



STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

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May 23, 2008

Mr. John D. Niemela  
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County Road Association of Michigan  
P.O. Box 12067  
Lansing, Michigan 48901-2067

Mr. David Worthams  
Assistant Director, State Affairs  
Michigan Municipal League  
208 North Capital Avenue, 1<sup>st</sup> Floor  
Lansing, Michigan 48933

Dear Mr. Niemela and Mr. Worthams:

**LOCAL AGENCY PROGRAMS**  
**E-PROPOSAL: Update**

Over the past few months, the Michigan Department of Transportation's (MDOT's) Local Agency Program (LAP) has been working with local agencies and their consultants to pilot electronic proposal (e-proposal) projects. To date, LAP has successfully processed approximately twenty projects using e-proposal.

We previously identified one of the major obstacles of using e-proposal at the local level to be the inaccessibility of certain agencies to high speed internet service. A second obstacle is the restriction of internet providers on the size of e-mail allowed through their system. Both of these hurdles are overcome by mailing a CD containing the draft proposal to the local agency. Through the pilot projects, LAP has found most agencies have been able to receive the draft proposal via e-mail.

A large number of agencies work with consultants to produce the design plans and specifications. A great majority of consultants create plan and proposal documents in an electronic format and from the experience with the piloted projects, the consultants are willing and able to submit them electronically.

As stated in the April 2, 2008, letter sent to you, the department's goal is to have all proposal material submitted electronically beginning with the October 3, 2008, letting. Based on the LAP Project Planning Guide, projects with grade inspections occurring after May 23, 2008, will have a letting on or after October 3, 2008. Therefore, all projects which have not completed a grade inspection by the date of this letter will follow the e-proposal process.

Much of the LAP staff is in the process of learning how to process e-proposal projects through the MDOT system. The implementation of e-proposal for local agencies was set to begin in October since this is traditionally the time with the fewest number of projects being let to contract. This will allow LAP staff and local agencies time to learn the process. To assist in getting projects prepared efficiently through the e-proposal process, the following should be noted:

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- All electronic proposal submittals will need to be in an MS Word or Adobe format. The plans need to be converted to an Adobe (PDF) format and all plan sheets need to be the same size; MDOT's standard is 11" X 17". The plan sheet size submitted to the LAP staff engineer will be the advertised plan set size.
- For projects that do not have a separate plan package that accompanies the proposal package, referred to as a "Log Job", all proposal documents need to be set to the standard letter size of 8 1/2" by 11". This includes any design drawings and the signed and sealed title sheet. Mixing paper sizes within Adobe files cause problems when attempting to print.
- The electronic estimate file that is sent to the LAP staff engineer needs to be saved in a Transport CSV format. This can be done in MERL by exporting as a Transport CSV file.
- At this time, electronic signatures of the registered engineer are not acceptable for signing and sealing the plan set. A title sheet must be printed off, signed and sealed by the registered engineer responsible for the design, and scanned into an Adobe format. This file can then be transmitted electronically to the staff engineer for inclusion into the plan set.
- For projects that include the plan sets, the plan sets MUST be received by the LAP staff engineer prior to being submitted for final advertisement.

For the final distribution, the local agency will receive four copies of the proposal and plans (if applicable). The plans will be reproduced only in the size originally submitted. It will be the local agencies' responsibility to print additional copies as needed for their design or construction consultants.

E-proposal is a great enhancement for the local program, will make access to proposal and plan documents quicker and easier, and save cost over the paper system.

Thank you working with LAP on this endeavor. If you have any questions, or need further information, please contact Mr. Mark C. Harrison, Bridge Program Manager, at (517) 373-2346.

Sincerely,



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

cc: M. Van Port Fleet  
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