



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

August 7, 2012

Mr. John Niemela, Director  
County Road Association of Michigan  
417 Seymour – Suite 1  
P.O. Box 12067  
Lansing, Michigan 48901-2067

Ms. Summer Minnick, Director of State Affairs  
Michigan Municipal League  
208 North Capitol Avenue, 1<sup>st</sup> Floor  
Lansing, Michigan 48933-1354

Dear Mr. Niemela and Ms. Minnick:

Local Agency Programs (LAP) FY 2013 Project Planning Guide

We have recently developed the Local Agency Programs FY 2012 Project Planning Guide and it is now available on the Local Agency Programs website at [www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap). A copy of the guide is attached.

As in past years, we again emphasize that final proposal documents, including all applicable permits, SHPO clearance, and applicable property acquisition certification, must all be received by the LAP staff engineer on or before the date shown in the column of the Planning Guide headed “**ROW Cert, Permits, Final Plans, Proposal, & Estimate to LAP,**” before the staff engineer can request fund obligation and move the project forward to a bid letting. This is important, and will allow other units within MDOT to complete their reviews and certifications, and not delay letting the projects.

Please forward this information on to your members. If you have any questions, please contact Bruce Kadzban at (517) 335-2229 or at [kadzbanb@michigan.gov](mailto:kadzbanb@michigan.gov).

Sincerely,

Rudolph S. Cadena  
Local Agency Programs Engineer

Enclosure

cc: L. Strzalka      B. Kadzban  
K. Cooper        M. Harbison  
M. DeLong

## Local Agency Programs (LAP) FY 2013 Project Planning Guide

TS&L OR PRE G.I.	PROGRAM APPLICATION	SUBMIT ACCEPTABLE G.I. PACKAGE (8)	APPROX G.I. DATE	ROW CERT, PERMITS, FINAL PLANS, PROPOSAL, & ESTIMATE TO LAP	ALL MDOT REQUESTED REVISIONS TO LAP (4)	LETTING DATE	COMMISSION MEETING (TENTATIVE THURSDAY)	AD BOARD MEETING (1ST & 3RD TUESDAY, TENTATIVE)
04/13/12 F	05/11/12 F	05/25/12 F	06/22/12 F	<b>07/27/12 F</b>	08/10/12 F	<b>10/05/12</b>	10/25/12	11/06/12
05/11/12 F	06/08/12 F	06/22/12 F	07/20/12 F	<b>08/24/12 F</b>	09/07/12 F	<b>11/02/12</b>	11/15/12	12/04/12
06/15/12 F	07/13/12 F	07/27/12 F	08/24/12 F	<b>09/28/12 F</b>	10/12/12 F	<b>12/07/12</b>	12/20/12 *Th	01/15/13
07/20/12 F	08/17/12 F	08/31/12 F	09/28/12 F	<b>11/02/12 F</b>	11/16/12 F	<b>01/11/13</b>	01/24/13	02/05/13
08/10/12 F	09/07/12 F	09/21/12 F	10/19/12 *F	<b>11/21/12* W</b>	12/07/12 F	<b>02/01/13</b>	02/21/13	03/05/13
09/07/12 F	10/05/12 F	10/19/12 F	11/16/12 F	<b>12/21/12 F</b>	01/04/13 F	<b>03/01/13</b>	03/21/13	04/02/13
10/12/12 F	11/09/12 F	11/23/12 F	12/21/12 F	<b>01/25/13 F</b>	02/08/13 F	<b>04/05/13</b>	04/25/13	05/07/13
11/09/12 F	12/07/12 F	12/21/12 F	01/18/13 F	<b>02/22/13 F</b>	03/08/13 F	<b>05/03/13</b>	05/16/13	06/04/13
12/14/12 F	01/11/13 F	01/25/13 F	02/22/13 F	<b>03/29/13 F</b>	04/12/13 F	<b>06/07/13</b>	06/20/13	07/02/13
01/18/13 F	02/15/13 F	03/01/13 F	03/29/13 F	<b>05/03/13 F</b>	05/17/13 F	<b>07/12/13</b>	07/25/13	08/06/13
02/08/13 F	03/08/13 F	03/22/13 F	04/19/13 F	<b>05/24/13 F</b>	06/07/13 F	<b>08/02/13</b>	08/22/13	09/03/13
03/15/13 F	04/12/13 F	04/26/13 F	05/24/13 F	<b>06/28/13 F</b>	07/12/13 F	<b>09/06/13</b>	09/26/13	10/15/13
04/12/13 F	05/10/13 F	05/24/13 F	06/21/13 F	<b>07/26/13 F</b>	08/09/13 F	<b>10/04/13</b>	10/24/13 ^	11/05/13
05/10/13 F	06/07/13 F	06/21/13 F	07/19/13 F	<b>08/23/13 F</b>	09/06/13 F	<b>11/01/13</b>	11/21/13 *^	12/03/13
06/14/13 F	07/12/13 F	07/26/13 F	08/23/13 F	<b>09/27/13 F</b>	10/11/13 F	<b>12/06/13</b>	12/19/13 *^	01/07/14

1. All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a Type, Size and Location (TS&L) submittal. 08/01/12
2. For projects that may require an Environmental Assessment, the Program Application and supporting documents must be submitted to LAP at least one year prior to advertisement date.
3. For reconstruction (4R) projects on the National Highway System (NHS) and over \$5,000,000 in total cost, submit Plans, Proposal, and Estimate to LAP at least two weeks prior to the dates shown in this guide.
4. Final date that all MDOT requested revisions are to be received by MDOT LAP, so that all modifications identified during the final plan review can be incorporated.
5. \* : Date adjusted due to holiday. ! : Earlier turn in date due to busiest lettings. ^ : Tentative Date
6. Schedule is based on requirements for letting projects through E-Proposal and ProjectWise
7. M- Monday, T-Tuesday, W- Wednesday, TH- Thursday, F- Friday
8. Grade inspection submittals shall include hard (paper) copies of the plans, unique special provisions, cost estimate in MERL format, and programming application.