



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

GLORIA J. JEFF
DIRECTOR

January 4, 2005

TO: ALL COUNTIES AND MICHIGAN MUNICIPAL LEAGUE

Local Agency Programs sent a letter to all Counties, dated December 17, 2001, and to Michigan Municipal League, dated March 11, 2002, regarding a process change using MERL or SAPW Program. Since the date of those letters, a few changes have taken place. These changes are listed below:

- For information on obtaining the MERL program or if you require assistance on MERL, please contact Nick Koszykowski, LTAP (906) 487-2102 or nick@mtu.edu ;
- If you have questions for obtaining SAPW, please contact Monica Thornton at (517) 335-2184 or thorntonm@michigan.gov ;
- The files can be sent through the internet (as a Trns*Port PES file) instead as a (*csv file.

If you have any questions or concerns, please contact Doug Needham at (517) 335-2229 or me at (517) 335-2233.

Sincerely,

<signed copy on file>

Rudolph S. Cadena, P.E.
Local Agency Programs Engineer
Local Agency Programs

TRANSPORTATION
COMMISSION

STATE OF MICHIGAN



JOHN ENGLER, GOVERNOR

DEPARTMENT OF TRANSPORTATION

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PHONE (517) 373 2090 FAX (517) 373 0167 WEB SITE [http //www.mdot.state.mi.us](http://www.mdot.state.mi.us)
GREGORY J ROSINE, DIRECTOR

December 17, 2001

TO ALL COUNTIES

ELECTRONIC FILES
USING MERL OR SAPW PROGRAM

In the recent past, we have made significant strides in providing information electronically to the consultants, contractors, and our county/municipal partners. The information age is driving us to review our policies and practices to keep up with the demand imposed upon us by our customers. Due to the volume of projects and the variability of each project, we are finding it difficult to receive and process paper generated quantities and cost estimates for projects submitted for lettings. Also, it is increasingly difficult to move projects through the system quickly if MDOT needs to provide the data entry for the project. We are requesting that all counties submit their information electronically using the MERL program or SAPW program. We would like to move forward as soon as possible, and we prefer to receive electronic files, but we will accept hard copies until the June 2002 lettings, if necessary.

We have met with representatives from the County Road Association. We were pleased to discover most of them are in favor of the electronic submittal requirement. A few immediate benefits are

- The electronic files generated for the letting can be used to download the information to Field Manager for monitoring quantities used in construction. This file becomes the initial file for pay item balancing during construction.
- The local agency can immediately find incorrect matches between the pay item code and pay item description which avoids resubmitting the information due to pay item code errors.
- The local agency can use MERL to create a database for their individual agency to track their pay item codes/costs on a historical basis. This is useful in cost estimating for future projects.

When we met with Michigan Technological University Local Technology Assistance Program (LTAP) regarding training for the MERL (Michigan Engineers' Resource Library) program, we were informed by LTAP that users can navigate and put together a quantity list and cost estimate with no formal training. When problems are encountered, most often they can be resolved within a few minutes after calling the LTAP resource number. For more information on obtaining the MERL program or if you require assistance on MERL, please contact Scott Bershing, LTAP (906)487-2102 or sjbershi@mtu.edu

All Counties
Page 2
December 17, 2001

The consultants that work directly for MDOT are more familiar with the Stand Alone PES Worksheet (SAPW) and have already obtained the software. If you have questions for obtaining SAPW, please contact Heather David at (517)373-0773 or davidh2@mdot.state.mi.us. Training for Local Agencies or their consultants may be scheduled if there are enough participants to warrant a class. Several classes were recently completed with the consultants who work directly with MDOT.

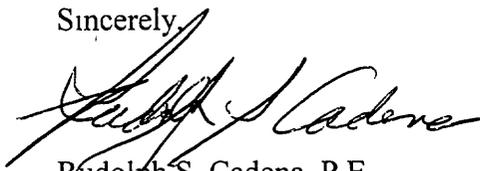
Submitting the information electronically will reduce errors that may be introduced when MDOT enters the information and will ensure the pay items being used by the agency correspond to the current pay item code book. The files can be sent through the internet (as a * csv file) and avoid the mail (and any associated delays). The reviewing engineer/technician can immediately begin processing the submittal by viewing the pay items included and their associated special provisions (if also submitted electronically).

If you only have one project scheduled to be turned in for letting in Fiscal 2002, you may request a waiver from your project engineer. If you have multiple projects, it will benefit both parties to move to electronic submission of the information as soon as possible.

We currently require all the projects managed by consultants to submit their pay item information and special provisions electronically, so many consultants are familiar with using either the MERL or SAPW system.

If you have questions or concerns with this request please contact me at (517) 335-2233

Sincerely,



Rudolph S. Cadena, P.E.
Local Agency Programs Engineer
Local Agency Programs