LOCAL AGENCY PROGRAM UPDATE

Tracie Leix, P.E.
Engineer-Manager

CEW LEARNING OBJECTIVES

STAFFING UPDATES

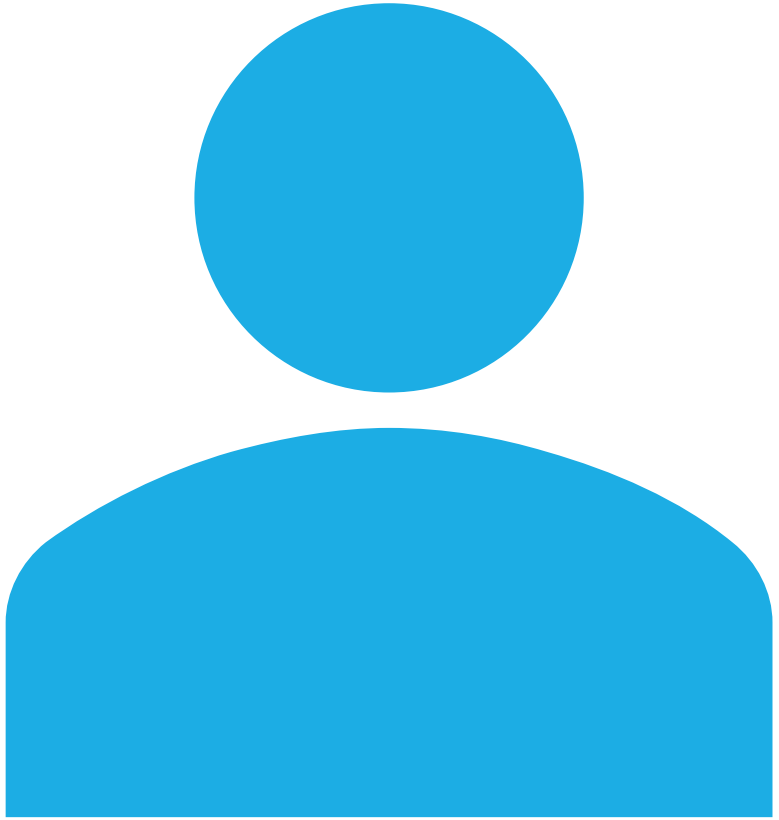
Rose Grinage – Transportation Technician Retired May 2021

Michele Zawerucha – Urban Project Development Engineer started May 2021

Mahreen Nabi – NEPA Reviewer started June 2021

Pablo Rojas – Bridge Engineer Retiring in April 2022

Dana Reinke – FHWA Environmental Specialist (replaces Ruth Hepfer)



HOT TOPICS

Funding

Digital Signatures

Initiating a Project

Sole Source Documentation

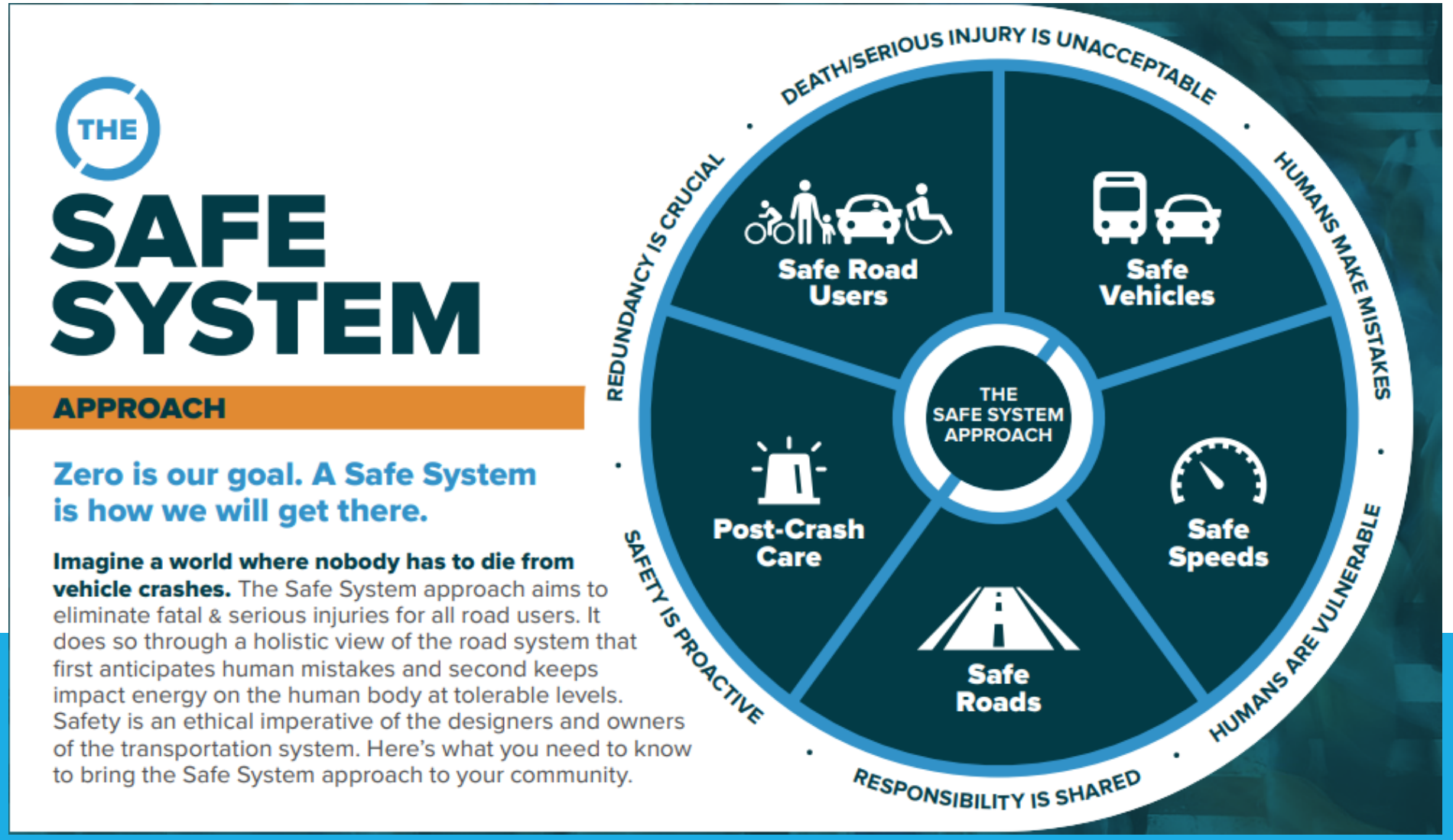
Local Agency Certifications

Utility Coordination

Section 106 Programmatic Agreement

REVIEW CRA ENGINEERING COMMITTEE MEETING MINUTES!!

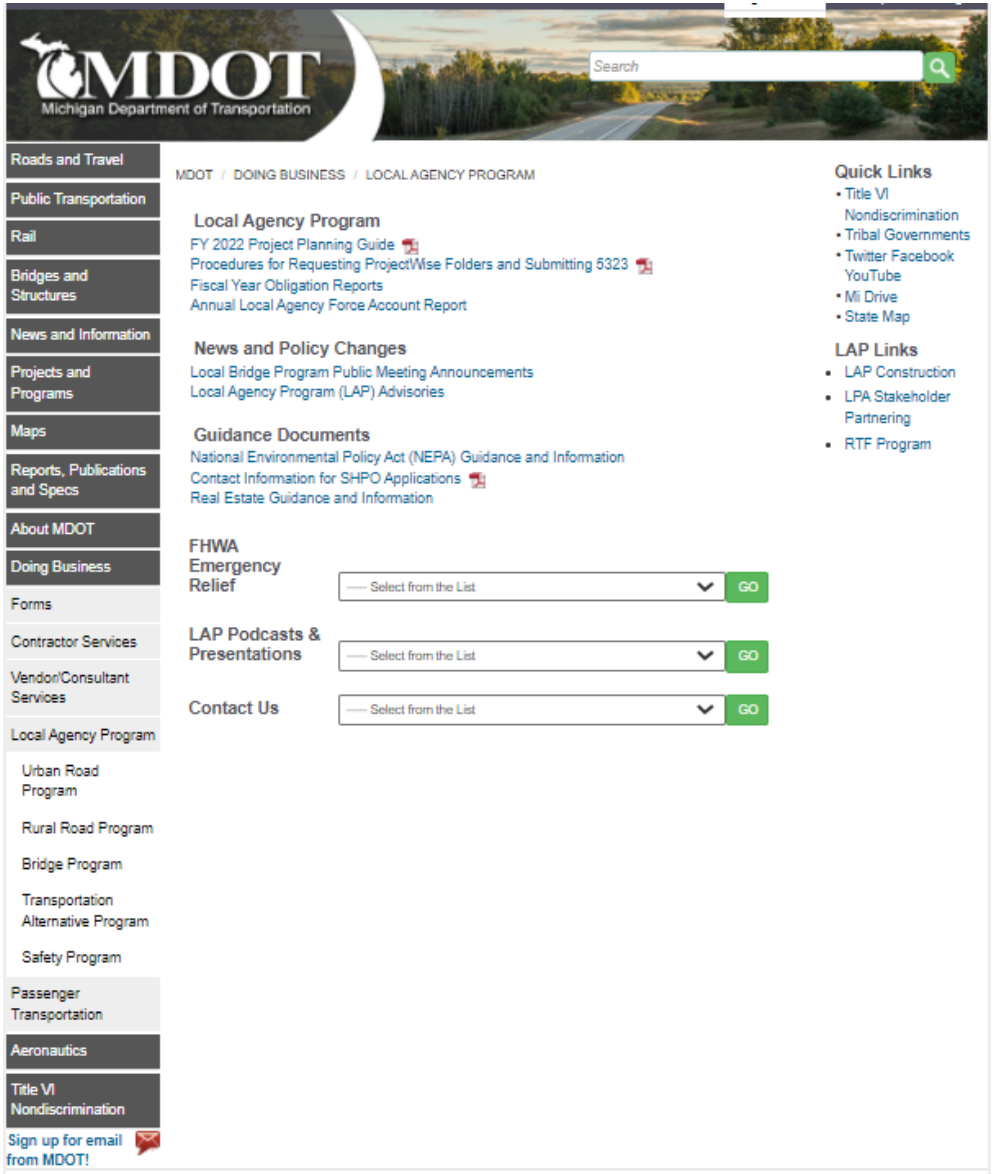
SAFE SYSTEMS



https://safety.fhwa.dot.gov/zerodeaths/docs/FHWA_SafeSystem_Brochure_V9_508_200717.pdf

WHERE TO GET MORE INFORMATION

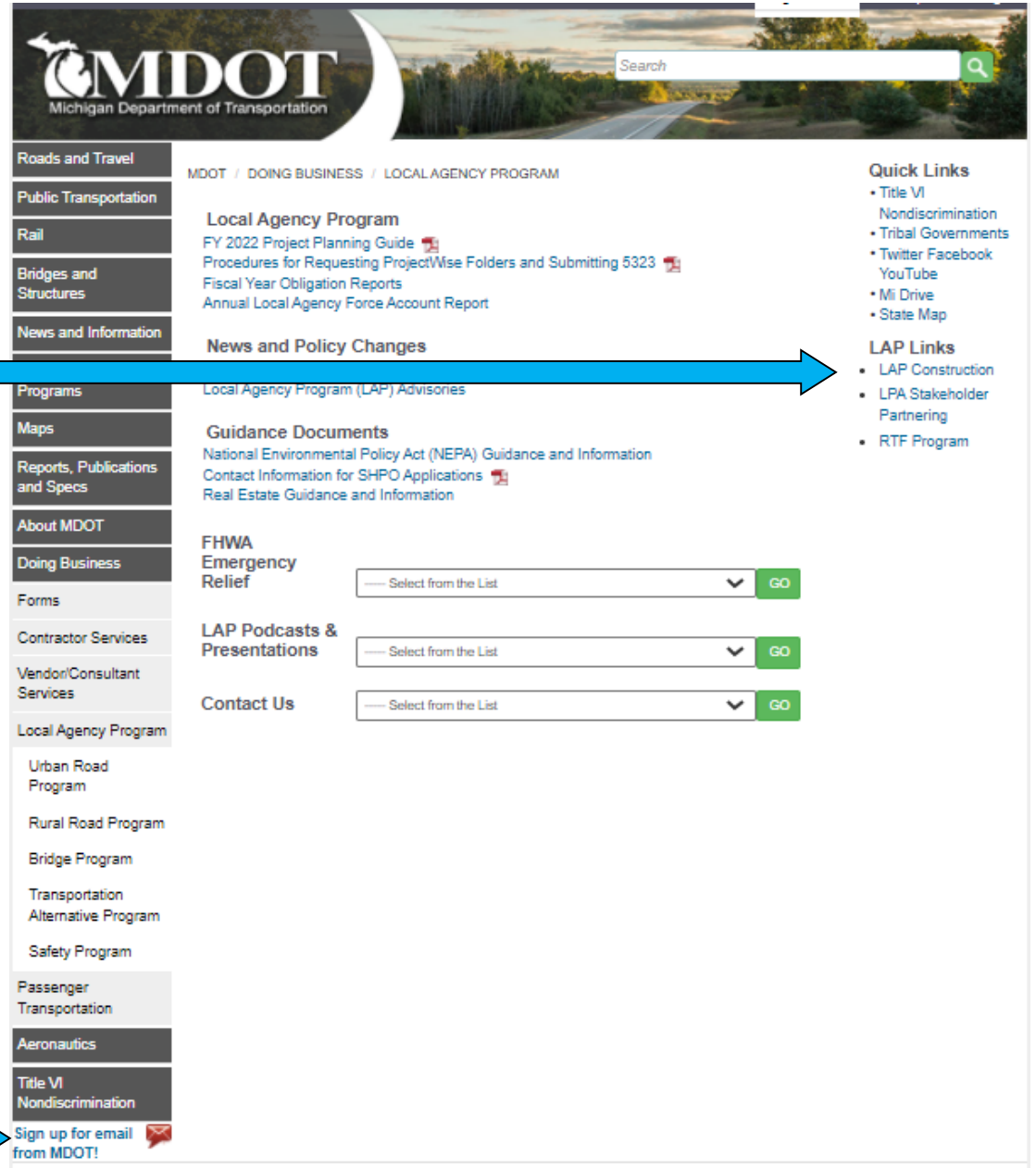
LAP Web Site:
www.michigan.gov/mdotlap



WHERE TO FIND MORE INFORMATION

LAP Construction Web Site:
www.michigan.gov/mdotlocalconstruction

MDOT Listserv Sign Up



FUNDING

Working under FAST Act Obligation Authority

Program Changes in Progress (from BIL/IIJA)

- Generally, Program Increases = 20-30%

Work with Planning Agency/Program Manager for Project Changes

LAP Safety Program = ~$3M Increase

- Projects pulled forward for FY22, FY23 Projects Added

LAP Bridge Program = ~$28M Increase

CALL FOR PROJECTS

Bridge Program

Due: April 4, 2022

Safety Program (HSIP, HRRR, Streamlined Systemic)

Due: May 2, 2022

Federal Lands Access Program (FLAP)

FISCAL YEAR END FUNDING

Picture it - August 2021

EXAMPLE:

FY22 Project – December/January Letting

- Bridge Reconstruction, Road Work, Tree Clearing

FY22 Federal Funds

STATE D Funds

EXAMPLE: STEPS TO TAKE

Check the STIP vs. Estimate – Consultants CANNOT do This!

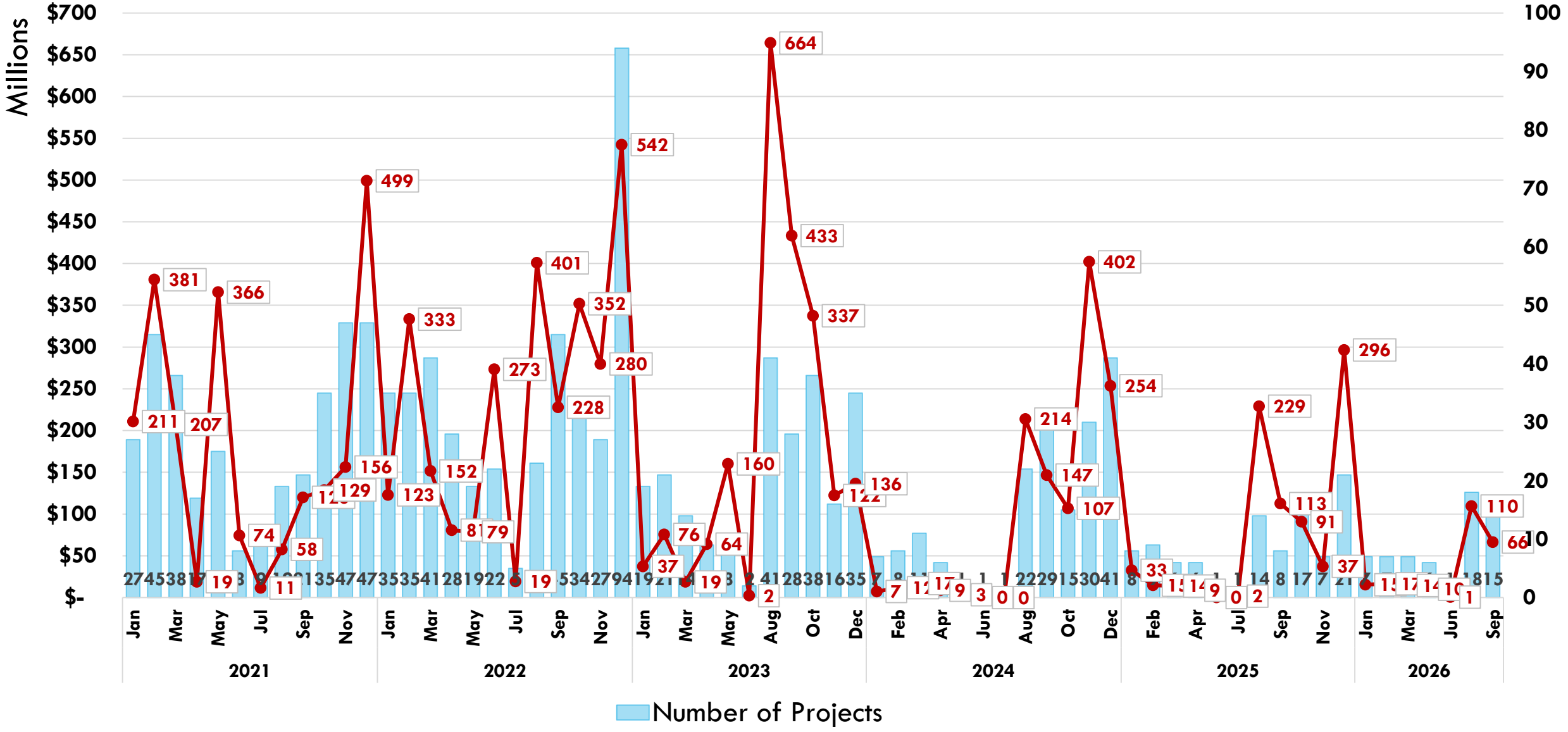
- Multiple Job Numbers – Check All
- JobNet via MiLogin

Federal Funds – Obligation 2nd Week October OR Advance Construct

State D – Obligation up to 90% Target 1st-2nd Week October OR Use Carry Over

NEPA – Submit 2 to 6 months in advance of GI

TRUNKLINE PROJECTS BY LETTING DATE



REMINDER: DIGITAL SIGNATURES

Effective March 1, 2021:

All submittals to LAP must be electronic!

Exceptions for cost sharing agreements & title sheets

Only use DocuSign for electronic signatures

www.michigan.gov/MDOT-esign

Effective 12/1/21

INITIATING A PROJECT WITH LAP

LAP Advisory 2021-06 Posted 10/27/2021

Procedures for Requesting ProjectWise Folder AND Submitting NEPA/5323 Form

- Email ProjectWise Team and provide project info

Wait for 2 Responses – Acknowledgement AND Folder Created

Submit NEPA/5323 Form AND Change State

- **SEND EMAIL** to Project Development and Staff Engineers

SOLE SOURCE DOCUMENTATION

ALL Sole Source Items Require Justification and Documentation

Document Using MDOT Form #0304

Updated Guidance Coming Soon

PROJECT CERTIFICATIONS

Program Application

- Project Scope and Funding is Understood
- ROW Complete
- Adequately Staffed & Suitably Equipped for Construction Engineering, Testing & Administrative Duties

Conflict of Interest (COI) Form

- Names Consultants Working on the Project
- All COI Concerns are mitigated

2 CFR 200 – Subrecipient Risk Assessment

- Coming Soon

PROJECT CERTIFICATION – MDOT FORM #2664

Must be submitted with all final submittals on and after October 1st, 2021

Addresses FHWA concerns raised in their annual CAP:

- Approval of PS&E
- Railroad Coordination
- Utility Coordination

Replaces "request to advertise" and certification email

Local Agency Responsible Charge and Staff Engineer must E-Sign

Prior to Obligation

Michigan Department of Transportation
2664 (06/21)

LOCAL AGENCY PROGRAM
PROJECT CERTIFICATION

The MDOT Staff Engineer will provide this form to the Local Agency and copy the Local Agency's Project Engin form shall be returned to the MDOT Staff Engineer once any final revisions requested by the Staff Engineer hav completed. This form must be certified prior to obligation.

PROJECT INFORMATION		
LOCAL AGENCY NAME		JOB NUMBER(S)
ROUTE	LOCATION	
LOCAL PUBLIC AGENCY RESPONSIBLE CHARGE & TITLE		
PHONE NUMBER	E-MAIL ADDRESS	
MDOT LAP STAFF ENGINEER	PHONE NUMBER	E-MAIL ADDRESS
PROJECT REQUIREMENTS		

PROJECT CERTIFICATIONS (#2664)

Lists DBE Goal & Small Business Program Status

3-week minimum advertisement

States no discussions are allowed with a contractor prior to award of the contract

Award of the contract must be made within 35 days after the transmittal of contract documents

MDOT's LAP Designated Rep must be invited to the Pre-Con and contacted for reviews and approvals

PROJECT CERTIFICATIONS (#2664)

Project Requirements are Understood

PS&E is final and matches NEPA submittal

ADA Compliant

Buy America Compliant

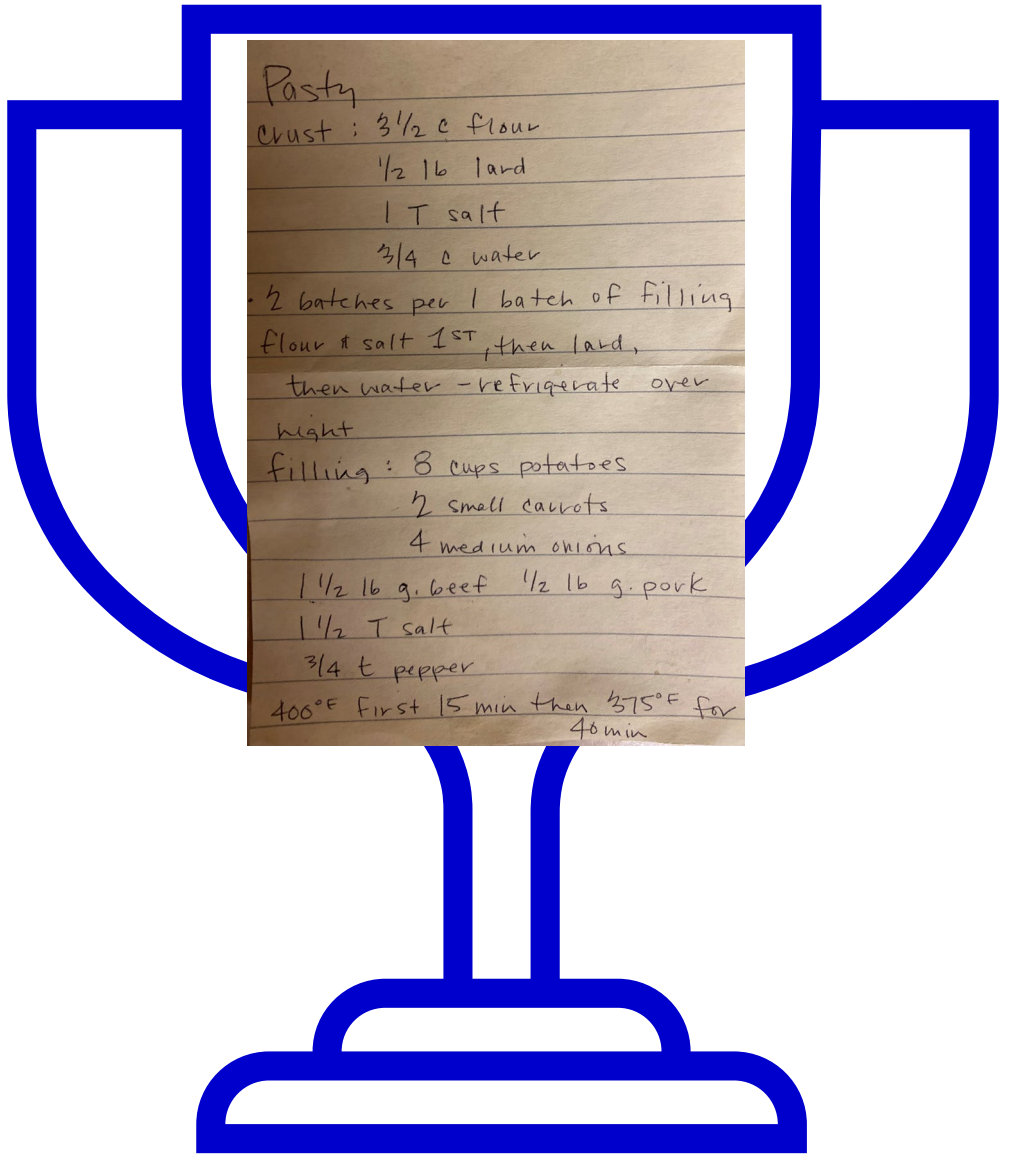
Railroad Coordination Complete

Utility Coordination Complete

Adequately Staffed & Suitably Equipped for Construction Engineering, Testing & Administrative Duties

Local Agency Responsible Charge in Place

AWARDS


Pasty
Crust : 3 1/2 c flour
1/2 lb lard
1 T salt
3/4 c water
- 2 batches per 1 batch of filling
flour & salt 1ST, then lard,
then water - refrigerate over
night
filling : 8 cups potatoes
2 small carrots
4 medium onions
1 1/2 lb g. beef 1/2 lb g. pork
1 1/2 T salt
3/4 t pepper
400°F first 15 min then 375°F for
40 min

UTILITY COORDINATION

FHWA Compliance Assessment Program Review
- FHWA Process Review

Satisfactory Coordination Defined
- Outreach to utility companies early in the design process to identify what facilities are in conflict with the proposed work.
- Development of coordination clauses to inform the bidders what utility relocation or protection efforts are being conducted as well as utility work schedule impacts to the construction contractor.
- Facilitating utility coordination meetings between the utility companies and construction contractor to discuss how and when the work will occur.
- Relocating utilities in advance to proposed work to assure no conflicts are encountered.

23 CFR 635.307:
(a) The right-of-way clearance, utility, and railroad work are to be so coordinated with the physical construction that no unnecessary delay or cost for the physical construction will occur.

PROJECT RISK MATRIX

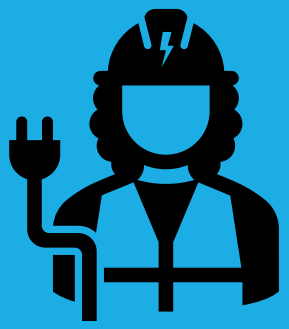
Fiscal Year 2020 Compliance Assessment Program - Utility Coordination Review

Utility Coordination Assessment

Scope Level	Coordination Needed but None Performed 1	Poor coordination performed late or untimely 2	Conflicts identified timely but no further coordination until 3	Satisfactory Coordination 4	Excellent planned coordination early in the design process 5	No Response From Local - Agency -	No Coordination Required -
1 - Light PM work, Chip Seals, Removals, Sidewalk Ramp, etc				4		N/A	1
2 - Heavy PM work including M/F, HMA Overlay, Bridge		1		8	3	N/A	1
3 - Reconstruction or equivalent, Superstructure replacement etc			4	6	3	N/A	

*One project withdrawn and not included in data.

UTILITY COORDINATION



Early UC is Critical to Avoiding Issues During Construction

Level of UC Should Coincide with Risk Level

- UC Documentation Requirement (Sign In Sheet, Email Correspondence, etc.) – Date TBD

Conflict Resolution Prior to Construction Start – When Feasible and Practical

Bid Proposal Documents – Status, Location, Contact Information

Anticipate Additional Training and Implementation Dates for Documentation Requirements

UTILITY COORDINATION BEST PRACTICES

Meetings at 65% Plans

Circulation of Meeting Minutes

Use of Utility Tracking Spreadsheet Throughout Design

Document Identifying Status of Utilities in Bid Documents

Miss Dig Design Tickets

RECENT PROJECT ISSUES

Lead times for prefabricated items

- Bridge Steel Example

Estimates on Bridge Projects

Non-Standard Pay Items

- Use standard pay items
- Don't lump multiple standard pay items into a single modified or unique pay item

Results

- Potential for contractors to increase bids when plans or proposal are unclear
- Claims
- Payment issues when work is completed by different contractors

CLARITY REDUCES RISK!

SECTION 106 - SHPO

Process Changes Coming after July 2022!

- MDOT Project Review
- MDOT Responsible for ALL Tribal Consultation
- MDOT Risk Screening for Section 106

Staffing

- LAP Archeologist and Historian

Surveys Responsibility of Local Agency

Slide Credit: Ryan Doyle

UNIQUE SPECIAL PROVISIONS

Use MDOT Previously Approved SPs when possible

Some Unique SPs must have LAP Supervisor Approval

- Future use allowed without further approval

New/Experimental and HMA/Concrete QA SPs need to be approved by **MDOT AND FHWA** prior to use

- Allow time for reviews and approvals

Use of unapproved processes/materials risks the loss of up to all federal aid on a project

New questions are being added to the Program Application to help identify potential SP issues

MDOT Safety and Bridge Call Webinar

- Thursday, February 24, 2022 1:00-2:30PM Hosted by LTAP

Local Agency Bridge Design Quality Assurance Workshop

- Wednesday, March 16, 2022 at Michigan Bridge Week in Ann Arbor

MDOT LAP – 2022 Virtual Workshop (Construction Kickoff)

- Tuesday, March 22, 2022 from 8:30-noon Hosted by LTAP

MDOT Real Estate Webinar

- Tuesday, April 19, 2022 – More Info Coming via MDOT Real Estate Listserv

TRAINING

CONSTRUCTION TOPICS FOR KELLY CRANNELL

LAP Section in Construction Manual

- Definitions including:
  - Local Public Agency Responsible Charge (LRC)
  - MDOT TSC Responsible Charge (MRC)
  - Designated Representative (DR)
- Construction Engineering Requirements for Local
- MDOT's Construction Oversight Role
- 'LAP Project Consideration' links

LAP Section of MDOT Construction Manual - LINK

Quality Assurance on LAP Projects

- Structural Fab Quality Manual 2021 update include language for LAP projects
- Work Group w/Locals to:
  - Collectively determine local risk
  - Define QA minimums for element types to set consistency for consultant contract & file review purposes

2020 Spec Book

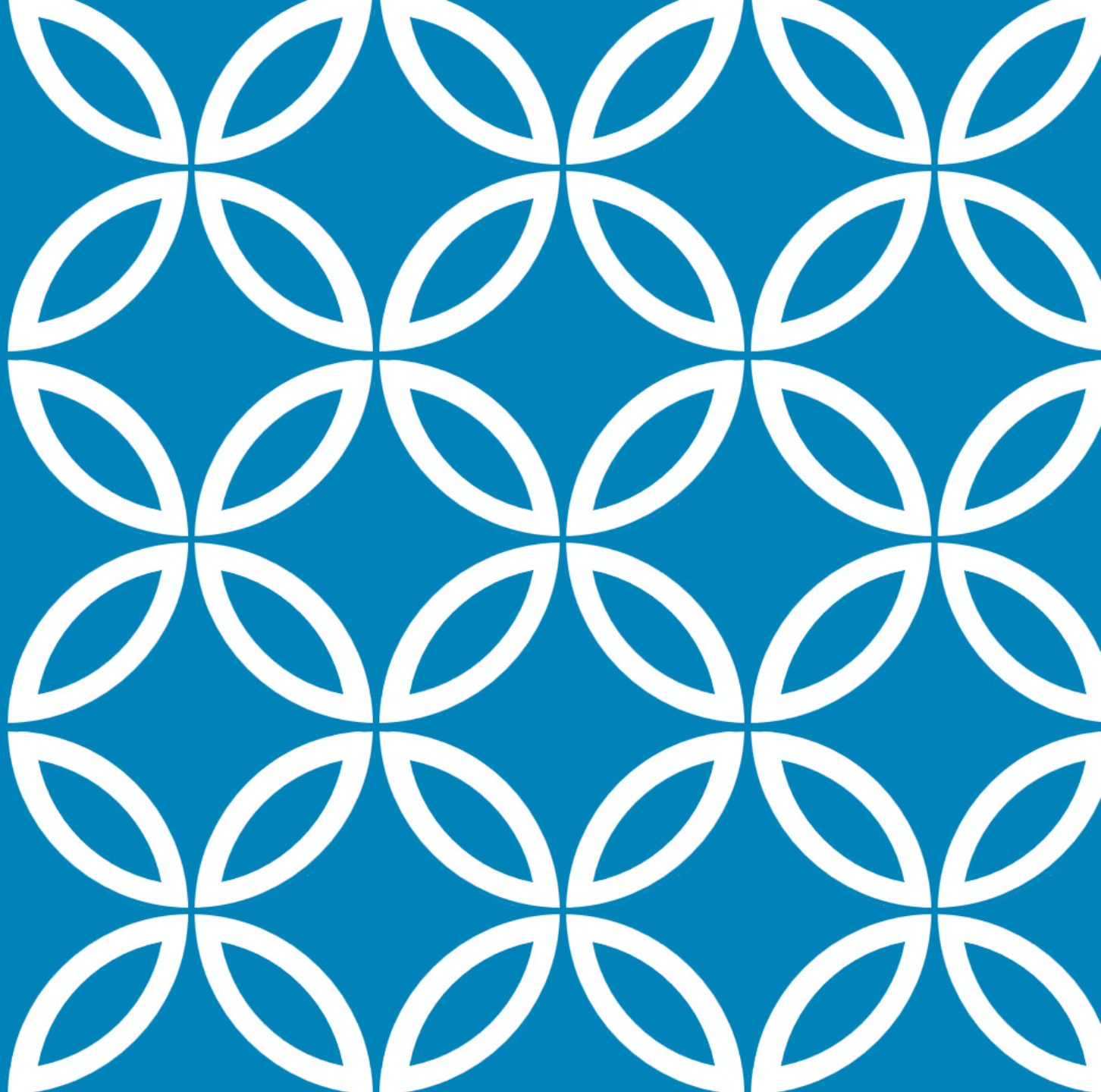
- PRINT COPIES AVAILABLE!
  - MDOT-Publications@michigan.gov
- Electronic Version
  - https://www.michigan.gov/mdot/0,1607,7-151-9622---,00.html

COMMUNICATION

NEPA Status – In ProjectWise

Project Progress – Certification

Obligation Status – More?



THANK YOU!

...FOR BEING A F[illegible]ND...

AWAKE