



**Genesee County Metropolitan Planning Commission  
Metropolitan Alliance Committee (METRO)**

**Genesee County Administration Building  
Harris Auditorium  
1101 Beach Street, 3<sup>rd</sup> Floor  
Flint, Michigan 48502**

**Wednesday, September 21, 2022  
7:00 P.M.**

**AGENDA**

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Minutes
  - \*\*\*A. Minutes of the August 17, 2022 Regular Meeting (attached)
- V. Introduction of Guests
- VI. Public Comment
- VII. Public Hearing
- VIII. Finances
- IX. Committee Reports
- X. Old Business
  - A. MDOT Federal-Aid Buyout Program
- XI. New Business
  - \*\*\*A. FY 2020-2023 Transportation Improvement Program (TIP) Amendment #26 (attached)
  - \*\*\*B. FY 2023-2026 Transportation Improvement Program (TIP) Amendment #2 (attached)

- C. FY 2023 Transportation Improvement Program (TIP) Overview
- D. Safe Streets and Road for All (SS4A) Countywide Safety Action Plan Grant Update

XII. Other Business

- A. Appointment of the Nominating Committee to Prepare a Slate of Officers for Election in October for Vice Chairperson Position

XIII. Announcements

XIV. Adjournment

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

**NEXT MEETING – October 19, 2022 at 7:00 P.M.**

**GENESEE COUNTY METROPOLITAN ALLIANCE**  
**Regular Meeting Minutes**  
**Wednesday, August 17, 2022, 7:00 p.m.**

**MINUTES**

The Genesee County Metropolitan Alliance Committee met at 7:00 p.m. on Wednesday, August 17, 2022, in an in-person meeting in conference room 222 of the Genesee County Administration Building.

**I. CALL TO ORDER**

Chairperson Johnson called the meeting to order 7:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

Chairperson Johnson led the Pledge of Allegiance.

**III. ROLL CALL**

Members present and absent were noted as follows:

**UNIT REPRESENTED**

**MEMBERS PRESENT**

**MEMBERS ABSENT**

Genesee County

Commissioner Meredith Davis  
Commissioner Debra Newman  
Greg Hull  
Tom Martinbianco

City of Burton

City of Clio

Duane Mosher

City of Davison  
City of Fenton

Eric Wiederhold  
Mayor Tim Bishop  
Patricia Lockwood  
Skip Bancroft  
Sean Sage  
Mayor Sheldon Neeley  
John Daly

City of Flint

Mark Adas  
Brooke Good  
Chris Douglas  
Susan Soderstrom  
Don Becker  
Ray Culbert  
Danielle Cusson

City of Flushing  
City of Grand Blanc

City of Linden

Dennis Heidenfeldt

City of Montrose  
City of Mt. Morris

Mark Richard

City of Swartz Creek

John Gilbert  
Nate Henry

Argentine Township

Brian Saad  
Leslie Renckly  
Rebecca Nemecheck  
Shirley Kautman-Jones

Atlas Township

Paulette Johnson

Katie Vick

Clayton Township

Shelley Thompson

Tom Spillane  
Matthew Karr  
Travis Howell  
Patrick Miller  
Kade Katrak

Davison Township

Andrew Marko  
Robert Kesler  
Karyn Miller  
John Whiteside  
Tracey Tucker

Fenton Township

Flint Township

Flushing Township

Bill Bain

Frederick Thorsby  
Mary Ann Price  
Rocky Fowler

Forest Township

Gaines Township

Lee Purdy

Diane Hyrman

Genesee Township

Tod Sorensen

Robin Ackerman

Grand Blanc Township

Joel Feick  
Loren Crandell  
Tom Tithof  
Mark Emmendorfer

Montrose Township

Mt. Morris Township

Robert Johnson

Michele Loper  
Dewayn Allen

Mundy Township

Kimberly Jimenez

Shane Towne  
Debra Ridley  
Gerald Masters  
Rachel Stanke  
Cathrine Thompson  
Sherry Moore

Richfield Township

Thetford Township

Vienna Township

Goodrich Village

Angie Adamec

Melissa Schluentz

Otisville Village

Otter Lake Village

Lennon Village

Gaines Village

Joan Skias

Samuel Stiff  
Bruce Ferris  
Valerie Delauty

Federal Highway Admin

Andy Pickard

Gen Cty Drain Comm  
Gen Cty Road Comm  
GCMPC

Alex Patsy  
Derek Bradshaw

Jeff Wright

Mass Trans Authority

Shawnice Dorsey

Christine Durgan  
Ed Benning

Mich Dept of Trans

Jay Reithel

Anita Boughner

Steven Katenhus  
Trevor Block

**OTHERS PRESENT:** Jason Nordberg, Alicia Williams and Renate Soto.

**IV. MINUTES OF THE MAY 18, 2022 MEETING**

**Motion: Action:** Approve, **Moved by** John Gilbert, **Supported by** Paulette Johnson, to approve the minutes of the June 15, 2022 meeting as presented.

**Motion carried unanimously.**

**V. INTRODUCTION OF GUEST**

NONE

**VI. PUBLIC COMMENT**

NONE

**VII. PUBLIC HEARING**

NONE

**VIII. FINANCES**

NONE

**IX. COMMITTEE REPORTS**

NONE

**X. OLD BUSINESS**

None

## **XI. NEW BUSINESS**

### **\*\*\*A. FY 2020-2023 Transportation Improvement Program (TIP) Amendment #25**

Ms. Alicia Williams indicated that Amendment # 25 consists of two projects being changed. The first project listed is for Lillie Rd over the south branch of Shiawassee River and is a bridge removal project that is a part of the MDOT bridge bundling program. This project has an increased cost due to updated engineering estimates.

Ms. Williams described the second project listed as an MDOT bridge project for M-54 over the Flint River which will add scour protection. This project has an increased cost due to updated estimates and increased CE to reflect contractor updates.

At this time, staff is recommending endorsement of attached Amendment #25 to the FY 2020-2023 Transportation Improvement Program from the Genesee County Metropolitan Alliance.

**Motion: Action:** Approve. **Moved by** Shelley Thompson, **Supported by** Paulette Johnson, to approve Amendment # 25 to the FY 2020-2023 Transportation Improvement Program as presented.

**Motion carried unanimously.**

## **XII. OTHER BUSINESS**

NONE

## **XIII. ANNOUNCEMENTS**

Ms. Shawnice Dorsey announced that MTA was awarded approximately \$5,000,000 in grants to increase their hydrogen station and purchase 2 additional hydrogen busses.

Mr. Jason Nordberg announced that Vice Chairperson Robert Plumb passed away on July 22, 2022. He stated that the next steps would be discussed at the next meeting.

## **XIV. ADJOURNMENT**

Chairperson Johnson adjourned the meeting at 7:04 p.m.

Respectfully submitted,  
Renate Soto, Secretary  
Genesee County Metropolitan Planning Commission

## MEMORANDUM

**TO:** Members of the Genesee County Metropolitan Alliance

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

**DATE:** September 21, 2022

**SUBJECT: MDOT Federal-Aid Buyout Program Update**

Michigan Department of Transportation (MDOT) is required, under certain conditions, to award money to local road agencies from the State Trunkline Fund (STF) in exchange for federal-aid obligation authority allocated to those local road agencies. For some local road agencies, in specific circumstances, the use of 100% local or state-restricted funds, rather than federal funds, could result in lower project costs and accelerated project delivery. Projects funded with 100% local or state-restricted funds are generally not subject to certain regulations that come with federal aid.

Early this year, many local road agencies took advantage of this program for some FY 2023 projects and staff will be looking to amend those projects in October.

The next call for the MDOT Federal-Aid Buyout Program will be released on November 1, 2022 for FY 2024 projects. Buyouts will be awarded in the order received, subject to available funding. The exchange rate is 90 cents per dollar of federal aid. If a project is selected for this program, local road agencies will have three (3) years from the exchange date to complete the project.

MDOT will provide announcements, instructions, forms, and deadlines on its website. Please provide your comments, concerns, or questions about this program, to Don Mayle, MDOT Statewide Planning Section Manager, at [Mayled@michigan.gov](mailto:Mayled@michigan.gov) or at (517) 243-8589.

## MEMORANDUM

**TO:** Members of the Genesee County Metropolitan Alliance

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

**DATE:** September 21, 2022

**SUBJECT: FY 2020-2023 Transportation Improvement Program (TIP)  
Amendment # 26**

Attached is the description of proposed projects in the FY 2020-2023 TIP Amendment # 26. This amendment changes six (6) projects in the FY 2020-2023 TIP.

This amendment meets the financial constraints of the TIP and will have no disproportionately high or adverse impacts on any of the identified Environmental Justice (EJ) populations in Genesee County. The projects being amended are eligible for the funding programmed and meet the intended state (including State TEDF Category C) and federal goals and objectives identified for the funding.

The assumptions asserted in the conformity document for the FY 2020-2023 TIP, for which this amendment is being made, are maintained for transportation control measures (TCM), fiscal constraint, and public involvement. Thus, this amendment also meets the Clean Air Act and Transportation Conformity rules required for the 1997 ozone National Ambient Air Quality Standards (NAAQS). See attached.

At this time, the Technical Advisory Committee is recommending the endorsement of attached Amendment #26 to the FY 2020-2023 Transportation Improvement Program from the Genesee County Metropolitan Alliance.

## Meeting Summary

Michigan Transportation Conformity Interagency Workgroup (MITC- IAWG)

### Flint Limited Orphan Maintenance Area (Genesee and Lapeer Counties)

#### Amendment #26

8/26/22

A MITC-IAWG was conducted by email and responses are listed below. The group determined that all projects are exempt. Projects listed on next page.

| Agency                                  | Name               | Concur | No response |
|---|--------------------|--------|-------------|
| <i>Required one response per agency</i> |                    |        |             |
| EPA                                     | Michael Leslie     |        | No Response |
| FHWA                                    | Christina Ignasiak | Concur |             |
| FTA                                     | Susan Weber        | Concur |             |
| EGLE                                    | Breanna Bukowski   | Concur |             |
| MDOT Conformity                         | Donna Wittl        | Concur |             |
| MDOT SPS                                | Max Gierman        | Concur |             |
| MDOT SPS Supervisor                     | Richard Bayus      | Concur |             |
| MPO                                     | Jason Nordberg     | Concur |             |
| MDOT STIP                               | Mark Kloha         |        | No Response |
| MDOT project level                      | Brad Peterson      |        | No Response |
| MDOT SUTA modeling                      | Jon Roberts        |        | No Response |
| MDOT- Bay Region                        | Jay Reithel        | Concur |             |

**FY 2020-2023 Transportation Improvement Program  
Proposed Amendment # 26**

**Projects Proposed to be Changed with a TIP Amendment**

| Year                    | MDOT Job Number | Agency | Project | Length | Limits   | Description                                | Phase | Fund Type | Federal      | State         | Local     | Total Cost    | Comments   |
|-------------------------|-----------------|--------|---------|--------|--|--|-------|-----------|--------------|---------------|-----------|---------------|--|
| <del>2022</del><br>2023 | 215365          | MDOT   | M-15    | 0.38   | Rising St to Flint St                                      | Road Reconstruction                        | PE    | NH        | \$3,729,086  | \$826,914     | \$0       | \$4,556,000   | This shelf project is part of Bay Region's IJJA Phase I list and the PE phase only is to be funded by IJJA dollars (FYs 2022-2026) |
| <del>2022</del><br>2023 | 215328          | MDOT   | M-15    | 0.13   | South Street to Rising St                                  | Culvert Replacement                        | PE    | NH        | \$2,823,825  | \$626,175     | \$0       | \$3,450,000   | Push out PE obligation to FY23 from FY22 to balance funding for Bay Region R&R template  |
| <del>2022</del><br>2023 | 214943          | MDOT   | M-21    | 0.89   | Swartz Creek to I- 475                                     | Road Reconstruction                        | PE    | NH        | \$14,733,000 | \$2,858,625   | \$408,375 | \$18,000,000  | Push out PE obligation to FY23 from FY22 to balance funding for Bay Region R&R template  |
| <del>2022</del><br>2023 | 214942          | MDOT   | M-21    | 2.71   | Swartz Creek to I- 475                                     | Road Reconstruction                        | PE    | NH        | \$12,768,601 | \$2,477,475   | \$353,925 | \$15,600,000  | Push out PE obligation to FY23 from FY22 to balance funding for Bay Region R&R template  |
| <del>2022</del><br>2023 | 210086          | MDOT   | I-475   | 2.60   | Thread Creek to Flint River                                | Road Reconstruction and Bridge Replacement | ROW   | RBMP, IM  | \$18,195,281 | \$113,569,979 | \$0       | \$131,765,260 | NEPA work will not be done in time to allow the JN to be classified this FY and as a result, the ROW phase can not be obligated    |
| <del>2022</del><br>2023 | 210054          | MDOT   | I-475   | 5.29   | Bristol Rd to Thread Creek and Flint River to Carpenter Rd | Road Reconstruction and Bridge Replacement | ROW   | RBMP, IM  | 103.080.592  | \$148,448,825 | \$0       | \$251,529,407 | NEPA work will not be done in time to allow the JN to be classified this FY and as a result, the ROW phase can not be obligated    |

NH -- National Highway System  
 RBMP -- Building Michigan Program  
 IM -- Interstate Maintenance No Added Lanes

## MEMORANDUM

**TO:** Members of the Genesee County Metropolitan Alliance

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

**DATE:** September 21, 2022

**SUBJECT: FY 2023-2026 Transportation Improvement Program (TIP)  
Amendment # 2**

Attached is the description of proposed projects in the FY 2023-2026 TIP Amendment # 2. This amendment adds six (6) projects in the FY 2023-2026 TIP.

This amendment meets the financial constraints of the TIP and will have no disproportionately high or adverse impacts on any of the identified Environmental Justice (EJ) populations in Genesee County. The projects being amended are eligible for the funding programmed and meet the intended state (including State TEDF Category C) and federal goals and objectives identified for the funding.

The assumptions asserted in the conformity document for the FY 2020-2023 TIP, for which this amendment is being made, are maintained for transportation control measures (TCM), fiscal constraint, and public involvement. Thus, this amendment also meets the Clean Air Act and Transportation Conformity rules required for the 1997 ozone National Ambient Air Quality Standards (NAAQS). See attached.

At this time, the Technical Advisory Committee is recommending the endorsement of attached Amendment #2 to the FY 2023-2026 Transportation Improvement Program from the Genesee County Metropolitan Alliance.

## Meeting Summary

Michigan Transportation Conformity Interagency Workgroup (MITC- IAWG)

### Flint Limited Orphan Maintenance Area (Genesee and Lapeer Counties)

#### Amendment #2

8/26/22

A MITC-IAWG was conducted by email and responses are listed below. The group determined that all projects are exempt. Projects listed on next page.

| Agency                                  | Name               | Concur | No response |
|---|--------------------|--------|-------------|
| <i>Required one response per agency</i> |                    |        |             |
| EPA                                     | Michael Leslie     |        | No Response |
| FHWA                                    | Christina Ignasiak | Concur |             |
| FTA                                     | Susan Weber        | Concur |             |
| EGLE                                    | Breanna Bukowski   | Concur |             |
| MDOT Conformity                         | Donna Wittl        | Concur |             |
| MDOT SPS                                | Max Gierman        | Concur |             |
| MDOT SPS Supervisor                     | Richard Bayus      | Concur |             |
| MPO                                     | Jason Nordberg     | Concur |             |
| MDOT STIP                               | Mark Kloha         |        | No Response |
| MDOT project level                      | Brad Peterson      |        | No Response |
| MDOT SUTA modeling                      | Jon Roberts        |        | No Response |
| MDOT- Bay Region                        | Jay Reithel        | Concur |             |

**FY 2023-2026 Transportation Improvement Program  
Proposed Amendment # 2**

**Projects Proposed to be Added with a TIP Amendment**

| Year | MDOT Job Number | Agency | Project | Length | Limits   | Description                                | Phase | Fund Type | Federal      | State         | Local     | Total Cost    | Comments   |
|------|-----------------|--------|---------|--------|--|--|-------|-----------|--------------|---------------|-----------|---------------|--|
| 2023 | 215365          | MDOT   | M-15    | 0.38   | Rising St to Flint St                                      | Road Reconstruction                        | PE    | NH        | \$3,729,086  | \$826,914     | \$0       | \$4,556,000   | This shelf project is part of Bay Region's IJJA Phase I list and the PE phase only is to be funded by IJJA dollars (FYs 2022-2026) |
| 2023 | 215328          | MDOT   | M-15    | 0.13   | South Street to Rising St                                  | Culvert Replacement                        | PE    | NH        | \$2,823,825  | \$626,175     | \$0       | \$3,450,000   | Push out PE obligation to FY23 from FY22 to balance funding for Bay Region R&R template  |
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| 2023 | 214942          | MDOT   | M-21    | 2.71   | Swartz Creek to I- 475                                     | Road Reconstruction                        | PE    | NH        | \$12,768,601 | \$2,477,475   | \$353,925 | \$15,600,000  | Push out PE obligation to FY23 from FY22 to balance funding for Bay Region R&R template  |
| 2023 | 210086          | MDOT   | I-475   | 2.60   | Thread Creek to Flint River                                | Road Reconstruction and Bridge Replacement | ROW   | RBMP, IM  | \$18,195,281 | \$113,569,979 | \$0       | \$131,765,260 | NEPA work will not be done in time to allow the JN to be classified this FY and as a result, the ROW phase can not be obligated    |
| 2023 | 210054          | MDOT   | I-475   | 5.29   | Bristol Rd to Thread Creek and Flint River to Carpenter Rd | Road Reconstruction and Bridge Replacement | ROW   | RBMP, IM  | 103,080,592  | \$148,448,825 | \$0       | \$251,529,407 | NEPA work will not be done in time to allow the JN to be classified this FY and as a result, the ROW phase can not be obligated    |

NH -- National Highway System  
 RBMP -- Building Michigan Program  
 IM -- Interstate Maintenance No Added Lanes

## MEMORANDUM

**TO:** Members of the Genesee County Metropolitan Alliance

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

**DATE:** September 21, 2021

**SUBJECT: FY 2023 Transportation Improvement Program (TIP) Overview**

Beginning in October, staff will be contacting road agencies 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 2023 has been released. Staff has attached the LAP FY 2023 Project Planning Guide for your review.

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 2023 TIP projects.

**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><b>LA begins Project Design. Prepares NEPA Form 5323, and forwards 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> |  | 04/04/22   | 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> | 05/09/22                                  | 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](http://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](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). 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.

## MEMORANDUM

**TO:** Members of the Genesee County Metropolitan Alliance

**FROM:** Jason Nordberg, Division Manager  
Genesee County Metropolitan Planning Commission

**DATE:** September 21, 2022

**SUBJECT: Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan Grant Application**

One of the new programs in the Infrastructure Investment and Jobs Act (IIJA) is the Safe Streets and Roads for All (SS4A) grant. \$1 Billion is available in each of the next 5 years to fund regional and local initiatives to prevent roadway deaths and serious injuries. The grant program will fund the development of Safety Action Plans or the implementation of safety projects. To apply for funding for the implementation of a safety project a local agency must have a conforming Safety Action Plan in place that identifies the specific project. The requirements of a safety action plan are very specific, and to our knowledge, there is not a plan in place in Genesee County that meets all of the requirements needed to move forward with a project application.

The Genesee County Metropolitan Planning Commission (GCMPC) has submitted a grant application for a Safety Action Plan for all of Genesee County. The goal is to get a plan in place so that all road and transportation agencies in the county will be able to apply for future SS4A project implementation funding.

Please feel free to contact me at [jnordberg@geneseecountymi.gov](mailto:jnordberg@geneseecountymi.gov) or (810) 766-6543 if you have any questions.