



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

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April 2, 2008

Mr. John D. Niemela
Director
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, 1st Floor
Lansing, Michigan 48933

Dear Mr. Niemela and Mr. Worthams:

LOCAL AGENCY PROGRAMS
E-PROPOSAL

The Michigan Department of Transportation transitioned to creating plan and proposal packages electronically (e-proposal) with full implementation in October 2006 for state owned projects. There are many advantages of this process including the reduction in paper usage, printing costs and mailing time, and the ease of access to the proposal packages by all parties involved.

Over the past few months, the staff of Local Agency Programs (LAP) has been working with a small number of agencies for pilot projects using e-proposal. Although there have been minor issues with the implementation of e-proposal for local projects, the system has functioned very well.

Some of the major concerns of local agencies are access to high speed internet connections, restrictions by internet providers on the size of the files allowed through e-mail, and having required software. These obstacles will be discussed further at the next County Road Association of Michigan engineering committee meeting and options are being developed to address them. The following is a summary of the progress made to date:

- The department's goal is to have all proposal material submitted to the LAP staff electronically beginning with the October, 3, 2008, letting. All electronic proposal submittals will need to be in an MS Word or Adobe format. The submission of electronic plans along with the proposal material is highly encouraged.
- 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 ½" 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.

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- With the migration to e-proposal, the distribution of the draft proposal for review prior to letting and the final distribution of paper proposals and plans will change. For the draft proposal review, a CD will be mailed to the local agency only. 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.

The implementation of e-proposal into the local program will greatly enhance the ability of all interested parties to quickly access proposal and plan documents and save cost over the current 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
M. Harrison
C. Youngs
B. Kadzban
D. Belcher
J. Scraver