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**Locally Administered Project : Three-Party Partnership
Agreement, Sample, May 2010**

Maine Department of Transportation

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**MAINE DEPARTMENT OF TRANSPORTATION
LOCALLY ADMINISTERED PROJECT
THREE-PARTY PARTNERSHIP AGREEMENT**

PIN 017627.00, AUBURN, MT. AUBURN AVE.

This agreement (the "Agreement") is entered into among the State of Maine Department of Transportation (the "DEPARTMENT"), the Androscoggin Transportation Resource Center ("ATRC") and the Auburn (the "MUNICIPALITY"), collectively known as the "Parties."

Whereas, Mt. Auburn Avenue requires safety improvements, as described in Attachment A.

Whereas, the ATRC programmed PIN 017627.00 for inclusion in the Maine Department of Transportation ("MaineDOT") Biennial Capital Work Plan for FY 2008-2009, using federal and state capital improvement funding allocated through the DEPARTMENT;

Whereas, the MUNICIPALITY supports the ATRC decision to program PIN 017627.00 (the "Project"); and

Whereas, the Parties have a mutual interest in ensuring that the Project is delivered on a reasonable schedule and within the budget programmed, using a process that maximizes communication and cooperation.

Now Therefore, the Parties, agree that this document will cover the responsibilities of each during the design, permitting and right-of-way stages of the Project through completion of final Plans, Specifications and Estimate ("PS&E") as follows:

- 1.) The total estimated cost of the Project is \$800,000 and the Parties agree to share costs, for the duration of the Project, as follows:
 - **ATRC** (federal share) – 80% of federally participating costs.
 - **DEPARTMENT** (state share) – 10%, of federally participating costs.
 - **MUNICIPALITY** (local share) – 10% of federally participating costs.
- 2.) The MUNICIPALITY will develop construction plans and specifications for PIN 017627.00 within the scope provided by ATRC, following the DEPARTMENT's standard project development process to ensure optimum federal participation and adherence to federal and state regulations.
- 3.) The MUNICIPALITY and Department will execute a formal Locally Administered Project (LAP) Agreement covering the PS & E package, advertising, award, construction and construction engineering phases of the Project.

4.) The MUNICIPALITY will share information about the status of the Project with staff from ATRC and the DEPARTMENT at significant milestones to make sure the Parties remain in agreement about the scope, schedule and budget. This “check-in” process may include any or all of the following, as appropriate, depending on the level of complexity of the Project:

- Project kickoff/initial team meeting;
- Preliminary alignment complete;
- Preliminary design report (PDR);
- Formal public meeting;
- Plans, specifications and estimate (PS&E) complete.
- Changes in the Project Schedule or Engineer’s Estimate.

5.) The MUNICIPALITY will consult with staff from ATRC and the DEPARTMENT before adjusting the Project scope. Additionally, ATRC and the MUNICIPALITY will notify the DEPARTMENT of any proposed changes in writing of the Project limits or scope.

6.) The Parties will participate as partners in public meetings held to discuss the Project.

IN **WITNESS WHEREOF**, the parties hereto have executed this **AGREEMENT** effective on the day and date last signed.

_____ Date _____
Robert Thompson, Chair
Androscoggin Transportation Resource Center

_____ Date _____
Glenn Aho, City Manager
Municipality of Auburn

_____ Date _____
Joyce Noel Taylor, Acting Director, Bureau of Project Development
Maine Department of Transportation

**Attachment A
SCOPE OF WORK**

MaineDOT PIN 017627.00, AUBURN, MT. AUBURN AVE.

Safety improvements on Mt. Auburn Avenue, the work includes preliminary engineering and construction beginning at Park Avenue and extending westerly for 0.21 mile to Summer Street.