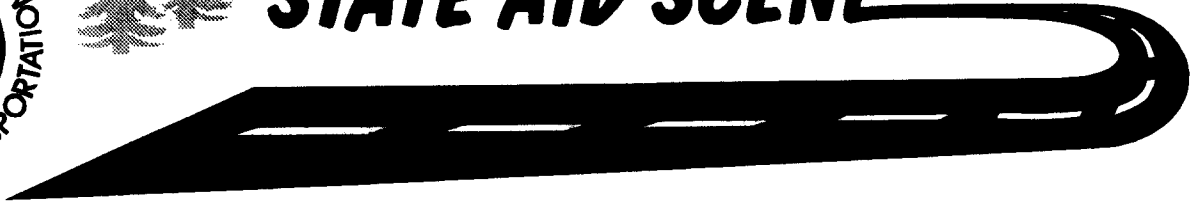


# STATE AID SCENE



Number 25

State Aid Division

JAN 1999

## CERTIFIED ACCEPTANCE PROCESS

*What is Certified Acceptance?* It is a program that allows qualified cities and counties to bypass nearly all State Aid staff review.

*What is considered qualified?* To qualify for the program, an agency must be adequately staffed and have a history of successfully designing and/or constructing state aid projects. There are several categories in which to be qualified, such as roadway reconditioning, roadway reconstruction, right-of-way, traffic signals, storm sewer, and perhaps in the future, bridge rehabilitation and bridge reconstruction. An agency may be qualified for either plan preparation or construction administration in the various categories.

*What is considered adequately staffed?* To be adequately staffed for plan preparation, an agency must have, at a minimum, one qualified plan preparer and one qualified plan reviewer. To be qualified, persons other than registered engineers must have successfully prepared a certain number of state aid plans within the last 5 years. Qualifications for plan reviewers are greater than for plan preparers (say 4 projects vs. 2). This internal review replaces the review that state aid staff performs. Construction Administrators other than registered engineers are similarly qualified by experience with state aid projects and must have appropriate technical certification. Registered engineers are qualified based on recommendation of the Agency

Engineer and the DSAE. Consulting firms hired as City Engineers will be qualified similar to Agency staff. Consultant staff hired for a particular project do not have to be similarly qualified, but should be carefully considered by the Agency Engineer.

*How does the process work?* The agency sends to the DSAE a one page form that describes the proposed project and who will prepare and review plans, and/or administer the project. The DSAE and the State Aid Engineer sign and return the form. The agency prepares the plan, performs the internal plan review, lets and awards the project, submits a Report of State Aid Contract along with an internally approved plan review checklist, receives 95% of the eligible costs, begins construction, retains certain construction administration documentation (CO's, SA's, test results, diaries, etc), completes construction, and submits a Final Estimate to collect the remaining eligible state aid funds. Files may be randomly reviewed by State Aid staff.

*What happens if errors or mis-interpretations are made?* It depends. Perhaps nothing if the error is minor or a one time occurrence. For significant errors or willful disregard for rules, eligibility, or policy, State Aid funds could be withheld and/or certification could be suspended, depending on circumstances.

*How does an Agency get Certified?* State Aid Division staff will discuss the program at meetings hosted by the DSAE to explain the program in

greater detail and answer any questions. If interested, the Agency engineer should meet with the DSAE to discuss how the program may or may not work for the Agency. The Agency then submits qualification of their staff and a Certified Acceptance agreement for approval by the DSAE and the State Aid Engineer. The DSAE approves or denies qualifications of staff and recommends approval of the agreement to the State Aid Engineer. The State Aid Engineer then may approve the agreement.

So, expect State Aid staff to make a presentation in your District soon. Consider if certified acceptance is right for you, then contact your DSAE.

### **NEW RULES EFFECTIVE JANUARY 5TH**

The new rules were adopted on January 5th. Plans submitted for approval now must meet the new standards or be granted a variance. Since standards were generally relaxed, this should not be a problem. A copy of the new rules was mailed to all city, county, and consulting engineers on January 5th.

### **PLAN PREPARATION TRAINING**

The State Aid Division generally provides training to cities, counties, and consultants in each District every 3 years, or as requested by the DSAE. Typically the DSAE determines the content of the training, schedules the facilities, and hosts the event. Training is provided by State Aid Division staff in areas of federal and state aid plan preparation, specifications, environmental documentation, and other items of interest. Experts in areas such as materials, right of way, prevailing wage, EEO, hydraulics, bridge, and other areas may also make presentations. The most common format has been to hold three concurrent sessions which allows a more intimate class size, and so that attendees may chose only the issues that concern them.

Training was provided for District 6 in December and will be provided for District 3 on March 3rd. Next year we hope to be in District 1, 2, 4, Metro, 7, and 8 if requested by the DSAE's. Metrc Division schedules various training sessions throughout the year.

### **EEO SPECIAL PROVISION REVISIONS**

Attached for your use is a December 28, 1998 memorandum from MnDOT's Office of Equal Employment Opportunity concerning revised special provision language.

### **BRIDGE BONDING STATUS**

As of the end of January '99 we have authorized/paid-out about \$11,000,000 of the \$34,000,000 appropriated for local bridge rehabilitation and replacement. Our goal is to authorize all \$34 million by the end of calendar year 1999 which in turn will enable us to ask for bridge funds for the 2000-2001 biennium. Our current estimate is \$54 million for the next biennium and as you know before we can mention more funds, the legislature will have to be convinced that the industry can absorb a bridge program of this magnitude.

Currently we are slightly behind schedule, however we have faith in the local agencies that bridge surveys and design is on-going throughout the winter and we will be able to deliver this program by the end of this year. An update of your agencies' bridges as it stands is sent to you for review and slight modifications, if needed. Please help us to help you fix your bridges.

### **VARIANCE MEETING**

The next variance meeting is scheduled for March 24, 1999 at Water's Edge, starting at 10:00 a.m. The deadline for requests is March 1.

# Right-Of-Way Happenings

## Federal Funding under TEA-21

There have been a number of changes to the Federal right-of-way program as a result of the passage of TEA-21. One amended provision provides for an increase in flexibility of state and local governments in satisfying the non-Federal matching requirements of a project.

Previously, Title 23, U.S.C. 323 (Donations and Credits) limited credits to donated **private** property and related costs. As amended under TEA-21, section 323 has expanded that provision so that credits may be applied toward the non-Federal share of project costs for the fair market value of lands lawfully obtained by states and local governments, and local government contributions of real property, funds and materials. There are several restrictions, exemptions and procedural requirements to this program change, however, so be certain to investigate fully the potential of incorporating local government donations into a project.

FHWA is currently evaluating procedures for implementing amended section 323. The full text of TEA-21, along with descriptive program change highlights, can be viewed on the Internet at FHWA's web page:

**<http://www.fhwa.dot.gov>**

## Right-of-Way Training Sessions

In mid-January, notifications were sent to all out-state district counties and cities engineering/public works offices, of upcoming RW training sessions. These one-half day sessions are being offered as a service to local government agency staff, consultants, and others, who desire a more detailed understanding of their agencies obligations in conducting right-of-way acquisition in the State of Minnesota.

Topics presented will incorporate requirements of the "Uniform Relocation and Real Property Acquisition Policies Act", with R/W procedures in the State-Aid manual.

The schedule for out-state sessions is:

Dist. 1	Duluth	Feb. 3rd
Dist. 2	Crookston	Apr. 14th
	Bemidji	Apr. 15th
Dist. 3	Baxter	Feb. 18th
	St. Cloud	Feb. 19th
Dist. 4	Detroit Lakes	Mar. 30th
	Alexandria	Mar. 31st
Dist. 6	Rochester	Mar. 2nd
	Owatonna	Mar. 3rd
Dist. 7	Windom	Feb. 9th
	Mankato	Feb. 10th
Dist. 8	Marshall	Mar. 17th
	Willmar	Mar. 18th

Metro District sessions will be scheduled for late April, early May, once attendance levels are determined and facilities arranged. Announcements will be sent to Metro agencies when those specifics are known.

Seating is limited at most locations so be sure to respond by FAX to (651) 297-5399 with your location of choice and number of persons attending.

If you have not received the announcement of RW training sessions, or you have other right-of-way questions, please contact:

Mike Moran, Government R.E. Advisor  
MnDOT Office of Land Management  
MS 630 - 395 John Ireland Blvd.  
St. Paul, MN 55155  
(651) 297-4833

## **VIDEO TRAINING**

The GEOMETRIC Design training project is nearing completion. The project, partly funded by the State Aid Division, has developed training tapes and workbooks on Geometric Highway design topics. These lessons are available through the District State Aid Engineer. They may be checked out by any publicly employed engineer or technician, based on the DSAE's policy. The lessons may be used by consultant employees, provided they have a State Aid Client. Consultant employees should make arrangement to view the videos at the DSAE's office. Sixteen of the thirty-four lessons are currently available for use. The remaining eighteen are nearing completion and will be released shortly for use.

The following topics are available for training use: Understanding Three Basic Views , Understanding Cross Sections , Understanding Typical Sections , Understanding Stations and Stationing , Reading and Using Contours , Design Speed and Capacity , Station Equations Along Single Centerlines , Introduction to the Horizontal Alignment Process , Station Equations Along Multiple Centerlines , Clear Zones Part 1: Introduction to the Clear Zone Concept , Introduction to Superelevation , Introduction to the Vertical Alignment Process , Superelevation: Practical Applications , Vertical Alignment: Balancing Design Options , and Horizontal Alignment: Physical Control Features and Sight Distance . All videos are Closed Captioned for the Hearing Impaired.

The following topics will be released shortly: Clear Zones Part 3: Breakaway Devices and Roadside Barriers , Vertical Alignment: Physical Control Features , Clear Zones Part 4: Median Barriers, Understanding and Computing Tapers, Independent Alignment and Intersection Sight Distance, Turning Movements at Intersections, Acceleration and Deceleration Lane Design, At-Grade Intersection Design, Grade Separated

Intersection and Interchanges, Clear Zones Part 2: Identifying and Treating Obstacles , Introduction to Computing Quantities, Computing and Tabulating Quantities, Understanding an. Computing Earthwork Quantities, Tabulating and Balancing Earthwork, Clear Zones Part 5: Barrier End Treatments, Crash Cushions and Bridge Railings, Superelevation: Multiple Lane Applications, Vertical Alignment: Sight Distance, Vertical Alignment: Climbing Lanes and Escape Ramps, and Computing Drainage and Concrete Paving Quantities.

## **IN-LANE RUMBLE STRIPS**

Attached for your consideration is guidance which MnDOT is providing to District Offices. The rumble strip detail is the result of discussions by pre-design and design engineers that have independently tried different rumble configurations. MnDOT is neither promoting nor requiring the use of rumble strips. Designers should also take into consideration possible complaints of rumble noise from adjacent property owners.

## **BID OPENING DATES**

Consideration should be given when setting bid opening dates to avoid bid openings on the day after a holiday, the Friday after Thanksgiving and the following Monday, and the week between Christmas and New Years. Also, the time for Monday bid openings should be after 1:00 p.m.

By doing this, the contractors will have sufficient time to get sub-contractor's quotes for preparing their bid.

## **BENEFIT ORGANIZED FOR TODD GRUGEL**

Todd Grugel, a Graduate Engineer at Mn/DOT, was seriously injured in an accident at a construction site on October 26, 1998. Todd was assigned to the Metro Division Eden Prairie Resident Office, performing construction inspection duties at the time. Following surgery, he was hospitalized for several weeks, and is currently continuing his rehabilitation in Moorhead, Minnesota. The accident has left Todd confined to a wheelchair.

Readers of the State Aid Scene may remember working with Todd while he was in the SALT Division office in St. Paul or when he was assigned an external rotation at Hennepin County. Todd selected a rotation in State Aid where he developed information to prioritize all outstanding county turnback projects that had been released prior to 1997. Todd attended the Minnesota County Engineers Association annual conference in January of 1998. After learning his way around the State Aid offices, Todd left for Hennepin County. At Hennepin County Todd spent 4 to 5 months developing preliminary and detail plans and preparing environmental documents for the upgrading of a County Road in the City of Maple Grove. He was able to be involved with informational meetings in the neighborhoods that would be affected by the project. Todd now has a better grasp of the counties perspective of project development and understands more about close community relationship.



Individuals involved with the Graduate Engineer Development Committee are organizing a benefit fundraiser for Todd, with a goal to purchase a handicapped accessible vehicle. Committee members are asking everyone to join in the effort to help Todd. A "Todd Grugel Benefit" event will be held;

**Saturday, February 20, 1999,  
at the VFW Post 1350,  
2483 7th Avenue East,  
North St. Paul, MN.**

The Benefit begins at 7:00 p.m., with a silent auction being held from 7:00-10:00 p.m. The evening will offer **DANCING**,

**ENTERTAINMENT, food, and FUN!!**

Tickets will be available at Mn/DOT and Hennepin County locations beginning January 26, 1999. Watch for flyers detailing the event!

**A Hiway Credit Union benefit account** has also been set up in Todd's name. If you wish to contribute directly, please make your check payable to the "**Todd Grugel Benefit Fund**", **Highway Federal Credit Union, 111 Empire Drive, St. Paul, Minnesota 55103.**

## NEW FACES - NEW PLACES

There have been quite a few changes in State Aid since the last *Scene*. **Julie Skallman** is returning from Metro Division to replace retiring Pat Murphy as State Aid Engineer. Welcome back Julie! **Komal Sharma** replaces Jan Littleton as Network Manager. He comes to us from the Department of Commerce where he has worked since '96. Before working for the State of Minnesota, **Komal** worked in the private industry in Madison, Wisconsin. Our new receptionist, **LeOra Lind** is replacing Kim DeLaRosa. **LeOra** worked for the DNR in the Brainerd district in Fish and Wildlife Services for ten years and the License Bureau in St. Paul for three years. **Kim DeLaRosa** is a new highway technician working with all units of the State Aid Division. We wish **Lynnette Roshell** good luck on her promotion to Preliminary Design Engineer at Metro Transportation Planning. **Yvonne Crocker** will fill Lynnette's position February 3. **Yvonne** comes from Metro Division Traffic Studies, she has been with Mn/DOT since 1986 and worked in State Aid hydraulics from '93 to '96. Congratulations to **Bob and Lisa Vasek** on the birth of their second son Ryan Joseph born December 11, weighing 9 lb. 4 oz. and good luck in Maintenance, Bob's last day in State Aid will be February 16. Also, congratulations to our proud grandpa **Al Lidberg** on his new granddaughter Amanda Marie born December 31, weighing 8 lb. 1 oz.

Don't forget about our web page at:  
[www.dot.state.mn.us/stateaid/](http://www.dot.state.mn.us/stateaid/)



Minnesota Department of Transportation

**MEMO**

**Office of EEO Contract Management**

Mail Stop 170, First Floor  
395 John Ireland Boulevard  
St. Paul, Minnesota 55155

Office Tel: (651)297-1869 *PAUL*  
Fax: (651)297-2158

December 28, 1998

To: Metro Division Engineer  
District Engineers  
Metro Division State-Aid Engineer  
District State-Aid Engineers  
Assistant State-Aid Engineer, State-Aid for Local Transportation

From: J. Maurice Fagin, Deputy Director *J. Maurice Fagin*  
Office of EEO Contract Management

Subject: NOTICE OF CHANGE  
Revisions to the Equal Employment Opportunity (EEO) Special Provisions

Attached is a new page (EEO Page 20) for inclusion in the Equal Employment Opportunity (EEO) Special Provisions dated 6/98. It replaces the current EEO Page 20. I have notified MN/DOT's Special Provisions Engineer Nancy Sannes and the new page will be inserted in future Mn/DOT contracts assembled through her office as soon as possible.

The changes provide better instructions for filling out the EEO-13 form which is used by contractors and subcontractors on all types of projects (Federal-Aid, State-Aid, Delegated, etc.)

Please notify all personnel in your District who use the EEO Special Provisions, or who may distribute the EEO Special Provisions to counties or municipalities for assembling contracts, about this change. If you are a State Aid Engineer, please distribute this notice of change to all counties, municipalities or consultant firms who may assemble contracts in your District.

This change is effective immediately. Projects already advertised do not need to issue an Addendum.

Thank you for your assistance.

## INSTRUCTIONS FOR EE0-13 MONTHLY EMPLOYMENT COMPLIANCE REPORT

1-5. Self-explanatory.

6. Percent of Completion is the estimated percentage of work completed including this reporting period.
7. Contract Goals are the percent of total project hours to be worked by minority and women employees. The goals are determined by the geographic location and source of funding for the project. Projects in excess of \$100,000 with any State funding must meet the State Employment Goals. Projects in excess of \$10,000 with any Federal funding must meet the Federal Employment Goals. (See chart on EEO Pages 15-16.) Minority and women employee hours shall be distributed evenly throughout the length of the project and in every trade and craft which performs works on the project.

% Obtained is the percent of the total project hours worked by minority and women employees, up to and including this reporting period.

Skilled and unskilled breakdown is required only for projects constructed in Anoka, Carver, Hennepin, Ramsey, Dakota and Washington counties.

8. Employment Data information will coincide with your certified payroll records. All professional, supervisory and managerial hours actually worked on the project site must be included, whether or not they appear on the certified payroll.

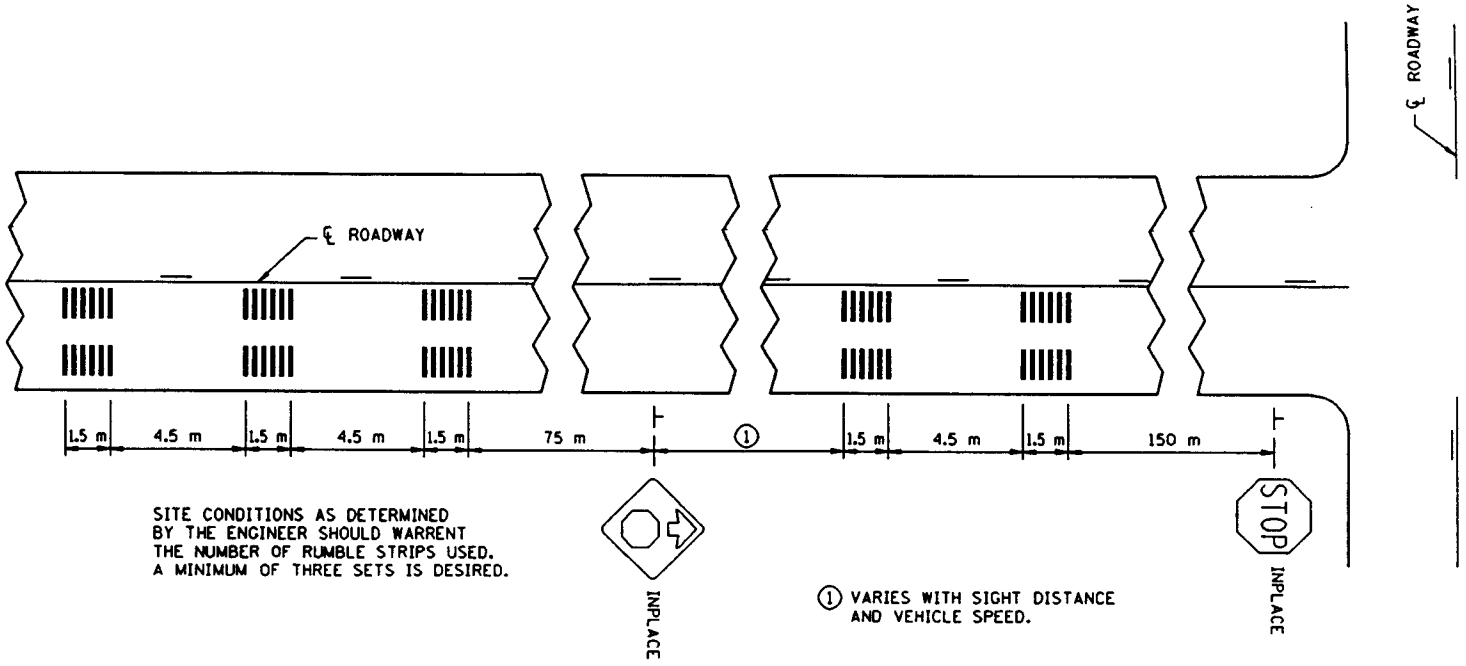
Clerical hours may be counted only if clerical staff has been assigned exclusively to this project. Usually this occurs when clerical staff is assigned to a field trailer. Clerical hours may not be prorated.

If a project takes place within more than one county and the county goals vary, the higher goals apply to the entire project.

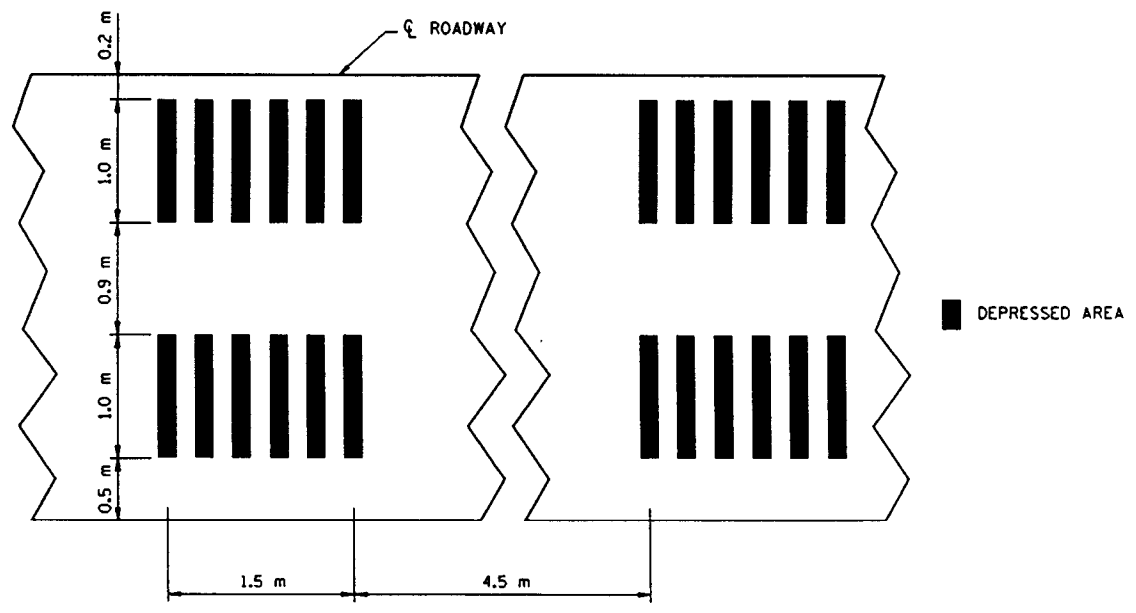
- 8.a. Total Employees is a count of all employees who worked in the reporting month.
- 8.b. Total Minority is a count of minority employees who worked in the reporting month.
- 8.c. Count breaks out the total number of employees by race/ethnic category and gender.
- 8.d. Total Hours of Employment counts the hours worked by all employees in the reporting month, broken out by gender.
- 8.e. Total Hours of Minority Employment counts the hours worked by minority employees in the reporting month, broken out by gender.
- 8.f. Mn/DOT Trainees counts the employees in Mn/DOT's Trainee (On-the-Job Training) program by race/ethnic category and gender.
- 8.g. Economically Disadvantaged Employee Hours counts hours of work performed by economically disadvantaged employees (EDE) identified and certified at time of hire as eligible under the program guidelines listed on EEO Page 21-22 of the project contract.
9. Names of Minorities and Women will enable Mn/DOT EEO staff to readily identify individuals on all projects.
10. Names of Trainees are the individuals approved by Mn/DOT EEO staff for participation in the On-The-Job Training Program on this project.
11. Prepared by Contractor Designee is the signature of the prime or subcontractor's EEO officer/designee.
12. Reviewed by Project Engineer is the signature of the Mn/DOT staff monitoring the project.

If you have questions about filling out this form, contact the EEO Contract Management Office at (651) 297-1376.

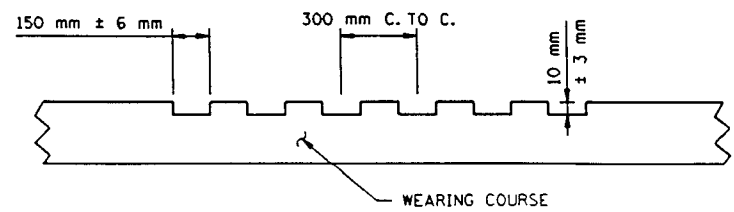
# RUMBLE STRIP DETAILS ( AT STOP SIGN LOCATIONS )



PLAN VIEW



ENLARGED PLAN VIEW



SECTION