MDOT LOCAL AGENCY PROGRAM UPDATE

County Engineers Workshop
February 10, 2021

Tracie Leix, MDOT
### Local Agency Programs (LAP) FY 2021 Project Planning Guide

#### Local Agency Program (LAP) Project Planning Guide

The goal of this document is to discuss the project development process for local agency projects set 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://mdot.michigan.gov/webforms/FormDetails.htm?FormNumber=5323](https://mdot.michigan.gov/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).** Remember: The application must be completed by an individual or one 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, roadways, 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.).**

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### LAP FY 21 Planning Guide

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<th>For Bridge Projects, Submit</th>
<th>Submit Program Application and NEPA Documentation (MDOT Form 5323) to LAP</th>
<th>Submit Acceptable Grade Inspection Package to LAP</th>
<th>Approximate Grade Inspection Meeting Date</th>
<th>Submit Final ROW Certification (Attachment B) to LAP</th>
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LISTSERV Registration

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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
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

- 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

Effective Now
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)

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

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 5th, 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

- 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
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 MDOT Local Agency Program and Federal Aid?

- Less than 1 year: 0%
- 1-5 years: 10%
- 6-10 years: 20%
- More than 10 years: 60%

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

LAP All-Region Workshop for Locals
February 17, 2021
8:30 AM – 12:00 PM EST

Mark you calendar/log in with link
Thank You!

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