

Right-of-Way Permit Requirements for Research Contracts

Michigan Department of Transportation (MDOT)

Effective August 1, 2015, MDOT shall require all universities and consultants, contracted for research services to obtain right-of-way permits, from MDOT, prior to performing research related activities in the right-of-way. The permitting process required for university and consultant contracts varies due to the different contracting approaches. Universities provide research services utilizing a multiple year Indefinite Delivery Services (IDS) contract and individual project authorizations, while consultants perform these same services using an individual project contract approach. This document outlines the necessary permitting process required for both approaches.

University Permit Process

The university permitting process requires the university's contracting authority to obtain statewide right-of-way permit, known as a "statewide right-of-way construction permit", for research done in the right-of-way for the duration of the university IDS contract. A university representative, either the contracting authority or a university research Principle Investigator (PI), is also required to submit an advance notice before work is conducted in the right-of-way. *This process requires the use of Internet Explorer 11.*

Universities should contact Mr. Joe Rios, MDOT Statewide Right-of-Way Permit Agent at 517-241-2103. Mr. Rios can assist with the permit application process. The process is a web based application process which will allow each university to apply remotely with Mr. Rios' assistance.

Step 1 – Obtain an IDS Permit (IDS Construction Permit)

- a. The university contracting authority shall register the university on MiLogin located on the [MiLogin website](#) using the following instructions: [MiLogin Research Right-of-Way Permit Guide](#).
- b. The university contracting authority will create an account in MiLogin for permit tracking or click the existing customer link. New users after August 1, 2015 should follow new user instructions.
- c. The contracting authority shall then navigate to the MDOT Construction Permit System (CPS) and enter the research IDS contract information.

Note: The MDOT Statewide Right-of-Way Permit Agent shall determine if the statewide permit can be approved without further revision.

- d. A "performance resolution", form 2207e, shall be submitted by the University.
- e. The contracting authority should designate individual PIs as the permit applicant for specific projects. It is also recommended that the contracting

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authority designate a university representative as a backup contracting authority. Instructions for these actions are available at the following link:

[Register and Delegate the Workspace to a New User](#)

Step 2 – Obtain a Permit Approval for Specific Project Related Work.

- a. The PI registers in MDOT MILogin starting on step 6 of the following instructions: [Register and Delegate the Workspace to a New User](#)
- b. The PI can follow a link from MDOT MILogin to MDOT Construction Permit System (CPS) to apply for permit approval. The request must be submitted 21 days in advance of the requested start date and include location, date, purpose, and type of work proposed in the right-of-way. Instructions for these actions are available at the following link: [Instructions for Applying Advance Notice for a Permit](#)

The MDOT Region/Transportation Service Center Right-of-Way Permit agent will either grant or deny the request based on traveler impacts, site access, traffic control plans, safety and other operational issues.

Consultant Permit Process

Consultants perform research services using an individual project contract. The consultant permitting process requires the consultant to obtain an annual statewide right-of-way entry permit for each year of the contract. The consultant is also required to submit a request to MDOT, termed a Notice of Activity, when work in the right-of-way is required. Consultants should contact Mr. Joe Rios, MDOT Statewide Right-of-Way Permit Agent at 517-241-2103. Mr. Rios can assist with the permit application process. The process is a web based application process which will allow each consultant to apply remotely with Mr. Rios' assistance. Instructions are found at the [Right-of-Way Construction Permits](#) site:

Step 1 – Obtain a Statewide Annual Permit

- a. The consultant shall register the company at the MDOT Permit Gateway MILogin [website](#).
- b. The consultant shall create an account in MBOS for permit tracking.
- c. The contracting authority shall link to the MDOT Construction Permit System (CPS) and enter research contract information.

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The MDOT Statewide Right-of-Way Permit Agent will determine if the statewide permit can be approved without further revision. A certificate of insurance and possible bonding will be requested by the permit agent.

Step 2 – Obtain a Permit Approval for Specific Project Related Work.

- a. The Consultant accesses the MDOT Construction Permit System (CPS) after logging into MPG to apply for permit approval. The request must be submitted 21 days in advance of the requested start date and include location, date, purpose, and type of work proposed in the right-of-way.

The MDOT Region/Transportation Service Center Right-of-Way Permit agent will either grant or deny the request based on traveler impacts, site access, traffic control plans, safety and other operational issues.