

MAINTENANCE FUNDED PROJECTS – PROCEDURES

The following procedures have been approved for the contracting of Maintenance Funded Projects to perform non-routine, heavy maintenance (construction type) work. This process is not to be used for routine maintenance activities, such as vegetation control, or responsive activities, such as repairing damaged guardrail.

Project Eligibility and Restrictions

Tier I

- Allowable project size: \$25,000 to \$500,000.
- The Mobilization pay item will not be used.
- The use of a Lump Sum Traffic Control pay item will be allowed.
- The CPM Certification Acceptance (Type II) form will be used.
- Projects will be advertised for two weeks.
- No addenda will be allowed.
- Minimal subcontracting allowed, for minor items, such as traffic control devices and permanent pavement marking.

Tier II

- Project size greater than \$500,000 (no upper limit), but still relatively simple, straightforward and minimal work items.
- Mobilization pay item is optional, based on the nature of the work and geographic extent of the work.
- Minimal subcontracting allowed, for minor items, such as traffic control devices and permanent pavement marking.
- No addenda will be allowed.
- Projects will be advertised for three weeks.
- Approval for qualification as a Tier II project by the Region Engineer is required.

Maintenance funded construction work type projects that do not meet the conditions noted above may still be let as "M" projects, but shall be processed following the standard project development, certification/acceptance, letting and construction management processes used for capital program funded projects.

The procedures for Capital Preventive Maintenance projects will remain the same and should not be confused with the above directions.

Schedule

Projects must be under contract by September 15 to guarantee funds are obligated in the current Fiscal Year. All projects must be submitted on time to meet the advertising date. This is the "To QA for Review" column in the Letting Dates and Board Dates Schedule (for Maintenance Funded Projects Only). The schedule does not allow lost time to be made up. In order to award the contract prior to the September 15th deadline, an August letting date will be the last available let date. Due to the compressed schedule, Project Managers must respond to any questions or requests for revisions as soon as possible. If projects are received and available for a longer advertising period, they will be advertised at that time.

Job Number Creation System

These projects will use a six digit job number. An example would be M12345. The following identifies what each digit represents and explains how the job numbers should be created.

First Digit

Shall always be the letter M to designate a maintenance contract.

Second Digit

The second digit will be the number of the region the project originated in. Use the following list:

- 1 Superior Region
- 2 North Region
- 3 Grand Region
- 4 Bay Region
- 5 Southwest Region
- 6 University Region
- 7 Metro Region

Third and Fourth Digits

The third and fourth digits represent the current fiscal year, such as 2012 would be filled in as 12 and 2002 would be filled in as 02 and so on.

Fifth and Sixth Digits

The fifth and sixth digits represent the current year project number. Each TSC will need to track these projects and assign project numbers that have not been used before.

Region	TSC	Project Numbers
Superior	Crystal Falls	01-24
	Ishpeming	50-74
	Newberry	75-99
North	Alpena	01-24
	Cadillac	25-49
	Gaylord	50-74
	Traverse City	75-99
Grand	Grand Rapids	01-32
	Muskegon	66-99
Bay	Bay City	01-24
	Davison	50-74
	Mt. Pleasant	75-99
Southwest	Coloma	01-32
	Kalamazoo	33-65
	Marshall	66-99
University	Brighton	01-32
	Jackson	33-65
	Lansing	66-99
Metro	Detroit	01-19
	Macomb – St. Clair	20-39, 60-79
	Oakland	40-59
	Taylor	80-99

Process

Responsibility	Action
<p style="text-align: center;">Transportation Service Center</p>	<ul style="list-style-type: none"> • Get sequence number from the region. • Identify funding source (transport input) • Provide bid package as follows: <p><u>Required Items:</u></p> <ul style="list-style-type: none"> - Specifications and description - Cost estimate with quantities - Enter all required information into PES, (print hardcopy) <p><u>Potential Items:</u></p> <ul style="list-style-type: none"> - Design plans - Maintaining traffic details - Permits • Assemble proposal (title sheet not necessary, but recommended, no signatures required) - Progress schedule - Fact sheet showing control section, job number, location, type of work description. • TSC sends proposal to Region
<p style="text-align: center;">Region</p>	<ul style="list-style-type: none"> • Region reviews project for quality control and packaging. • Sends package to Design Specification and Estimates.
<p style="text-align: center;">Design Specification and Estimates</p>	<ul style="list-style-type: none"> • Perform QA review and prepare package for submittal to Contract Service Division (CSD) - Construction Contract Section (CCS). • Send package to CSD-CCS.
<p style="text-align: center;">Contract Services Division - Construction Contracts Section (CSD-CCS)</p>	<ul style="list-style-type: none"> • Prepares advertisement (minimum 2 week ad) and performs the following: <ul style="list-style-type: none"> - Sends bid documents and proposals to contractors. - Receives sealed bid. - Identifies the confirmed low-bid contractor.
<p style="text-align: center;">Transportation Service Center</p>	<ul style="list-style-type: none"> • Holds pre-maintenance meeting. • Confirms progress schedule with contractor, sign progress schedule and sends progress schedule to CSD-CCS awards unit.

<p align="center">Contract Services Division - Construction Contracts Section Awards Unit</p>	<ul style="list-style-type: none"> • Sends required documentation to the contractor for insurance, bonds, and contract which must be completed. - Performance Bond - Lien Bond - General Liability Insurance - Workman's Compensation Insurance - Owner's Protective Insurance - Contract documents • Obtains required approvals - If contract is greater than \$500,000 obtain State Administrative Board approval and State Transportation Commission approval. - If contractor has submitted the required insurance and bonds documentation, and there are no outstanding bidding issues with the project, award contract to lowest bidder within approximately one week of receiving the required approval. - Notify TSC and contractor of award. - Send Fieldmanager payment data to TSC office.
<p align="center">Transportation Service Center</p>	<ul style="list-style-type: none"> • Load payment data into Fieldmanager. • Submit electronic Fieldmanager and paper estimate to CSD-CPU • If required, submits recommendation authorization for adjustments or extras for any job generating negotiated extras and submit to CSD-CPU using Fieldmanager. <p>E-mail: MDOT - estimates @michigan.gov hard copy fax: 517-373-0403</p>
<p align="center">Contracts Services Division Contractor Payment Unit (CSD-CPU)</p>	<ul style="list-style-type: none"> • Makes payments
<p align="center">Transportation Service Center</p>	<ul style="list-style-type: none"> • Finals out project. • Submits final paperwork package to CSD-CPU
<p align="center">Contracts Services Division Contractor Payment Unit</p>	<ul style="list-style-type: none"> • Makes final payment

NOTES:

1. In order to obligate current FY funds, the project must be under contract no later than September 15.
2. To meet normal time frame for award of contract prior to September 15, submit project to Specification and Estimates no later than the first week of July.
3. If a project is submitted later than the first week of July, add special provisions to reduce the 28 day submittal time.