

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://mdotjboss.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 GI packages submitted on or after October 1st, 2019.
 - 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 and submit an application for a Section 106 review and forward the application to the Michigan State Historic Preservation Office (SHPO).
- If the SHPO requires an archaeological survey to be conducted, the Act 51 Local Agency must then consult with the 12 federally recognized Tribal Government(s). The consultation needs to happen prior to beginning any type of survey work. It is **important** that all correspondence with a tribe(s) come directly from the Act 51 Local Agency. Tribes are recognized as sovereign nations and a government to government relationship must be maintained throughout the consultation process. All correspondence and outcomes of the consultation must be maintained with the project file and forwarded to MDOT LAP through **Form #5323**. Guidance on tribal consultation will be posted to the MDOT LAP webpage.
- Complete soil investigation and geotechnical study (required for structures including bridges, boardwalks, and retaining walls; and 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.)
- If a railroad is present within the project limits or on an alternate or detour route, contact the railroad for concurrence, determine if a Diagnostic Safety Review (DSTR) meeting is needed, attend the meeting if necessary, and incorporate the DSTR recommendations into the design package. A guide for railroads can be found on the LAP website (www.michigan.gov/mdotlap).
- If a MDOT signal, beacon, or actuation is present within the project limits or on an alternate or detour route and any work is proposed to the devices (including pedestrian signals and devices, traffic loops, signal bagging, signal timing), contact your LAP Staff Engineer to submit a layout request to the MDOT Signal Unit. **A MDOT prequalified engineering firm will be required to complete all design work on such items, except for the in-kind replacement of loops.**
- Begin compiling data required for completion of the Work Zone Safety and Mobility checklists.
- Complete a diagonal parking study (if needed)
- If combining work with an adjacent MDOT trunkline project, contact the local TSC to begin design coordination.
- Confirm the project is listed correctly in the TIP (Limits, Scope, Funding, Fiscal Year)

- For all bridge projects (bridge replacement and major rehabilitation regardless of the funding source), prepare and submit a Type, Size and Location (TS&L) to the appropriate Staff Engineer, at least 5 weeks prior to the GI submittal.

20+ Weeks Before Desired Letting Date – GI Submittal

- Submit an **acceptable** Grade Inspection package, including but not limited to, the Program Application, Project Plans (**no less than 80% complete**), preliminary cost estimate (PDF and .xml), unique special provisions, progress clause, Maintaining Traffic SP, HMA Application Estimate, any coordination clauses, all necessary reviews and studies (railroad DSTR, crash history reports and analyses, diagonal parking study, etc), and requests for design exceptions or variances. Be sure to include all pages of the program application, even if no information is needed on individual pages.
- **Notify the appropriate Staff Engineer** of the submittal **by email**. If you use the state change process in PWZ, then PWZ will generate a notification email. Please ensure that the email has the correct Staff Engineer listed, and that the email is sent.
- The Staff Engineer (or as-needed consultant) will contact the local agency to set up the GI meeting. The meeting typically occurs 15-30 days from an acceptable GI submittal.
- Complete Property Acquisition (If needed). Submit the updated and signed **Attachment “B”** pages of the program application to the LAP Staff Engineer as soon as possible, but **no later than 13 weeks before the desired letting date**.

13+ Weeks Before Desired Letting Date – Submit Final Package

- Ensure any necessary TIP amendments or modifications have been completed and approved.
- Submit a final package including, but not limited to, the final plans, itemized construction cost estimate, special provisions, and all other proposal documents, with all GI comments addressed; approved necessary permits; approved NEPA certification including SHPO letter of no adverse effect and tribal contact summary; ROW certification; certification that all matching funds are secured; ADA compliance certification.
- The Staff Engineer will review the final submittal documents and may have additional comments. Address all final comments made by the staff engineer
- The Staff Engineer will send the local agency a draft bid package for review. The local agency must send its approval to advertise to the Staff Engineer.
- After all issues have been addressed, the Staff Engineer will request fund obligation. Allow a minimum of 10 business days for the obligation process to be completed.

8 Weeks Before Desired Letting Date – Submittal to Spec & Estimates Unit

- Staff Engineer will forward the **100% complete, approved, and obligated package** to the MDOT Spec & Estimates Unit (S&E), to ensure the project meets the desired letting date. If the items in the previous step are not completed in full by this date, the project may not make the desired letting. If the submittal dates are not met during peak times (February-June), then the project may not make the desired letting.
- Note that the Staff Engineer may only have 3 weeks between the final package submittal and turn in to S&E. Numerous steps are required by the Staff Engineer during this period to get the project ready for S&E review. If any parts of the final package are missing or if changes are necessary after final submittal, the project will be in jeopardy of missing the desired letting date. **Submitting your GI and Final Packages early, before the dates shown in the current LAP Project Planning Guide, is encouraged!**
- The S&E review may result in additional comments. The Staff Engineer will forward the comments to the local agency. Quick responses by the local agency to these comments is essential to keep the project on track for the bid letting.

5 Weeks Before Desired Letting Date – MDOT advertises the project

- A shorter time frame may be used depending on the complexity of the project
- The local agency issues any necessary addenda through the Staff Engineer

MDOT awards the project (typically around 30 days after letting, but can take up to 49 days after letting)

- If the low bid exceeds 10% of the engineer's estimate, the local agency must justify or reject the bids.

**Local Agency Programs (LAP)
FY 2020 Project Planning Guide**

	FOR BRIDGE PROJECTS, SUBMIT TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS TO LAP (1)		SUBMIT ACCEPTABLE GRADE INSPECTION PACKAGE TO LAP	APPROXIMATE GRADE INSPECTION MEETING DATE		SUBMIT FINAL ROW CERTIFICATION (ATTACHMENT B) TO LAP	SUBMIT FINAL DOCUMENTS TO LAP	LAP FORWARDS FINAL SUBMITTAL TO SPECS & ESTIMATES (S&E)	LETTING DATE			
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.	04/08/19	M	05/13/19	M	06/12/19	W	07/12/19	F	08/09/19	F	10/04/19	F
	05/06/19	M	06/10/19	M	07/10/19	W	08/09/19	F	09/06/19	F	11/01/19	F
	06/03/19	M	07/08/19	M	08/07/19	W	09/06/19	F	10/11/19	F	12/06/19	F
	07/08/19	M	08/12/19	M	09/11/19	W	10/11/19	F	11/15/19	F	01/10/20	F
	08/05/19	M	09/09/19	M	10/09/19	W	11/08/19	F	12/13/19	F	02/07/20	F
	09/02/19	M	10/07/19	M	11/06/19	W	12/06/19	F	01/10/20	F	03/06/20	F
	09/30/19	M	11/04/19	M	12/04/19	W	01/03/20	F	02/07/20	F	04/03/20	F
	10/28/19	M	12/02/19	M	01/01/20	W	01/31/20	F	03/06/20	F	05/01/20	F
	12/02/19	M	01/06/20	M	02/05/20	W	03/06/20	F	04/10/20	F	06/05/20	F
	01/06/20	M	02/10/20	M	03/11/20	W	04/10/20	F	05/15/20	F	07/10/20	F
	02/03/20	M	03/09/20	M	04/08/20	W	05/08/20	F	06/12/20	F	08/07/20	F
	03/02/20	M	04/06/20	M	05/06/20	W	06/05/20	F	07/10/20	F	09/04/20	F
	03/31/20	M	05/05/20	M	06/04/20	W	07/04/20	F	08/08/20	F	10/03/20	F
05/05/20	M	06/09/20	M	07/09/20	W	08/08/20	F	09/12/20	F	11/07/20	F	

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.

Beginning with Grade Inspection (GI) packages submitted to LAP on or after October 1, 2019, local agencies must provide LAP with full NEPA documentation, including supporting information, for Categorical Exclusion projects.

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.

