

Local Agency Programs (LAP) FY 2025 Project Planning Guide

	LOCAL AGENCY SUBMITS ITS SECTION 106 and NEPA DOCUMENTATION (MDOT FORM 5323) TO LAP ENVIRONMENTAL, 2-6 MONTHS BEFORE GI SUBMITTAL. DATES SHOWN ARE APPROXIMATELY 4 MONTHS PRIOR TO GI SUBMITTAL DATES	FOR BRIDGE PROJECTS, LOCAL AGENCY SUBMITS TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS WHEN REQUIRED, TO LAP		LOCAL AGENCY SUBMITS ITS ACCEPTABLE GRADE INSPECTION (GI) DOCUMENTS TO LAP	APPROXIMATE GRADE INSPECTION (GI) MEETING DATE		LOCAL AGENCY SUBMITS ITS FINAL PROPERTY ACQUISITION CERTIFICATION (ATTACHMENT B)	LOCAL AGENCY SUBMITS ITS COMPLETE BIDDABLE PACKAGE TO LAP	LAP FORWARDS FINAL BID PROPOSAL PACKAGE TO SPECS & ESTIMATES	LETTING DATE
<p>LA begins Project Design, requests ProjectWise (PWZ) folders, contacts LA Environmental for Section 106 consultation, prepares NEPA Form 5323 and documents, and places them in PWZ between 2 and 6 months before GI submittal.</p> <p>LA also begins utility notification and coordination, coordination with railroads if applicable, coordination with MDOT for traffic and pedestrian signal work, permit application, property acquisition, etc.</p>	01/08/24	04/01/24	<p>LA places GI documents in ProjectWise, including Program Application Requests for design exceptions or variances, recent 3-year crash history and analysis, Diagonal parking study and analysis, Diagnostic Safety Team Review for rail crossings, and similar documentation, and notifies LAP Area engineer. LA addresses Section 106 and NEPA Form 5323 review comments</p>	05/06/24	06/05/24	<p>LA completes section 106 and NEPA coordination, addresses GI review comments; prepares final plans, special provisions, and cost estimates; obtains property, permits, and approvals; places all documents in ProjectWise, and emails the LAP Area engineer</p>	07/05/24	07/19/24	08/16/24	10/04/24 +
	02/05/24	04/29/24		06/03/24	07/03/24		08/02/24	08/16/24	09/13/24	11/01/24 +
	03/18/24	06/10/24		07/15/24	08/14/24		09/06/24	09/20/24	10/18/24	12/06/24 +
	04/15/24	07/08/24		08/12/24	09/11/24		10/04/24	10/18/24	11/15/24	01/10/25 **
	05/06/24	07/29/24		09/02/24	10/02/24		11/01/24	11/15/24	12/13/24	02/07/25
	06/10/24	09/02/24		10/07/24	11/06/24		12/06/24	12/20/24	01/17/25	03/07/25
	07/08/24	09/30/24		11/04/24	12/04/24		01/03/25	01/17/25	02/14/25	04/04/25
	08/05/24	10/28/24		12/02/24	01/01/25		01/31/25	02/14/25	03/14/25	05/02/25
	09/09/24	12/02/24		01/06/25	02/05/25		03/07/25	03/21/25	04/18/25	06/06/25
	10/14/24	01/06/25		02/10/25	03/12/25		04/11/25	04/25/25	05/23/25	07/11/25 **
	11/04/24	01/27/25		03/03/25	04/02/25		05/02/25	05/16/25	06/13/25	08/01/25
	12/09/24	03/03/25		04/07/25	05/07/25		06/06/25	06/20/25	07/18/25	09/05/25
	01/06/25	03/31/25		05/05/25	06/04/25		07/04/25	07/18/25	08/15/25	10/03/25
	02/10/25	05/05/25		06/09/25	07/09/25		08/08/25	08/22/25	09/19/25	11/07/25

Please Note:

* 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

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 for that fiscal year.

Dates shown for Section 106 and NEPA document submittal are generally 4 months before Grade Inspection (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 the MDOT LAP-ENVIRONMENTAL UNIT at least one year prior to submitting the GI documents

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

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

updated 05/29/24

Local Agency Program Project Planning Guidance June 2024

This document outlines the project development process for local agency projects, funded all or in part with federal transportation funds, and advertised and let for construction bids by the Michigan Department of Transportation (MDOT). The suggested time periods can vary due to characteristics of individual projects, but local agency projects have a life cycle similar to the outline below.

The schedule presumes that sufficient federal fund obligation authority will be available during a given fiscal year. If sufficient obligation authority is not available, then the project schedule may be delayed until the necessary obligation authority is in place.

For projects proposing bid advertisement and letting early in the fiscal year, sufficient obligation authority may not be available to provide funds for the project. In such cases, the local agency can request that the project be funded using the Advance Construct Contract (ACC) method. Please contact the MDOT Local Agency Program (LAP) Unit Supervisor or the appropriate LAP Unit Obligation Specialist (UOS).

Please note that this schedule does not apply to special funding programs such as the Emergency Response (ER) program, or to innovative delivery methods. For such projects, please contact the MDOT LAP Unit Supervisor or the MDOT Innovative Contracting Unit Supervisor.

The bulleted items are not intended to be completed in sequence but are suggestions of when the tasks might be started. The suggestions are based on expected times needed for various reviews and approvals, both internal and external to MDOT.

Early Consultation before beginning Property Acquisition and Environmental Documentation

Regardless of the timing, if you suspect that your project will require temporary or permanent property acquisition, we suggest that you contact the MDOT Real Estate coordinator (MDOT-LPA@Michigan.gov) prior to beginning any acquisition tasks, to review the current acquisition requirements. Complete the program application's Attachment A, place it in ProjectWise under the job number, and notify the LAP Area Engineer and the MDOT Real Estate Coordinator (MDOT-LPA@Michigan.gov).

Also, contact the LAP Environmental Unit (MDOT-LAP-NEPAREviews@michigan.gov) before starting your Section 106 and NEPA documents, to review your project, the program requirements, and to determine the effects the property acquisition may have on the environmental classification.

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

- After you know that your project has been programmed with a MDOT job number, request that a ProjectWise (PWZ) folder be created. See “Requesting a ProjectWise Folder”, at

the link on the LAP webpage (www.michigan.gov/mdotlap) then access the link on the left side of the web page.

- All projects require the local agency to prepare and submit applications and documentation for two separate reviews. These reviews are for Section 106 Cultural Resources, and for National Environmental Policy Act (NEPA) review and approval.

Documents for the Section 106 review, including current forms, guidance, and supporting documents, are available on the MDOT LAP website (www.michigan.gov/mdotlap) then accessing the NEPA guidance at [NEPA Guidance](#).

After completion, place the documents into the “CR Supporting Documents” subfolder of the “Cultural Resources” subfolder of Folder 1 of the project’s PWZ folder. After placing all documents in PWZ, notify MDOT Cultural Resource staff by email at MDOT-LAP-Section106-Reviews@michigan.gov. Make sure that your email includes the PWZ link to the folder that you are referencing, so that the reviewer knows which folder to review. Please ensure that the email is sent.

If you do not receive a reply from MDOT Cultural Resource staff within five business days of making your submittal, we suggest that you email the Cultural Resource staff again, to verify that the submittal was properly made and placed in the correct subfolder.

We recommend submitting the Section 106 documents at least six months prior to the Grade Inspection (GI) submittal. Timeframes for review are dependent on the project scope, the complexity of the project, and the potential to affect historic properties. For example, if a historic survey is required, additional review time may be needed to complete the survey and review the results. For information, the survey season generally extends from May through September. Other projects may need time to complete coordination with tribal governments or the State Historic Preservation Office (SHPO). Still other projects may adversely affect historic properties, and additional time will be needed to resolve such effects.

Prepare the documents for NEPA review by completing MDOT Form 5323, available at the NEPA Guidance webpage of the LAP website, at [5323](#).

For all projects either consisting of multiple job numbers or which are proposed to be completed in multiple stages, prepare and submit one 5323 Form to include the entire project.

Place the completed NEPA form into subfolder “1-LA 5323 NEPA Submittal” of the project’s PWZ folder, and then email MDOT NEPA staff that the submittal is complete, at MDOT-LAP-NEPA-Reviews@michigan.gov. Make sure that your email includes the PWZ link to the folder that you are referencing, so that the reviewer knows which folder to review. Please ensure that the email is sent.

Again if you do not receive a reply from MDOT NEPA Review staff within five business days of making your submittal, we suggest that you email the NEPA Review staff again, to verify that the submittal was properly made and placed in the correct subfolder.

As with the Section 106 submittal, we recommend that NEPA documents be submitted between two and six months before making the GI submittal. NEPA documents for projects having less environmental complexity can be submitted two to three months before GI submittal. However, environmentally complex projects may require additional review time beyond six months, for MDOT to review and approve the NEPA classification. For projects that may require an Environmental Assessment (EA), submit the EA document to LAP NEPA staff at least one year before making the Grade Inspection (GI) submittal.

MDOT LAP Environmental staff will review the Section 106 and NEPA submittal documents and will provide review comments by email. Please reply to those comments as quickly as possible, to keep your project on its delivery schedule.

- Complete Public Stakeholder Involvement as required by NEPA and project type, and add the appropriate documentation to PWZ Folder 3.
- Complete Utility Notification and Coordination and add the appropriate documentation to PWZ Folder 3.
- Complete all pavement cores, soil investigations, and geotechnical study tasks as required, for the roadway as well as for structures including bridges, boardwalks, and retaining walls; proposed signal poles; and underground utilities.
- Contact representatives of all affected agencies and departments to determine whether each group will require permits or approvals for the project. Place the issued permits and approvals in Folder 4 of the PWZ folder for your project.
- For local projects that will affect an adjacent trunkline, contact the MDOT Region or Transportation Service Center (TSC) permit engineer to begin permit coordination. Such work may include constructing physical elements or facilities as well as merely placing traffic control items within the trunkline right of way. If your project proposes combining work with construction of an adjacent MDOT trunkline project, contact the MDOT Region or Transportation Service Center (TSC) permit engineer to begin design coordination.
- If a MDOT-owned or controlled signal, beacon, actuators, or other type 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 Area 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.
- Projects having one or more railroads located within the project limits or on an alternate or detour route require separate consideration. For those projects, contact appropriate representatives of the railroad owner, determine if a Diagnostic Safety Team Review (DSTR) meeting is needed, attend the meeting as necessary, and incorporate the DSTR recommendations into the design package.

Railroad guidance is on the LAP website (www.michigan.gov/mdot) , then in the [Railroad Crossing Within or Near Project Limits](#) link in the Design and Requirements area reached by clicking on the [Design](#) link on the right side of the opening webpage.

- Begin compiling data required for completion of the Work Zone Safety and Mobility checklists.
- Complete a diagonal parking study and analysis, if diagonal on-street parking currently exists in the project area.
- Confirm that 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) report. Place the TS&L report in the appropriate PWZ subfolder, and then notify the appropriate LAP Area Engineer, at least five 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, 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 the program application's Attachments A, if changed, and B, summarizing the property acquisition, in Folder 3 of PWZ.

Do not sign or seal the program application for this initial submittal.

For projects consisting of two or more individual job numbers, prepare and submit a separate program application and construction estimate, in both .pdf and .xml format, for each job number.

- Place all GI submittal files in Folder 3 of PWZ.
- Notify the appropriate LAP Area 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 Area Engineer listed, and that the email is sent.
- If you do not receive a reply from the LAP Area Engineer within five business days of making your submittal, we suggest that you email the engineer again, to verify that the submittal was properly made and placed in the correct subfolder.

- The LAP Area 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.
- The appropriate UOS will review the program applications and forward you the appropriate comments. Address the comments and reply to the UOS as quickly as possible to minimize delay to the project.

After UOS approval of the program application, add final signatures and seals, and place the final document into PWZ Folder 3.

- Complete property acquisition, including such instruments as temporary permits to construct and permanent easements. Update Attachment A, if needed, update/complete Attachment B as necessary, add the updated and signed Attachment A and B pages of the program application to Folder 3 of PWZ, and notify the LAP Area Engineer as soon as possible, but no later than 13 weeks before the desired letting date. Submit the required completed property acquisition documentation to the Property Acquisition PWZ folder provided to you by the Real Estate Coordinator and notify MDOT-LPA@Michigan.gov that the documentation has been submitted.

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

- Verify with the appropriate Metropolitan Planning Organization (MPO), Rural Task Force (RTF) or Regional Planning Agency (RPA) 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 accessed at your MiLogin website page, at the “MDOT Supplemental Specs and Special Provisions (SS/SP)” link.
- Prepare final documents based on the GI meeting comments, permits, and approvals, 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, making sure to address all GI comments and permit and approval requirements.
- 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 Area Engineer of the final 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 Area Engineer listed, and that the email is sent.
- The LAP Area Engineer will review the final submittal documents and may have additional comments. Address all final comments made by the LAP Area Engineer.

- When the final revisions to the project documents have been completed, the LAP Area 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 Area Engineer. The Project Certification form also will serve as the Local Agency's request to obligate and advertise the project.
- After the LAP Area Engineer receives the completed Project Certification, the LAP Area 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 Specification & Estimates (S&E) Unit:

- The LAP Area Engineer will forward the final bid proposal package to the MDOT Specifications & 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 LAP Area 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 LAP Area 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 LAP Area 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 for Construction Bids:

- Based on such factors as relative complexity of the project, funding requirements, or other outside considerations, MDOT generally advertises projects for four weeks but not less than for three weeks before the bid letting date.
- The local agency works with the LAP Area 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 the engineer's estimate by more than 10%, the local agency must justify or reject the bids.