
FOREWORD

This Project Development Manual for Local Public Agencies (PDM) establishes the basic requirements for the planning, design, and construction of Local Public Agency (**LPA**) projects funded by the Federal Highway Administration (FHWA) under the oversight of the Mississippi Department of Transportation (**MDOT**). The PDM procedures **do not apply** to projects under the oversight of the Office of State Aid Road Construction. In order to be readable and useful the contents have been kept to a minimum. However, the PDM along with other documents referenced in the PDM should provide sufficient information for developing most of the commonly encountered projects under this program. Architectural manuals may be required for some non-roadway projects.

The procedures contained herein will be used unless a specific requirement is changed in writing by **MDOT**. Adherence to the requirements of the PDM are of utmost importance because Federal contracts entered into without requisite authority or contrary to statute are illegal and are void as a matter of law. Authorized representatives of the **MDOT** may, at all reasonable times, review and inspect the services of the **LPA** and any work assignments there under or amendments thereto. Authorized representatives of FHWA may also review and inspect the services provided by the **LPA** or the **LPA** authorized representative, should funds of the United States of America be utilized in payment for said services. All reports, drawings, studies and computations prepared by the **LPA** or authorized representatives of the **LPA** shall be made available to authorized representatives of **MDOT** for inspection and review at reasonable times in the Offices of **MDOT**. Authorized representatives of the FHWA may also inspect said reports, drawings and computations should funds of the United States of America be utilized. Acceptance by **MDOT** shall not relieve the **LPA** of its obligation to correct, at its expense, any errors in the work.

The processes described are applicable to all **LPA** projects funded with Surface Transportation Program (STP) funds, Transportation Enhancement (TE) funds, National Highway System Intermodal Connector Improvement Program (ICIP) funds, Intelligent Transportation System (ITS) funds, Safe Routes to School Program (SRTS) funds and other **LPA** earmarks or federal-aid funds administered by **MDOT**. The PDM and its appendices are explanatory and instructional while the PDM links shown in blue are regulatory and provide examples, procedures, regulations, forms, and criteria needed to advance a project from planning to completion. A list of the [PDM links](#) is included in the PDM. The PDM and included links will be updated as needed to reflect changes in policy and procedures.

It is essential that the LPA commit sufficient staff and other resources to ensure that all applicable State and Federal requirements are met. The **LPA** assumes responsibility for ensuring compliance with applicable State and Federal requirements. If the **LPA** has a contract with a Professional Consultant, both the Consultant and the **LPA** assume responsibility for ensuring compliance with applicable State and Federal requirements.

MDOT has the responsibility for project oversight and, as part of that responsibility, must provide various certifications to the FHWA that work was accomplished in accordance with federal-aid procedures. Even though **MDOT** is responsible for these certifications to the FHWA, the PDM procedures also require the **LPA** to provide certifications to **MDOT** at various times during the project. These certifications shall be by **LPA** officials or professionals as indicated in the PDM and the various certification forms provided. Failure of an **LPA** to accomplish work as certified could result in the loss of federal funds from the **LPA** project and could jeopardize the availability of future **LPA** federal funds.

As required by Federal guidelines, all **LPA** project files must be retained and available for inspection by **MDOT** and Federal officials for three years after final payment has been made.

[Chapter 1](#)