

# Construction Advisory

CA 2007-16  
(Supersedes CA 2006-10)  
December 5, 2007

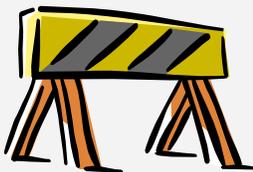
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Index: Local Government  
Projects

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Construction Advisory  
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BJO:KB

## Charging Time to Local Agency Projects

MDOT construction staff performing oversight services on local agency projects must charge their time and associated costs (such as travel) to the coding as provided in this advisory. If construction engineering is a state or federally participating item, charge your time and associated costs to the project specific job numbers. If construction engineering is a non-participating cost use the coding identified below:

Plan Development Phase Services - The following index codes have been established for region construction staff working in the development phase of a local agency project. When using these index codes, use 79900 for the PCA. Use this coding for time spent on local government agency development activities (i.e., plan review and pre-grade inspection/grade inspection meetings) when the local government job number is not a state or federally participating item:

- 30206 Salaries and Fringes
- 30207 Travel
- 30208 Other Expenditures

Delivery Phase Services - The following index codes have been established for region staff working in the delivery phase of a local agency project. When using these index codes, use 79900 for the PCA. Use this coding for time spent on local government agency delivery activities (i.e., preconstruction meetings, interim meetings, field/acceptance reviews) when the local government job number is not a state or federally participating item:

- 31006 Salaries and Fringes
- 31007 Travel
- 31008 Other Expenditures

Verifying participating/non-participating costs  
Use the following resources to verify whether a project has construction engineering as a state or federally participating item, or whether it pre-existed this change in practice:

- The Michigan Financial Obligation System – If there is a line under the Phase Line Item labeled “Local Construction Engineering”, the construction

engineering is participating.

- Section 2 of the Local Agency Agreement indicates whether MDOT's construction engineering will be billed to the project.
- Contact the Local Agency Programs staff engineer identified on the Grade Inspection Notice.