

**Local Agency Programs (LAP)  
FY 2022 Project Planning Guide  
May 2022**

	SUBMIT NEPA DOCUMENTATION (MDOT FORM 5323) TO LAP, 2-6 MONTHS BEFORE GI SUBMITTAL. DATES SHOWN HERE ARE APPROXIMATELY 4 MONTHS PRIOR TO GI SUBMITTAL DATES		FOR BRIDGE PROJECTS, SUBMIT TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS TO LAP			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		LETTING DATE	
<b>LA begins Project Design. Prepare NEPA Form 5323, and forward to MDOT LAP between 2 and 6 months before GI submittal.</b>  <b>Also begin utility notification and coordination, coordination with railroads if applicable, coordination with MDOT for traffic and pedestrian signal work, permit application, property acquisition, etc.</b>			03/29/21	M	<b>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.</b>	05/03/21	M	06/02/21	W	<b>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</b>	07/02/21	F	07/16/21	F	08/06/21	F	10/01/21	F
			05/03/21	M		06/07/21	M	07/07/21	W		08/06/21	F	08/20/21	F	09/10/21	F	11/05/21	F
	03/08/21	M	06/01/21	M		07/06/21	T**	08/04/21	W		09/03/21	F	09/17/21	F	10/08/21	F	12/03/21	F
	04/12/21	M	07/06/21	T**		08/09/21	M	09/08/21	W		10/08/21	F	10/22/21	F	11/12/21	F	01/07/22	F
	05/11/21	M	08/02/21	M		09/07/21	T**	10/06/21	W		11/05/21	F	11/19/21	F	12/10/21	F	02/04/22	F
	06/07/21	M	08/30/21	M		10/04/21	M	11/03/21	W		12/03/21	F	12/17/21	F	01/07/22	F	03/04/22	F
	07/06/21	T**	09/27/21	M		11/01/21	M	12/01/21	W		01/03/22	M**	01/14/22	F	02/04/22	F	04/01/22	F
	08/09/21	M	11/01/21	M		12/06/21	M	01/05/22	W		02/04/22	F	02/18/22	F	03/11/22	F	05/06/22	F
	09/07/21	T**	11/29/21	M		01/03/22	M	02/02/22	W		03/04/22	F	03/18/22	F	04/08/22	F	06/03/22	F
	10/04/21	M	12/27/21	M		01/31/22	M	03/02/22	W		04/01/22	F	04/15/22	F	05/06/22	F	07/01/22	F
	11/08/21	M	01/31/22	M		03/07/22	M	04/06/22	W		05/06/22	F	05/20/22	F	06/10/22	F	08/05/22	F
	12/06/21	M	02/28/22	M		04/04/22	M	05/04/22	W		06/03/22	F	06/17/22	F	07/08/22	F	09/02/22	F
	01/10/22	M	04/04/22	M		05/09/22	M	06/08/22	W		07/08/22	F	07/22/22	F	08/12/22	F	10/07/22	F
	02/07/22	M	05/02/22	M		06/06/22	M	07/06/22	W		08/05/22	F	08/19/22	F	09/09/22	F	11/04/22	F

Please Note:

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

\*\* date adjusted for holiday

Dates shown for NEPA document submittal are generally 4 months before GI submittal. However LAP recommends NEPA submittal 2-6 months before GI submittal

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 Project Planning Guide

## November 2021

The goal of this document is to discuss the project development process for local agency projects let by Michigan Department of Transportation (MDOT). The suggested time frames below can vary due to the differences in complexity of projects; however, experience shows that local agency projects have a life cycle like that outlined below, from initial submittal to the desired letting date. The schedule does not account for or presume that sufficient federal fund obligation authority will be available during a given fiscal year. Such obligation authority availability may affect the project schedule by delaying the project, or possibly causing the project to be withdrawn or cancelled due to lack of sufficient funding.

For lettings early in the fiscal year, special consideration must be made by the local agency regarding the timing of an obligation request. Advance construction (AC) may be required so that future fiscal year funding can be obligated in an earlier fiscal year. AC may impact the Statewide Transportation Improvement Program and the local agency's planning entity should be contacted to ensure projects are programmed appropriately.

Please note that 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) projects. For potential non-design-bid-build projects, please contact the MDOT Local Agency Program (LAP) Supervisor or the MDOT Innovative Contracting Unit Supervisor.

### **26+ Weeks Before Desired Letting Date – Local Agency Begins Project Design:**

- Complete and submit National Environmental Policy Act (NEPA) Requirements Form, MDOT Form 5323, available at [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.
  - MDOT Form 5323 is required for all projects. For all projects which include two or more job numbers, submit one 5323 form to include the entire project.
  - 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.
  - To submit your MDOT 5323 form to MDOT, see “*Local Agency Procedures for Requesting ProjectWise Folders and Submitting 5323*” document that can be found online at [www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap).  
Following the procedure in this document will create a ProjectWise (PWZ) folder for the project.
- 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 all soil investigation and geotechnical study tasks as required, for structures including bridges, boardwalks, and retaining walls; proposed signal poles; and watermain and sewer work).
- 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 located within the project limits or on an alternate or detour route, contact the railroad owner for concurrence, determine if a Diagnostic Safety Review (DSTR) meeting is needed, attend the meeting as necessary, and incorporate the DSTR recommendations into the design package. A guide for railroad requirements can be found on the LAP website ([www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap)), at [Railroad Crossing Within or Near Project Limits](#) .
- If a MDOT signal, beacon, actuation devices, or other types of controllers or facilities are 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 located within the MDOT right of way, except for 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 Statewide Transportation Improvement Plan (S/TIP), including the project location, limits, work type, project funding, and the fiscal year for which the funding is proposed to be obligated.
- For bridge projects proposing bridge replacement or major rehabilitation regardless of the funding source, prepare a Type, Size and Location (TS&L) and forward it to the appropriate LAP Staff Engineer, at least 5 weeks prior to submitting the grade inspection documents.

#### **20+ Weeks Before Desired Letting Date – GI Submittal:**

- Prepare an acceptable Grade Inspection (GI) submittal package, including but not limited to, the correct program application, project construction plans (no less than 80% complete), preliminary construction cost estimate in both .pdf and .xml file formats, unique special provisions, progress clause, Special Provision for Maintaining Traffic, HMA

Application Estimate, coordination clauses as necessary, 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. Also include Attachments A and B, summarizing the property acquisition, included in the program application.

- Place the GI submittal files in Folder 3 of PWZ
- Notify the appropriate LAP Staff Engineer of the GI 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 LAP Staff Engineer listed, and that the email is sent.
- The LAP Staff Engineer (or as-needed consultant) will contact the local agency to schedule the GI meeting. The meeting typically occurs 15-30 days after LAP receives an acceptable GI submittal.
- Complete property acquisition, including such instruments as temporary permits to construct and permanent easements. Update and complete Attachments A and B as necessary, Add the updated and signed Attachment "B" pages of the program application to Folder 3 of PWZ and notify 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 that all necessary S/TIP amendments or modifications have been completed and approved.
- Prepare the checklist of Frequently Used Special Provisions (FUSP), Special Specifications (SS), and Notice to Bidders (NTB), found at <https://mdotcf.state.mi.us/public/dessssp/spss/index.cfm?cookietest=true>
- Prepare final documents based on the GI meeting comments, including, but not limited to, the final construction plans, itemized construction cost estimate in both xml and pdf formats, unique special provisions, and all other proposal documents, all with all GI comments addressed.
- Place all final documents, including those items listed in this section above, as well as all approved necessary permits, certification that all matching funds are secured, ADA compliance certification, and other final documents as necessary, in Folder 4 of PWZ.
- Notify the appropriate LAP Staff Engineer of the GI 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 LAP Staff Engineer listed, and that the email is sent.
- The Staff Engineer will review the final submittal documents and may have additional comments. Address all final comments made by the staff engineer.
- When the final revisions to the project documents have been completed, the Staff Engineer will provide the Project Certification form to the Local Agency. The form is to be certified by the Local Agency Responsible Charge no sooner than the final revisions; and returned to the Staff Engineer. The Project Certification form also will serve as the Local Agency's request to obligate and advertise the project.
- After the Staff Engineer receives the completed Project Certification, 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 final bid proposal package to the MDOT Spec & Estimates (S&E) unit for its review, 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 bidding times (February-June), then the project may not make the desired letting.
- Note that the Staff Engineer may only have three weeks between the receiving the local agency's final package submittal, reviewing the submittal, adding and compiling the draft bid proposal, and forwarding the draft 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 local agency's 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:**

- The Project Planning Guide is prepared assuming that the bid package will be publicly advertised for five weeks. Based on such factors as relative complexity of the project, funding requirements, or other outside considerations, MDOT may advertise the project for a shorter time period but not less than for three weeks before the bid letting date.
- The local agency works with the LAP Staff Engineer, who issues any necessary addenda.

## **After Bid Letting Date – MDOT Construction Contract Award**

- MDOT awards the construction contract for the project, typically within 35 days after contract documents are released to the contractor.
- If the low bid exceeds 10% of the engineer's estimate, the local agency must justify or reject the bids.