

RECEIVED
CASS COUNTY COMMISSION

OCT 6 2017

MEMO TO: Chairperson, Board of County Commissioners
FROM: Paul M. Benning, Local Government Engineer *PMB*
DATE: October 4, 2017
SUBJECT: Maintenance Certification

Enclosed is the annual Maintenance Certification for county federal aid projects for you to sign and return to my office by **November 17, 2017**. This certification states that your county is properly maintaining the projects that had federal aid for construction.

Also, enclosed is a **sample** "Construction and Maintenance Agreement" similar to one you have signed for each federal aid construction project (See page 3). This does **not** need to be returned as it is for your information only.

If you have any questions, please call me at 701-328-2217.

38/blf/sh
c: Road Foreman (letter only)
Enclosures

SUGGESTED MOTION:

Move to authorize the chairman to sign the annual maintenance certification form which states that the county is properly maintaining highway construction projects that receive federal aid.

**MAINTENANCE CERTIFICATION
COUNTY FEDERAL AID PROJECT**

North Dakota Department of Transportation, Local Government
SFN 51026 (8-2017)

All federal aid highway projects have been inspected and are being maintained in a good and safe condition for general public use. Maintenance is in accordance with the North Dakota Department of Transportation "Construction and Maintenance Agreements".

Approved as to form:

States Attorney (Type or print)
Signature

County of
Date

County Auditor (Type or print)
Signature

Chairman, Board of County Commissioners (Type or print)
Signature

Recommended for approval:

County Engineer/Highway Supervisor (Type or print)
Signature

North Dakota Department of Transportation
CONSTRUCTION AND MAINTENANCE AGREEMENT
COUNTY FEDERAL AID PROJECT

Federal Award Information – to be provided by NDDOT

CFDA No.: 20.205

CFDA Title: Highway Planning and Construction

Award Name: Federal Aid Highway Program

Awarding Fed. Agency: Federal Highway Admin.

NDDOT Program Mgr.: \${FIELD:CONTRACT_MGR_NAME} Telephone: <<telephone>>

Notice to Subrecipients: Federal awards may have specific compliance requirements. If you are not aware of the specific requirements for your award, please contact your NDDOT Program Manager.

For NDDOT use only.

FHWA Authorization date:

Project No. \${FIELD:PROJECT_NUMBER}

County

Location: \${FIELD:LOCATION}

Type of Improvement:

Length:

This contract is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and County, North Dakota, hereinafter referred to as the County, who hereby agree that:

It is in the best interest of both parties to have the County construct and maintain this project according to the terms and conditions set forth in this agreement. NDDOT will assist the County with the preparation and distribution of the bid documents and include the project in a scheduled bid opening.

The County agrees to the terms and conditions required for the project by the Federal Highway Administration (FHWA).

NDDOT will procure federal funds for the construction of the project, pursuant to Title 23 of the United States Code. Federal funds will be provided under item :

- a. Federal funds obligated for this project shall not exceed percent of the total eligible project cost up to a maximum of \$.
- b. Federal funds obligated for this project shall not exceed percent of the total eligible project cost. The total estimated project cost is \$, with the County's estimated share being \$.

The balance of the project cost is the obligation of the County. The total eligible project costs include the cost of those items shown in the engineer's detailed estimate as approved for federal funds and any project changes approved by NDDOT for the use of federal funds.

Federal funds may not be obligated by the County, prior to Federal Highway Administration approval of the program documents for the project.

PART I

County Obligation:

1. To comply with the Disadvantaged Business Enterprise (DBE) requirements established by NDDOT for the project.

The County shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The County shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. NDDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the County of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et. seq.).

Include the following paragraph verbatim in any subcontracts they sign relative to this project:

- a. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as NDDOT deems appropriate.
2. To comply with requirements of 23 CFR Part 633, Required Contract Provisions, and 23 CFR Part 635, Construction and Maintenance.
 3. To construct the project in conformity with the construction contract. Changes to the plans shall meet the requirements of the current edition of NDDOT's *Local Government Manual* and 23 CFR Part 625, Design Standards for Highways.
 4. To construct the project in conformity with the approved environmental documents, and implement any measures mitigating the environmental impact of the project.
 5. To comply with the procedures outlined in the current edition of NDDOT's *Local Government Manual*.
 6. To comply with the current edition of NDDOT's *Right of Way Acquisition Procedures for Local Public Agency Federal Aid Projects*.
 7. The County will be responsible for any consideration, avoidance, and minimization of impacts upon real property related to this project, such as changes in the grades of streets, inconvenience to property or business, and any loss of light, air, view, access, egress, drainage, support, or nuisance.
 8. To comply with the requirements of Appendices A and E of the Title VI Assurances, attached and incorporated by reference herein.

PART II

Contracting and Construction:

1. On behalf of the County, NDDOT will:
 - a. Prepare the bid proposals, print and distribute the proposals and plans, solicit proposals and include the project in a scheduled bid opening, as provided in NDCC Chapter 24-02.
 - b. Evaluate the bids as to the sufficiency of Disadvantaged Business Enterprise (DBE) participation and the bidders good faith efforts in satisfying the requirements of the current edition of the DBE special provision, and 49 CFR Part 26. NDDOT shall have exclusive authority in evaluating the adequacy of DBE participation.
 - c. Tabulate the bids and send to the County for its determination of the lowest responsible bidder and the execution of the contract.
 - d. Concur in the award of the contract for the sole purpose of enabling the County to procure federal aid for the construction of the project.
 - e. Distribute copies of the executed contract, plans, and contract documents to the parties.
2. During the construction of the project, the County will:
 - a. Provide engineering services, material testing, inspection of the work, and administer the construction contract as required by the contract documents and the current edition of NDDOT's *Standard Specifications for Road and Bridge Construction and Sampling and Testing Manual*.
 - b. Keep all project records and documentation as required in NDDOT's current edition of the *Construction Records Manual* and the *Construction Automated Record System*.
 - c. Make all records available to NDDOT and FHWA for inspection upon request. Submit all documents and records to NDDOT for review before final payment is made. NDDOT will maintain the project records for three years from the final voucher date of FHWA and then return them to the County.
 - d. Be responsible for any changes in plan, character of work, quantities, site conditions, or any claim for extra compensation. NDDOT will review all contract adjustments to determine if the adjustments are eligible for federal aid. Federal aid shall be limited to the amount stated on page one of this agreement.

PART III

Post Construction:

After the project is completed the County agrees to:

1. Maintain the signing and marking of the project according to the current edition of the *Manual on Uniform Traffic Control Devices for Streets and Highways*, as supplemented and amended.
2. Provide maintenance to the completed project, at its own cost and expense.
3. Prohibit encroachments upon the right of way pursuant to 23 CFR Part 1.23, Rights of Way, and Part 710 Subpart D, Right of Way, Real Property Management.

PART IV

General:

2. The Risk Management Appendix, attached, is hereby incorporated and made a part of this agreement.
3. No official, employee or other person performing services for the County who is authorized to negotiate or approve any contract or subcontract in connection with the project shall have any financial or other personal interest in any such contract or subcontract. No officer or employee of such person retained by the County shall have any financial or other personal interest in any real property acquired for the project unless such interest is openly disclosed upon public records of NDDOT and of the County, and such officer, employee, or person has not participated in such acquisition for and in behalf of the County.
4. The failure of the state to enforce any provisions of this contract shall not constitute a waiver by the state of that or any other provision.
5. NDDOT requires contracts executed with counties, cities, other state agencies, Indian tribes, colleges, hospitals, and nonprofit businesses to comply with OMB Cir. A-133.
6. All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Local Government Engineer
ND Department of Transportation
608 East Boulevard Avenue
Bismarck ND 58505-0700

7. The County is advised that its signature on this contract or agreement, certifies that the County or any person associated therewith is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three years; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction on any matter involving fraud or official misconduct within the past three years.

8. This agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. The County, by the signature below of its authorized representative, hereby acknowledges that the County has read this agreement, understands it, and agrees to be bound by its terms and conditions.

Executed by _____ County, North Dakota, the date last below signed.

APPROVAL:

STATES ATTORNEY (TYPE OR PRINT)

SIGNATURE

DATE

County of _____

ATTEST:

COUNTY AUDITOR (TYPE OR PRINT)

SIGNATURE

DATE

CHAIRMAN, BOARD OF COUNTY COMMISSIONERS (TYPE OR PRINT)

SIGNATURE

DATE

Executed by the North Dakota Department of Transportation the date last below signed.

APPROVAL:

LOCAL GOVERNMENT ENGINEER (TYPE OR PRINT)

SIGNATURE

DATE

DIRECTOR (TYPE OR PRINT)

SIGNATURE

DATE

CLA 19257 (Div. 38)
L.D. Approved 4-12-93; 02-14

CERTIFICATION OF LOCAL MATCH

It is hereby certified that the County of _____ will provide non-federal funds, whose source is identified below, as match for the amount the County is obligated to pay under the terms of the attached agreement with the North Dakota Department of Transportation. The certified amount does not duplicate any federal claims for reimbursement, nor are the funds used to match other federal funds, unless expressly allowed by federal regulation.

Non-Federal Match Funds provided by County. Please designate the source(s) of funds in the County budget that will be used to match the federal funds obligated for this project through the North Dakota Department of Transportation.

Source:

Executed at _____, North Dakota, the last date below signed.

ATTEST:

COUNTY AUDITOR (TYPE OR PRINT)

SIGNATURE

DATE

APPROVED:

County of _____

NAME (TYPE OR PRINT)

SIGNATURE

*

TITLE

DATE

*Commission Chairperson

CLA 19257 (Div. 38)
L.D. Approved 4-12-93; 02-14

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
APPENDIX A OF THE TITLE VI ASSURANCES**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
APPENDIX E OF THE TITLE VI ASSURANCES**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).