

**Local Agency Programs (LAP)
FY 2023 Project Planning Guide
June 2022**

	SUBMIT NEPA DOCUMENTATION (MDOT FORM 5323) TO LAP, 2-6 MONTHS BEFORE GI SUBMITTAL. DATES SHOWN HERE ARE APPROXIMATELY 4 MONTHS PRIOR TO GI SUBMITTAL DATES	FOR BRIDGE PROJECTS, SUBMIT TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS TO LAP		SUBMIT ACCEPTABLE GRADE INSPECTION (GI) DOCUMENTS TO LAP	APPROXIMATE GRADE INSPECTION MEETING DATE		SUBMIT FINAL ROW CERTIFICATION (ATTACHMENT B) TO LAP	SUBMIT COMPLETE BIDDABLE PACKAGE TO LAP	LAP FORWARDS FINAL BID PROPOSAL PACKAGE TO SPECS & ESTIMATES	LETTING DATE								
<p>LA begins Project Design. Prepares NEPA Form 5323, and forwards to MDOT LAP between 2 and 6 months before GI submittal.</p> <p>Also begin utility notification and coordination, coordination with railroads if applicable, coordination with MDOT for traffic and pedestrian signal work, permit application, property acquisition, etc.</p>		04/04/22	M	<p>LA places GI documents in ProjectWise, including Requests for design exceptions or variances, Diagonal parking study and analysis, Diagnostic Safety Team Review for rail crossings, and similar documentation, and notifies LAP staff engineer.</p>	05/09/22	M	06/08/22	W		07/08/22	F	07/22/22	F	08/12/22	F	10/07/22	F *	
		05/02/22	M		06/06/22	M	07/06/22	W		08/05/22	F	08/19/22	F	09/09/22	F	11/04/22	F *	
	03/21/22	M	06/13/22		M	07/18/22	M	08/17/22	W		09/09/22	F	09/23/22	F	10/14/22	F	12/02/22	F *
	04/25/22	M	07/18/22		M	08/22/22	M	09/21/22	W		10/14/22	F	10/28/22	F	11/18/22	F	01/06/23	F *
	05/16/22	M	08/08/22		M	09/12/22	M	10/12/22	W		11/11/22	F	11/25/22	F	12/16/22	F	02/03/23	F
	06/13/22	M	09/05/22		M	10/10/22	M	11/09/22	W		12/09/22	F	12/23/22	F	01/13/23	F	03/03/23	F
	07/11/22	M	10/03/22		M	11/07/22	M	12/07/22	W		01/06/23	F	01/20/23	F	02/10/23	F	04/07/23	F
	08/15/22	M	11/07/22		M	12/12/22	M	01/11/23	W		02/10/23	F	02/24/23	F	03/17/23	F	05/05/23	F
	09/12/22	M	12/05/22		M	01/09/23	M	02/08/23	W		03/10/23	F	03/24/23	F	04/14/23	F	06/02/23	F
	10/10/22	M	01/02/23		M	02/06/23	M	03/08/23	W		04/07/23	F	04/21/23	F	05/12/23	F	07/07/23	F
	11/14/22	M	02/06/23		M	03/13/23	M	04/12/23	W		05/12/23	F	05/26/23	F	06/16/23	F	08/04/23	F
	12/12/22	M	03/06/23		M	04/10/23	M	05/10/23	W		06/09/23	F	06/23/23	F	07/14/23	F	09/01/23	F
	01/16/23	M	04/10/23		M	05/15/23	M	06/14/23	W		07/14/23	F	07/28/23	F	08/18/23	F	10/06/23	F
02/13/23	M	05/08/23	M	06/12/23	M	07/12/23	W		08/11/23	F	08/25/23	F	09/15/23	F	11/03/23	F		

Please Note:

See the attached guidance use document, "Local Agency Program (LAP) Project Planning Guide"

* Local Agencies should consider using the Advance Construct funding option for projects in these lettings, for cases where Federal obligation authority is not available early in the fiscal year.

** date adjusted for holiday (not applicable this fiscal year)

LAP cannot guarantee that projects submitted late in the fiscal year will be obligated before the end of the current fiscal year. This may result in loss of funds that are appropriated for that fiscal year, especially if current fiscal year obligation authority is used up and not available.

Dates shown for NEPA document submittal are generally 4 months before GI submittal. However LAP recommends NEPA submittal 2-6 months before GI submittal

All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a TS&L submittal.

For projects that may require an Environmental Assessment (EA), submit the EA document to LAP at least one year prior to submitting the Program Application.

For projects which FHWA has identified for Risk Based Project Involvement, submit GI and Complete Biddable Package to LAP at least two weeks prior to the dates shown in this guide.

Local Agency Program Project Planning Guide

June 2022

The goal of this document is to outline the project development process for local agency projects let by Michigan Department of Transportation (MDOT). The suggested time frames below can vary due to differences in complexity of projects; however, experience shows that local agency projects have a life cycle similar to the outline below.

Please note that this schedule does not apply to special funding programs such as the Emergency Response (ER) program, or to innovative delivery methods such as design-build and fixed-price-variable-scope (FPVS) projects. For potential non-design-bid-build projects, please contact the MDOT Local Agency Program (LAP) Supervisor or the MDOT Innovative Contracting Unit Supervisor.

26+ Weeks Before Desired Letting Date – Local Agency Begins Project Design:

- Complete and submit National Environmental Policy Act (NEPA) Requirements Form, MDOT Form 5323, available at [5323](#). For projects that may require an Environmental Assessment (EA), submit the EA document to LAP at least one year before making the Grade Inspection (GI) submittal.
 - MDOT Form 5323 is required for all projects. For all projects which include two or more job numbers, submit one 5323 form to include the entire project.
 - The timeframe for submittal will be dependent on the complexity of the project and is currently recommended at 2 to 6 months prior to the GI submittal. The additional time is needed so that MDOT can review and approve the NEPA classification for the project.
 - To submit your MDOT 5323 form to MDOT, see “*Local Agency Procedures for Requesting ProjectWise Folders and Submitting 5323*” document that can be found online at www.michigan.gov/mdotlap. Following the procedure in this document will create a ProjectWise (PWZ) folder for the project.
- Complete Public Stakeholder Involvement- at a minimum, as required by NEPA and project type.
- Complete Utility Notification and Coordination.
- Begin Property Acquisition, if needed.
- Prepare an application for a Section 106 review and submit the application to the Michigan State Historic Preservation Office (SHPO) unless the project is exempt from Section 106 Consultation. Reminder: The application must be completed by an individual/firm that meets the SHPO’s qualifications. Also contact representatives of the 12 recognized Tribal Governments if required, request their input in the project, and maintain records of the correspondence. Because each tribal government is a recognized sovereignty, contacts must be between governmental units. Therefore, the Act 51 Local Agency, which is a governmental unit, must make the tribal contact, and the local agency’s consultant or any other designated person or group, shall not make the contact.

- Complete all soil investigation and geotechnical study tasks as required, for structures including bridges, boardwalks, and retaining walls; proposed signal poles; and watermain and sewer work).
- Prepare and submit applications for necessary permits and coordinate with other agencies and departments (U.S. Army Corps of Engineers, ELGE, USFWS, MDOT, other local agencies, etc.).
- If a railroad is located within the project limits or on an alternate or detour route, contact the railroad owner for concurrence, determine if a Diagnostic Safety Review (DSTR) meeting is needed, attend the meeting as necessary, and incorporate the DSTR recommendations into the design package. A guide for railroad requirements can be found on the LAP website (www.michigan.gov/mdotlap), at [Railroad Crossing Within or Near Project Limits](#) .
- If a MDOT signal, beacon, actuation devices, or other types of controllers or facilities are present within the project limits or on an alternate or detour route and any work is proposed to the devices (including pedestrian signals and devices, traffic loops, signal bagging, signal timing), contact your LAP Staff Engineer to submit a layout request to the MDOT Signal Unit. **A MDOT prequalified engineering firm will be required to complete all design work on such items located within the MDOT right of way, except for in-kind replacement of loops.**
- Begin compiling data required for completion of the Work Zone Safety and Mobility checklists.
- Complete a diagonal parking study, if needed.
- If combining work with an adjacent MDOT Trunkline project, contact the local TSC to begin design coordination.
- Confirm the project is listed correctly in the Statewide Transportation Improvement Plan (S/TIP), including the project location, limits, work type, project funding, and the fiscal year for which the funding is proposed to be obligated.
- For bridge projects proposing bridge replacement or major rehabilitation regardless of the funding source, prepare a Type, Size and Location (TS&L) and forward it to the appropriate LAP Staff Engineer, at least 5 weeks prior to submitting the grade inspection documents.

20+ Weeks Before Desired Letting Date – GI Submittal:

- Prepare an acceptable Grade Inspection (GI) submittal package, including but not limited to, the correct program application, project construction plans (no less than 80% complete), preliminary construction cost estimate in both .pdf and .xml file formats, unique special provisions, progress clause, Special Provision for Maintaining Traffic, HMA Application Estimate, coordination clauses as necessary, all necessary reviews and studies (railroad DSTR, crash history reports and analyses, diagonal parking study, etc.), and requests for design exceptions or variances. Be sure to include all pages of the program application, even if no information is needed on individual pages. Also include Attachments A and B, summarizing the property acquisition, included in the program application.
- Place the GI submittal files in Folder 3 of PWZ

- Notify the appropriate LAP Staff Engineer of the GI submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email. Please ensure that the email has the correct LAP Staff Engineer listed, and that the email is sent.
- The LAP Staff Engineer (or as-needed consultant) will contact the local agency to schedule the GI meeting. The meeting typically occurs 15-30 days after LAP receives an acceptable GI submittal.
- Complete property acquisition, including such instruments as temporary permits to construct and permanent easements. Update and complete Attachments A and B as necessary, Add the updated and signed Attachment “B” pages of the program application to Folder 3 of PWZ and notify the LAP Staff Engineer as soon as possible, but no later than 13 weeks before the desired letting date.

13+ Weeks Before Desired Letting Date – Submit Final Package:

- Ensure that all necessary S/TIP amendments or modifications have been completed and approved.
- Prepare the checklist of Frequently Used Special Provisions (FUSP), Special Specifications (SS), and Notice to Bidders (NTB). These documents can be found via MiLogin and the “MDOT Supplemental Specs and Special Provisions (SS/SP)” application.
- Prepare final documents based on the GI meeting comments, including, but not limited to, the final construction plans, itemized construction cost estimate in both xml and pdf formats, unique special provisions, and all other proposal documents, all with all GI comments addressed.
- Place all final documents, including those items listed in this section above, as well as all approved necessary permits, certification that all matching funds are secured, ADA compliance certification, and other final documents as necessary, in Folder 4 of PWZ.
- Notify the appropriate LAP Staff Engineer of the GI submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email. Please ensure that the email has the correct LAP Staff Engineer listed, and that the email is sent.
- The Staff Engineer will review the final submittal documents and may have additional comments. Address all final comments made by the staff engineer.
- When the final revisions to the project documents have been completed, the Staff Engineer will provide the Project Certification form to the Local Agency. The form is to be certified by the Local Agency Responsible Charge no sooner than the final revisions; and returned to the Staff Engineer. The Project Certification form also will serve as the Local Agency’s request to obligate and advertise the project.
- After the Staff Engineer receives the completed Project Certification, the Staff Engineer will request fund obligation. Allow a minimum of 10 business days for the obligation process to be completed.

8 Weeks Before Desired Letting Date – Submittal to Spec & Estimates Unit:

- Staff Engineer will forward the final bid proposal package to the MDOT Spec & Estimates (S&E) unit for its review, to ensure the project meets the desired letting date. If the items in the previous step are not completed in full by this date, the project may not make the

desired letting. If the submittal dates are not met during peak bidding times (February-June), then the project may not make the desired letting.

- Note that the Staff Engineer may only have three weeks between the receiving the local agency's final package submittal, reviewing the submittal, adding and compiling the draft bid proposal, and forwarding the draft to S&E. Numerous steps are required by the Staff Engineer during this period to get the project ready for S&E review. If any parts of the local agency's final package are missing or if changes are necessary after final submittal, the project will be in jeopardy of missing the desired letting date. **Submitting your GI and Final Packages early, before the dates shown in the current LAP Project Planning Guide, is encouraged!**
- The S&E review may result in additional comments. The Staff Engineer will forward the comments to the local agency. Quick responses by the local agency to these comments is essential to keep the project on track for the bid letting.

5 Weeks Before Desired Letting Date – MDOT Advertises the Project:

- The Project Planning Guide is prepared assuming that the bid package will be publicly advertised for four weeks. Based on such factors as relative complexity of the project, funding requirements, or other outside considerations, MDOT may advertise the project for a shorter time period but not less than for three weeks before the bid letting date.
- The local agency works with the LAP Staff Engineer, who issues any necessary addenda.

After Bid Letting Date – MDOT Construction Contract Award

- MDOT awards the construction contract for the project, typically within 35 days after contract documents are released to the contractor.
- If the low bid exceeds 10% of the engineer's estimate, the local agency must justify or reject the bids.