



**Genesee County Metropolitan Planning Commission  
Technical Advisory Committee (TAC)**

**Genesee County Administration Building  
GCMPC Conference Room  
1101 Beach Street, 2<sup>nd</sup> Floor  
Flint, Michigan 48502**

**Thursday, September 2, 2021  
1:30 P.M.**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Minutes
  - \*\*\*A. Minutes of the July 1, 2021 Regular Meeting (attached)
- IV. Old Business
  - A. Roundabout Implementation Study Update (attached)
  - B. FY 2022 Transportation Improvement Program (TIP) Overview (attached)
  - C. Update on FY 2023-2026 Transportation Improvement Program (TIP) Call for Projects (discussion)
- V. New Business
  - A. FY 2021 PASER Update (discussion)
  - B. Transportation Reauthorization (discussion)
  - \*\*\*C. Transit Performance Measures: State-of-Good-Repair Targets (handout)
  - D. Michigan Department of Transportation M-21 Corridor Study (presentation)
- VI. Other Business
- VII. Announcements
- VIII. Adjournment

**\*\*\* Action Item**

**NEXT MEETING – October 7, 2021 at 1:30 P.M**

**GENESEE COUNTY TECHNICAL ADVISORY COMMITTEE**  
**Thursday, July 1, 2021, 1:30 p.m.**

**MINUTES**

The Genesee County Technical Advisory Committee met at 1:30 p.m. on Thursday, July 1, 2021 in the Genesee County Administration Building Human Resources Training Room, 1101 Beach Street, Room # G-51.

**I. CALL TO ORDER**

Chairperson Adas called the meeting to order at 1:32 p.m.

**II. ROLL CALL**

**Present:** Alex Patsy, Carissa McQuiston, Chad Young, Christine Durgan, Eric Johnston, Mark Adas, Michael Pifer, Shawnice Dorsey, Tim Elkins, Trevor Block, and Wendy Jean-Buhrer.

**Absent/Excused:** Aaron Dawson, Adam Zettel, Amber Abbey, Andrea Schroeder, Andy Harris, Brian Saad, Chris Yeates, Clarence Goodlein, Craig Williams, Curtis Armstrong, Dan Eashoo, Dave Miller, David Dorr, Don Mayle, Ed Benning, Ellen Glass, Emily Alexander, Eric Weiderhold, Frederick Thorsby, James Slezak, Jay Reithel, Jolena Sanders-Sims, Joseph Madore, Joseph Rizk, Karyn Miller, Lynn Markland, Mark Emmendorfer, Mary Ann Price, Max Gierman, Neil Rankin, Paul Fortino, Rachel Stanke, Sam Stiff, Scott Bennett, Sheri Wilkerson, Shirley Kautman-Jones, Steve Katenhus, Thomas Spillane, Tonya Ketzler, Vicki Fishell, and Vince Lorraine.

**Others Present:** Jason Nordberg, Alicia Williams, and Nichole Odette.

**III. MINUTES**

**\*\*\*A. Minutes of the June 3, 2021 Regular Meeting**

**Motion: Action:** Approve, **Moved by** Michael Pifer, **Supported by** Eric Johnston, to approve the minutes of the June 3, 2021 regular meeting as presented.

**Motion carried unanimously.**

**IV. OLD BUSINESS**

None

**V. NEW BUSINESS**

**A. FY 2020-2023 Transportation Improvement Program (TIP) Amendment #17**

Trevor Block explained that there are two projects included in Amendment #17. The M-15 project in Davison had a budget increase due to rising costs resulting from Covid-19. Since the added funding was over 24%, a TIP amendment is being requested. The I-475 Planning and Environmental Linkages Study also required a budget increase due to increased costs. Alicia Williams stated that this amendment meets the financial

constraints of the TIP and will have no disproportionately high or adverse impacts to any of the identified Environmental Justice (EJ) populations in Genesee County. These projects are eligible for funding programs and meet intended state and federal goals and objectives identified for the funding, as well as Clean Air Act and Transportation Conformity rules. At this time, staff is recommending endorsement of Amendment #17 to the FY 2020-2023 Transportation Improvement Program (TIP) from the Technical Advisory Committee to the Genesee County Metropolitan Alliance.

**Motion: Action:** Recommend, **Moved by** Eric Johnston, **Supported by** Michael Pifer, to recommend endorsement of FY 2020-2023 Transportation Improvement Program (TIP) Amendment #17 to the Genesee County Metropolitan Alliance.

**Motion carried unanimously.**

## **VI. OTHER BUSINESS**

None

## **VII. ANNOUNCEMENTS**

Jason Nordberg stated that an August meeting will most likely not be needed. A notice will be sent out one week prior to the meeting.

Michael Pifer asked if the County is planning any drop off events for items that cannot go in the curbside recycle bins. Christine Durgan stated that the next recycle event is scheduled for July 27<sup>th</sup> at Mott Community College. Questions can be directed to Cody Roblyer, who heads up our recycling programs.

Jason Nordberg stated that Alicia Williams has taken over the TIP program and is helping to fill in while we find a replacement for Jacob Maurer. Ms. Williams will begin PASER ratings next week. Staff is gearing up to begin development of the FY 2022 TIP, so now is the time to start thinking about projects. During August, staff will begin meeting with the TSM Committee to review policies and procedures, scoring criteria, and project applications for the Call for Projects.

## **VIII. ADJOURNMENT**

Chairperson Adas adjourned the meeting at 1:42 p.m.

Respectfully submitted,  
Nichole Odette, Program Services Specialist  
Genesee County Metropolitan Planning Commission

## MEMORANDUM

**TO:** Members of the Technical Advisory Committee

**FROM:** Sharon Gregory, Lead Planner  
Genesee County Metropolitan Planning Commission

**DATE:** September 2, 2021

**SUBJECT:** **Roundabout Implementation Study Update**

The Roundabout Implementation Study will be completed this week. Rowe Engineering has finished Time-of-Return for the 14 intersections and packaged the information individually for each jurisdiction. Rowe has also completed the GIS portion of the study and added generalized information for non-motorized access. Educational print materials for the public are being assembled. Rowe is now preparing the document and the appendices for final delivery to GCMPC. The completed study will be available on the GCMPC website at [gcmnpc.org](http://gcmnpc.org). In addition, Rowe is developing a project website to help organize the final report, early preliminary engineering, simulation videos, GIS data, and drone videos.

If you have any questions or comments on the Roundabout Study, please contact Sharon Gregory at 810-766-6545 or at [sgregory@geneseecountymi.gov](mailto:sgregory@geneseecountymi.gov).

## MEMORANDUM

**TO:** Members of the Technical Advisory Committee

**FROM:** Alicia Williams, Planner  
Genesee County Metropolitan Planning Commission

**DATE:** September 2, 2021

**SUBJECT: FY 2022 Transportation Improvement Program (TIP) Overview**

Beginning in October, staff will be contacting road agencies a week early regarding TIP project amendments and administrative modifications. Amendments to the TIP and long-range plan require review by the Interagency Work Group (IAWG). Staff will draft an assessment of air quality exempt/non-exempt status for the amended projects. IAWG members will respond to staff as to whether they agree with the assessment and any changes to planning assumptions. Most project amendments can be done via email, however, if further discussion is needed the IAWG Committee will meet.

The MDOT Local Agency Programs (LAP) project schedule for FY 2022 has been released. Staff has attached the LAP FY 2022 Project Planning Guide for your review. Also, effective October 1, 2021, all final project submittals to MDOT Local Agency Programs (LAP) will require an LAP Project Certification. The MDOT Staff Engineer will provide the form to the local agency when the final revisions to the project documents have been completed. The Project Certification form also will serve as the local agency's request to obligate and advertise the project. The reason for this process change is to address findings identified by the Federal Highway Administration (FHWA) Michigan Division as part of their FY 2020 Compliance Assessment Program (CAP). A blank example of the Project Certification form (#2664) can be found in the MDOT Form Repository at: <https://mdotjboss.state.mi.us/webforms/GetDocument.htm?fileName=2664.pdf>

Please contact Alicia Williams, Planner, by phone (810) 766-6564 or e-mail [awilliams1@geneseecountymi.gov](mailto:awilliams1@geneseecountymi.gov) regarding any questions related to FY 2022 TIP projects.

**Local Agency Programs (LAP)  
FY 2022 Project Planning Guide  
May 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 PACKAGE TO LAP	APPROXIMATE GRADE INSPECTION MEETING DATE		SUBMIT FINAL ROW CERTIFICATION (ATTACHMENT B) TO LAP	SUBMIT FINAL DOCUMENTS TO LAP	LAP FORWARDS FINAL SUBMITTAL TO SPECS & ESTIMATES	LETTING DATE								
<p><b>LA begins Project Design. Prepare NEPA Form 5323, and forward to MDOT LAP between 2 and 6 months before GI submittal.</b></p> <p><b>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.</b></p>		03/29/21	M	<p><b>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.</b></p>	05/03/21	M	06/02/21	W	<p><b>LA addresses SHPO and NEPA review and GI comments; prepares final plans, special provisions, and cost estimates; obtains property, permits, and approvals; and forwards all documents to LAP</b></p>	07/02/21	F	07/16/21	F	08/06/21	F	10/01/21	F	
		05/03/21	M		06/07/21	M	07/07/21	W		08/06/21	F	08/20/21	F	09/10/21	F	11/05/21	F	
	03/08/21	M	06/01/21		M	07/06/21	T**	08/04/21		W	09/03/21	F	09/17/21	F	10/08/21	F	12/03/21	F
	04/12/21	M	07/06/21		T**	08/09/21	M	09/08/21		W	10/08/21	F	10/22/21	F	11/12/21	F	01/07/22	F
	05/11/21	M	08/02/21		M	09/07/21	T**	10/06/21		W	11/05/21	F	11/19/21	F	12/10/21	F	02/04/22	F
	06/07/21	M	08/30/21		M	10/04/21	M	11/03/21		W	12/03/21	F	12/17/21	F	01/07/22	F	03/04/22	F
	07/06/21	T**	09/27/21		M	11/01/21	M	12/01/21		W	01/03/22	M**	01/14/22	F	02/04/22	F	04/01/22	F
	08/09/21	M	11/01/21		M	12/06/21	M	01/05/22		W	02/04/22	F	02/18/22	F	03/11/22	F	05/06/22	F
	09/07/21	T**	11/29/21		M	01/03/22	M	02/02/22		W	03/04/22	F	03/18/22	F	04/08/22	F	06/03/22	F
	10/04/21	M	12/27/21		M	01/31/22	M	03/02/22		W	04/01/22	F	04/15/22	F	05/06/22	F	07/01/22	F
	11/08/21	M	01/31/22		M	03/07/22	M	04/06/22		W	05/06/22	F	05/20/22	F	06/10/22	F	08/05/22	F
	12/06/21	M	02/28/22		M	04/04/22	M	05/04/22		W	06/03/22	F	06/17/22	F	07/08/22	F	09/02/22	F
	01/10/22	M	04/04/22		M	05/09/22	M	06/08/22		W	07/08/22	F	07/22/22	F	08/12/22	F	10/07/22	F
	02/07/22	M	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

Please Note:

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

\*\* date adjusted for holiday

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 as Projects of Divisional Interest (PODI), submit Plans, Proposal, and Estimate to LAP at least two weeks prior to the dates shown in this guide.

## Local Agency Program Project Planning Guide

### May 2021

The goal of this document is to discuss the project development process for local agency projects let by Michigan Department of Transportation (MDOT). The suggested time frames below can vary due to the differences in complexity of projects; however, experience shows that local agency projects have a life cycle similar to that outlined below, from initial submittal to the desired letting date. The schedule does not account for or presume that sufficient federal fund obligation authority will be available during a given fiscal year. Such obligation authority availability may affect the project schedule by delaying the project, or possibly causing the project to be withdrawn or cancelled due to lack of sufficient funding.

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.
  - Submit the completed Form 5323 to the appropriate LAP Project Development Engineer (PDE). The PDE will begin reviewing the form and will reply with comments.
  - After the PDE receives the Form 5323, MDOT will create a ProjectWise (PWZ) folder for the project upon receipt. If additional permissions for folder access are needed, please request these permissions in your submittal. **PLEASE DO NOT MAKE A SEPARATE REQUEST TO MDOT, OR THE MDOT PROJECTWISE TEAM, FOR CREATION OF THE PROJECTWISE FOLDERS.**
- 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). 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, 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](http://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), found at <https://mdotcf.state.mi.us/public/dessssp/spss/index.cfm?cookietest=true>
- 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.
- The Staff Engineer will send the local agency a draft bid package for review. The local agency must send its approval to advertise to the Staff Engineer.
- After all issues have been addressed, 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 five 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.