




# MDOT LOCAL AGENCY PROGRAM UPDATE

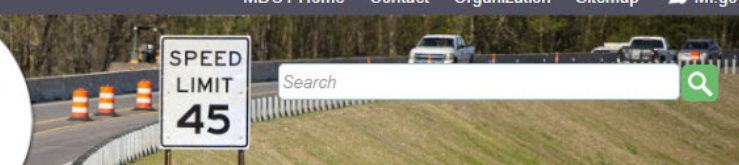
County Engineers Workshop  
February 10, 2021

Tracie Leix, MDOT



**MDOT**  
Michigan Department of Transportation

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Rural Road Program

Bridge Program

Transportation Alternative Program

Safety Program

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### Local Agency Program

[FY 2020 Project Planning Guide](#)  
[FY 2021 Project Planning Guide](#)  
[Fiscal Year Obligation Reports](#)  
[Annual Local Agency Force Account Report](#)

### News and Policy Changes

[Local Bridge Program Public Meeting Announcements](#)  
[Local Agency Program \(LAP\) Advisories](#)

### Guidance Documents

[National Environmental Policy Act \(NEPA\) Guidance and Information](#)  
[Real Estate Guidance and Information](#)

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### Quick Links

- Title VI Nondiscrimination
- Tribal Governments
- Twitter Facebook YouTube
- Mi Drive
- State Map

### LAP Links

- LAP Construction
- LPA Stakeholder Partnering
- RTF Program

## LAP Web Site – [www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap)



# LAP FY 21 Planning Guide

## Local Agency Programs (LAP) FY 2021 Project Planning Guide

	FOR BRIDGE PROJECTS, SUBMIT TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS TO LAP		SUBMIT PROGRAM APPLICATION AND NEPA DOCUMENTATION (MDOT FORM 5323) TO LAP			SUBMIT ACCEPTABLE GRADE INSPECTION PACKAGE TO LAP		APPROXIMATE GRADE INSPECTION MEETING DATE			SUBMIT FINAL ROW CERTIFICATION (ATTACHMENT B) TO LAP		SUBM DOCUMENT	
LA begins Project Design, Coordination with railroads if applicable, coordination with MDOT for traffic and pedestrian signal work, Utility notification and coordination, permit application and NEPA certification process, property acquisition, etc.	03/30/20	M	04/20/20	M	LA places GI documents in ProjectWise, including Requests for design exceptions or variances, Diagonal parking study and analysis, Diagnostic Safety Team Review for rail crossings, and similar documentation , and notifies LAP staff engineer.	05/04/20	M	06/03/20	W	LA addresses SHPO and NEPA review and GI comments; prepares final plans, special provisions, and cost estimates; obtains property, permits, and approvals; and forwards all documents to LAP	07/03/20	F	07/1	
	05/04/20	M	05/25/20	M		06/10/19	M	07/08/20	W		08/07/20	F	08/2	
	06/01/20	M	06/22/20	M		07/06/20	M	08/05/20	W		09/04/20	F	09/1	
	07/06/20	M	07/27/20	M		08/10/20	M	09/09/20	W		10/09/20	F	10/2	
	08/03/20	M	08/24/20	M		09/08/20	T	10/07/20	W		11/06/20	F	11/2	
	08/31/20	M	09/21/20	M		10/05/20	M	11/04/20	W		12/04/20	F	12/1	
	09/28/20	M	10/19/20	M		11/02/20	M	12/02/20	W		01/04/21	M	01/1	
	11/02/20	M	11/23/20	M		12/07/20	M	01/06/21	W		02/05/21	F	02/1	
	11/30/20	M	12/21/20	M		01/04/21	M	02/03/21	W		03/05/21	F	03/1	
	01/04/21	M	01/25/21	M		02/08/21	M	03/10/21	W		04/09/21	F	04/2	
	02/01/21	M	02/22/21	M		03/08/21	M	04/07/21	W		05/07/21	F	05/2	
	03/01/21	M	03/22/21	M		04/05/21	M	05/05/21	W		06/04/21	F	06/1	
	03/29/21	M	04/19/21	M		05/03/21	M	06/02/21	W		07/02/21	F	07/1	
05/03/21	M	05/24/21	M	06/07/21	M	07/07/21	W	08/06/21	F	08/2				

### Please Note:

See the attached guidance use document, "Local Agency Program (LAP) Project Planning Guide"

All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a TS&L submittal.

For projects that may require an Environmental Assessment (EA), submit the EA document to LAP at least one year prior to submitting the Program Application.

For projects which FHWA has identified as Projects of Divisional Interest (PODI), submit Plans, Proposal, and Estimate to LAP at least two weeks prior to the dates shown in this guide.

## Local Agency Program (LAP) Project Planning Guide

The goal of this document is to discuss the project development process for local agency projects let by MDOT. The suggested time frames below can vary due to the differences in complexity of projects; however, the following project life cycle is recommended in order to meet the desired letting date. The schedule does not consider when the federal fund obligational authority may expire during a given fiscal year, which creates the potential for delays and potentially the loss of a project.

Note: This schedule does not apply to special funding programs such as the Emergency Response (ER) program, or to innovative delivery methods such as design-build and fixed-price-variable-scope (FPVS). For potential non-design-bid-build projects, please contact the MDOT LAP Supervisor or the MDOT Innovative Contracting Unit Supervisor.

### 22+ Weeks Before Desired Letting Date – Local Agency Begins Project Design


- Complete and submit National Environmental Policy Act (NEPA) Requirements Form #5323, available at <https://mdotiboss.state.mi.us/webforms/FormDetails.htm?formNumber=5323>. For projects that may require an Environmental Assessment (EA), submit the EA document to LAP at least one year before making the Grade Inspection (GI) submittal.
  - Form #5323** is required for all projects.
  - The timeframe for submittal will be dependent on the complexity of the project and is currently recommended at **2 to 6 months prior to the GI submittal**. The additional time is needed so that MDOT can review and approve the NEPA classification for the project.
  - Submit the completed form #5323 to the appropriate LAP Project Development Engineer (PDE) listed on the form. The PDE will create a ProjectWise (PWZ) folder for the project upon receipt. If additional permissions for folder access are needed, please request these permissions in your submittal.
- Complete Public Stakeholder Involvement- at a minimum, as required by NEPA and project type
- Complete Utility Notification and Coordination
- Begin Property Acquisition (if needed)
- Prepare an application for a Section 106 review and submit the application to the Michigan State Historic Preservation Office (SHPO). Reminder: The application must be completed by an individual/firm that meets the SHPO's qualifications. Also contact representatives of the 12 recognized Tribal Governments if required, request their input in the project, and maintain records of the correspondence. **Because each tribal government is a recognized sovereignty, contacts must be between governmental units. Therefore, the Act 51 Local Agency, which is a governmental unit, must make the tribal contact, and the local agency's consultant or any other designated person or group, shall not make the contact.**
- Complete soil investigation and geotechnical study (required for structures including bridges, boardwalks, and retaining walls; proposed signal poles; and watermain and sewer projects).
- Prepare and submit applications for necessary permits, and coordinate with other agencies and departments (U.S. Army Corps of Engineers, MDOT, other local agencies, etc.)



# LISTSERV Registration

Bottom left area  
of the website



Forms	<b>LAP Podcasts &amp; Presentations</b>	<input type="text" value="---- Select from the List"/>	<input type="button" value="GO"/>
Contractor Services	<b>Contact Us</b>	<input type="text" value="---- Select from the List"/>	<input type="button" value="GO"/>
Vendor/Consultant Services			
Local Agency Program			
Urban Road Program			
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Bridge Program			
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# LAP Section & Staffing Update



## **Rural & Bridge Project Development Engineer**

Monica Uribe,  
UribeM1@Michigan.gov



## **LAP NEPA Coordinator**

Lane Masoud,  
MasoudL@Michigan.gov



## **LAP Real Estate Coordinator**

Kem Hoopingarner, MDOT-  
LPA@Michigan.gov

## Consultant Utilization

The background of the slide is a detailed architectural drawing, likely a mechanical or structural plan. It features various lines, dimensions, and symbols. Dimensions include 268, 265, 200, 198, 142.6, 61.3, 20, 12.9, 147, 138, 120, 128, 12, 10.5, 8.1, 7.5, 30, 7.5, 1.5, 17, 7.5, 19, 7.5, 1.2, 120°, 127.4, and 13.3. Symbols include circles with crosses, circles with dots, and circles with numbers inside (e.g., Ø3.5, Ø11, Ø3.3(2x), Ø5.4(4x)). Labels like 'B-E', 'C', 'D', 'F', and 'A' are also present.

# A Year in Review FY 2020

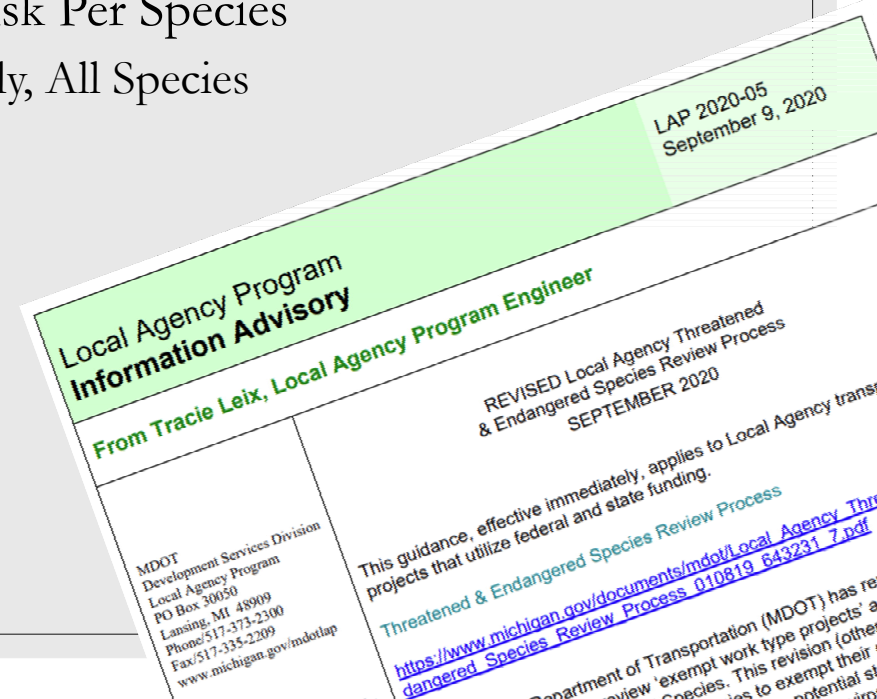
- 506 Individual Projects Bid
  - 419 Bid Proposal Packages
- 24 Force Account Authorizations

\$515,891,108

Let/Authorized Funds

## 5323 Update (NEPA)

- IPaC Species List – Address Each Individually
- IPaC Updated – Determination Key to Assess Risk Per Species
  - 3 Determination Keys Available – Bats, NLEB Only, All Species
- All Permits Needed with 5323
- Missing Basic Info – JN, Map...
- Advisory LAP 2020-05
  - Exempt Projects – No State Listing Needed
  - Exempt Projects – Federal Listing Needed
- **Submit 2-6 Months before GI**





# Section 106

## Delegated Authority Letter Now Required

- FHWA Letter
- Supporting Information on Funding

## SHPO Exemptions

- Scour Countermeasures
- Bus Landing Pads
- Proximity to Historic Structures

## New Programmatic Agreement

- FHWA, SHPO, MDOT – July 2021
- Incorporate Local Agency Projects

## Conflict of Interest Guidelines/Form

- **Required when using FAHP funds for consultant services**
  - Conflict of Interest Self-Certification Form (MDOT #2660)
- Guidelines Updated! No More Matrix!
  - 4 Prohibited Scenarios
  - Utilizing consultants in multiple phases addressed



**Effective Now**

# Mutual Benefit Elimination



**Effective Now**

- **Process used to acquire Right-of-Way**
  - Common: temporary grading easements
- **Deemed Non-Compliant with Uniform Relocation Act**
  - MDOT and local agencies must cease use
- **Waiver Valuation (under \$10,000) or Appraisal Required**
  - Property Owner may donate after reviewing
  - Cannot gap out work
- **Additional Time will be needed**
  - Property Owners can take 30 days to review



# 2020 MDOT Standard Specifications for Construction

- Final Version Release: Draft Electronic, Printed Copy in Spring
  - MDOT > Reports, Publications & Specs
    - <https://www.michigan.gov/mdot/0,4616,7-151-9622---,00.html>
- Required for ALL projects beginning with August 2021 letting
  - Currently no flexibility
  - GI Deadline for August letting is March 8



# 2020 MDOT Standard Specifications for Construction

- LAP HMA Selection Guidelines Updated
  - Posted on LAP Website
  - Superpave mixes changed
- Unique Local Agency Special Provisions (SPs) for HMA and Concrete must be submitted for approval
  - Applies to new **and existing** SPs
  - Requires MDOT and FHWA Approval



# Program Application Update (12/20)

Michigan Department  
of Transportation  
0260 (12/20)

Clear F

## **PROGRAM APPLICATION FOR LOCAL AGENCY PROJECTS ROAD AND SAFETY PROJECTS**

Administered through MDOT Local Agency Programs (LAP)



- Please Use the Updated Program Application Forms
  - Latest Update is 12/20
  - Attachment A & B Updated
    - Water Service Work Additions

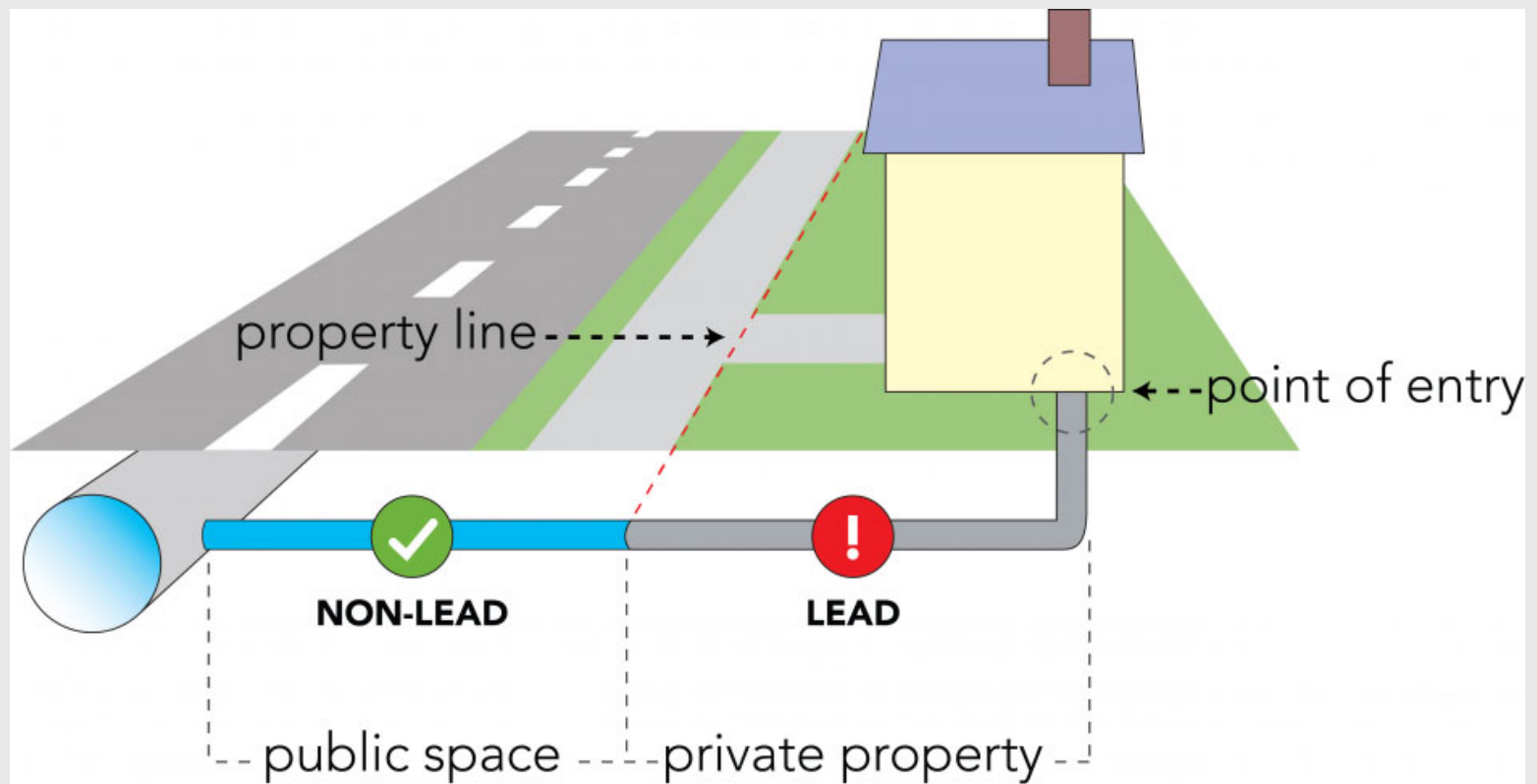
3. Do you anticipate any water service replacement?

☐ Yes, name the Water Authority Owner:  ☐ No ☐ Possible, but not known at this time

**This certifies that the Local Agency has secured permission from all real property interests necessary to complete the water service line replacement work outside the right of way to be in compliance with 23 CFR 645.111 Right-of-way (Subpart A-Utility Relocations, Adjustments, and Replacements), if applicable.**

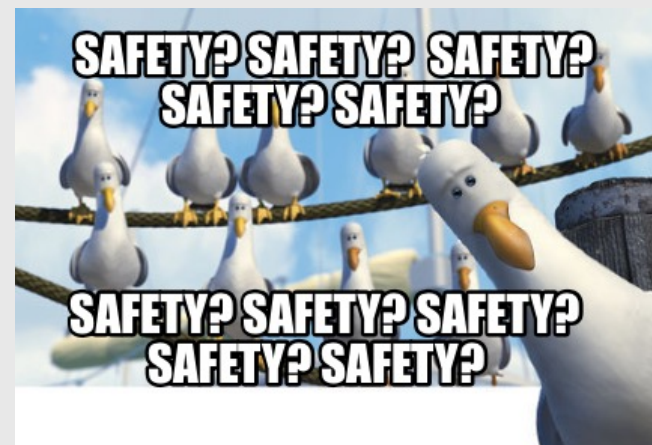


# Watermain Work to Remove Lead Lines

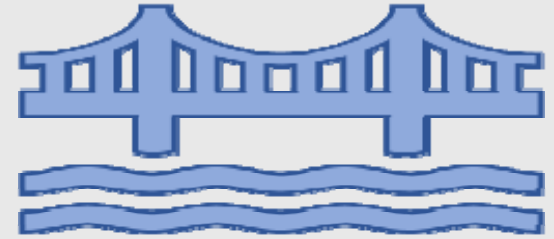


# Safety Program Update

- **FY22 Call for Projects is Complete**
  - 7 Systemic, 18 HRRR, 95 HSIP applications submitted
  - 6 Systemic, 15 HRRR, & 48 HSIP Selected
    - Estimated Award of \$15.8M
    - Selected Project Owners have been notified
- **FY23 Call for Projects**
  - Released: February 1, 2021
  - Application Deadline: May 3, 2021

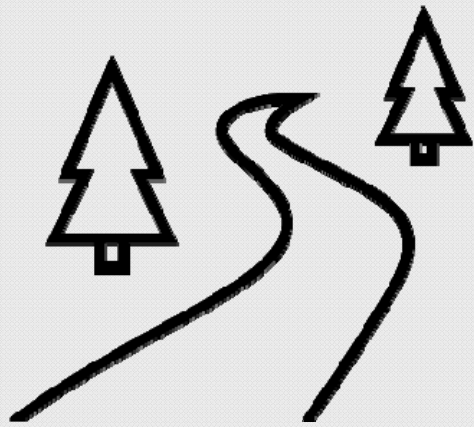


# Bridge Program Update



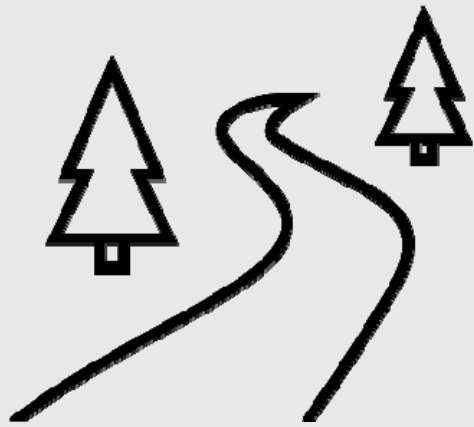
- **FY23 Call for Projects is Complete**
  - 422 applications submitted
    - 22 Replacements Selected
    - 58 Rehab/Preventive Maintenance Selected
  - Total Program Budget Approx. \$50M
- **FY24 Call for Projects**
  - Coming This Week
  - Application Deadline: April 5<sup>th</sup>, 2021

# Rural Program Update



- **2020 Emergency Response (ER) update**
  - Over \$100M damages
    - Over \$40M on local system
  - Damage assessments are complete
    - Plenty of coordination with Bay Region
  - Currently reimbursing ER costs
  - Starting to GI permanent restoration projects

# Rural Program Update



- **Prior ER Programs**

- 2019 Lake County
- 2018 Western Upper Peninsula

- **“Tomorrow’s” ER Program**

- Coordination with MDOT Safety & Security
- Coordination with LAP



# Electronic Transition

## TRANSITION TO 100% ELECTRONIC / DIGITAL PROJECT FILES & ELECTRONIC SIGNATURES

This advisory updates the previous LAP Advisory dated November 19, 2020.

Effective March 1, 2021, Local Agency Programs (LAP) will generally accept only electronic or digital submittals, project files, and signatures. As an exception to this requirement, LAP will continue to accept plan title sheets and log title sheets that are hand signed and sealed, and then scanned electronically.

LAP cost sharing agreements will continue to be sent to local agencies electronically. Electronic signatures are highly encouraged in order to expedite execution of agreements; however, printed copies with original ink signatures will continue to be accepted for these agreements only.

Please note that signatures must be verified electronic DocuSign signatures. Documents that are hand-signed then scanned are not acceptable after March 1, 2021, except as noted above.

All files shall be emailed to the appropriate LAP contact, or placed into the appropriate ProjectWise folder (PWZ). After uploading the file(s) to PWZ, please notify the proper LAP contact that the files have been uploaded.

- 100% Electronic Submittals!
  - **Effective March 1, 2021**
  - Exceptions for cost sharing agreements & title sheets
    - ... but electronic signatures are strongly encouraged!
- Only use DocuSign for electronic signatures

DocuSign training videos, software installation instructions, or additional information:

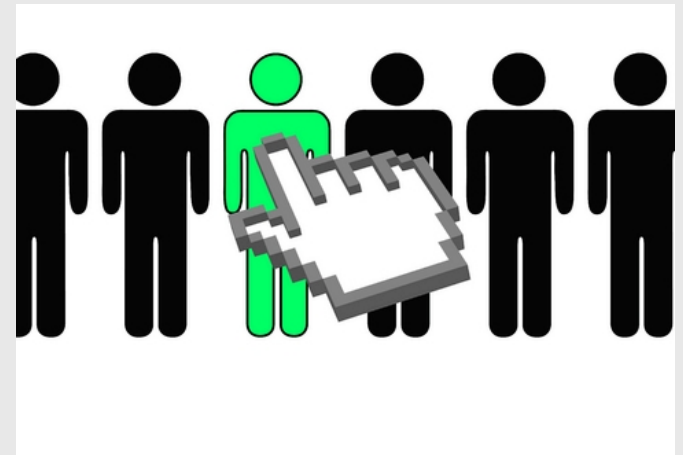
<http://www.michigan.gov/MDOT-esign>



ON THE HORIZON

# Guidance Updates

- Consultant Selection Changes!
  - Updated Guidance
  - Increased Threshold for QBS
  - Requirement Checklists
  - Emergency/Disaster Recovery Guidance and Checklist
- ITS Systems Engineering Analysis

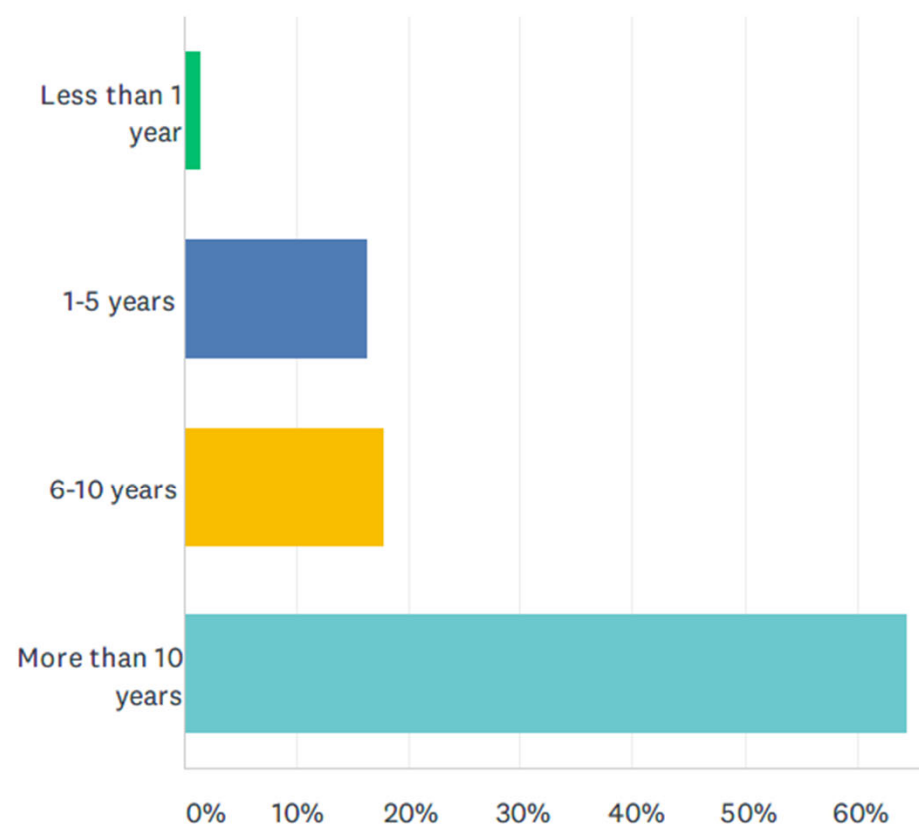


# Local Program App Management System **(L-PAMS)**

- Software Application
  - Replacing \*pdf Program Application
- Project Kicks Off August 2021
- Goals
  - Reduce data errors, highlight possible STIP changes before submission
- Module Based
  - Easy edits/submissions, edit tracking, signatures within tool, data sharing with other tools such as JobNet

# Q3 How much experience do you have working with the MPO's Local Agency Program and Federal Aid Requirements?

Answered: 135    Skipped: 1



## Local Agency Survey

- Survey closed December 11, 2020
- Received 130+ Responses
- Focused on Planning, Design, Financial Admin, Contract Award
- Complimentary to LAP Construction Survey from 2017
- Preliminary Feedback



# FHWA Reviews

- Compliance Assessment Program
  - RR Coordination, Utility Certification, PS&E Approval
- Bridge Program Design Review/Hydraulics Review
  - Training, Quality Control/Assurance, Design Assumptions
- NEPA/5323 Documentation
  - Mapping, ROW
- Process Review on Utility Coordination
- Coming: 2021 Compliance Assessment Program



MDOT General Update

LAP Update

Program Reviews

Future of LAP Program  
Application

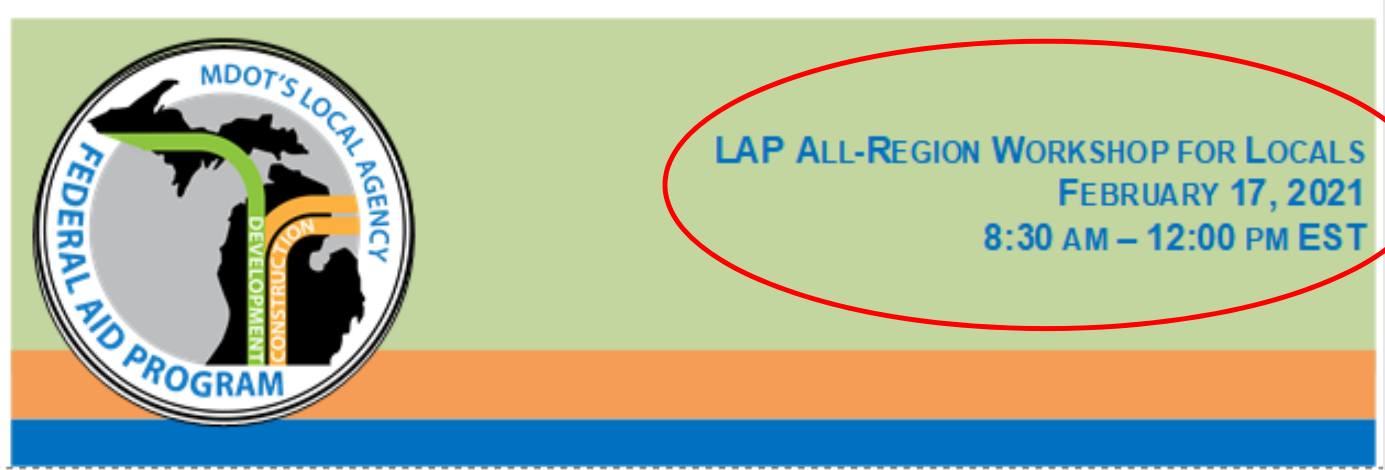
Local Agency website

Project Showcase:  
2020 Dam Disaster &  
Emergency Relief

Archaeological and  
Historical Findings  
during construction

Project Closeout

LAP Construction  
Updates



**Teams Live Link: <https://bit.ly/37zLKYN>**

Mark you calendar/log in with link

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Thank You!

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