing?
* Does the T/LPA know the Buy America requirements for steel and iron?
  + NOT the same as Buy American, this is not reimbursable or allowed on federal projects
* The T/LPA must follow the NMDOT specs unless the appropriate NMDOT Design Center grants permission prior to design for the T/LPA to use other specs.
* Does the T/LPA have maintenance and operations costs accounted for?
* Does the T/LPA have a good track record for responsible use/tracking of federal funds? Have they met closeout deadlines? Have they successfully completed other federally funded projects in a timely manner?
* Has the T/LPA had any issues with design/construction in the past?
* Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?