

Local Partnership Program

IMPLEMENTATION

August 11, 2020



*IMPLEMENTED BY: MODAL PLANNING & PROGRAM MANAGEMENT, ENGINEERING SERVICES,
OPERATIONS, CORPORATE SERVICES AND STATE AID DIVISIONS*

Section 1 – Overview

Vision Statement

MnDOT’s vision for the Local Partnership Program (LPP) is to create statewide transportation partnership opportunities with local agencies and construct highway improvements that are mutually beneficial at locations that are not currently programmed. This vision aligns with strategic directions documented in One Minnesota, Minnesota GO 50-Year Vision for Transportation, and MnDOT’s 5-Year Strategic Operating Plan.

Our LPP vision focuses heavily on development of long term and sustainable partnerships, collaboration of transportation system needs, leveraging of agency investments and minimizing project time and cost. This document will further define LPP principles, methodology and implementation, which will drive our future program and projects. **Owning and implementing this vision will allow all agencies the opportunity to be successful and bring our LPP vision to reality.**



Strategic Operating Plan 2018–2022

MnDOT’s Mission
Plan, build, operate and maintain a safe, accessible, efficient and reliable multimodal transportation system that connects people to destinations and markets throughout the state, regionally and around the world

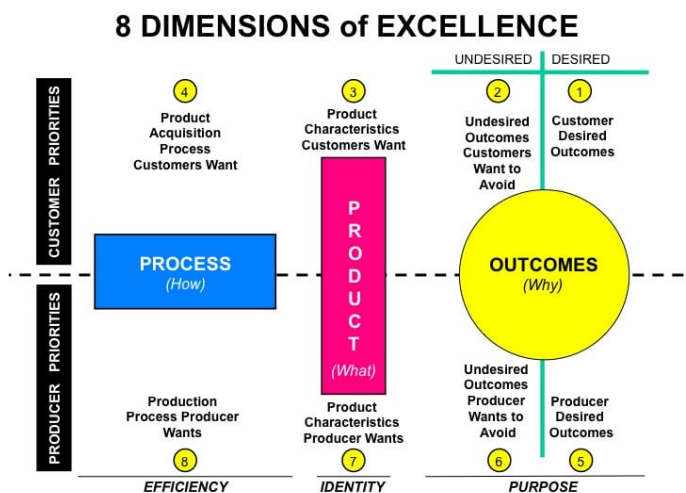


Principles

- Create transportation partnerships across the entire state.
- Embrace customer centered methodology to achieve customer desired outcomes.
- Invite partners and stakeholders to the table.
- Establish consistent statewide approaches to funding and programming.
- Move project decision authority to MnDOT districts.
- Recognize project development has flexibility and scalability.
- Embrace process reliability and predictability.
- Expect reductions in project requirements, time, and costs.

Customer Centered Culture (C3) Methodology

Our Local Partnership Program embraces Customer Centered Culture (C3) methodology which fosters a mindset and belief that customer priorities and values establish expectations. C3 captures the “voice of the customer” and articulates an understanding of product, process, and outcomes. The C3 methodology recognizes the relationship between customer and producer priorities. C3 allows us to ask key questions, including “what is the product?” and “who is the end user customer?”



WIG 2.0 Earning Customer Trust

WIG 2.0 Earning Customer Trust has transformed the Local Partnership Program by introducing product improvements which will reduce time, requirements and cost. Twenty four recommendations, under six themes, were approved by MnDOT’s Senior Leadership Team and are now being incorporated into projects. The themes reflect the importance of engaging and listening to the voice of the customer, gathering data which represents customer experiences and understanding the importance of relationships.

The six themes are shown in chart below.

No.	Themes
1	Program consistency, equal partnerships and increased transparency
2	Coordinated processes and district and local autonomy
3	Timely processes and fewer reviews
4	Project flexibility and scale-ability
5	Defined program, process, roles and expectations
6	Increased program funding to leverage other funding sources

LPP implementation provided throughout the remainder of this document is global in nature and outlines “what” MnDOT will accomplish with this program based on what our customers expect. Implementation is outlined in a product, producer and end user framework and includes associated key activity highlights. Additional procedures may need to be defined by each district. This program will accept project ideas from local agencies and create partnerships where beneficial improvements are not programmed today. The program is not intended to ask local agencies to advance MnDOT projects.

The District Engineers and District State Aid Engineer’s (DSAE’s) will oversee the Local Partnership Program.

Section 2 – Funding and Project Selection Implementation

<ul style="list-style-type: none">• Product: LPP funding• Producer: District• End User: Local Agency, acting as the contracting agency	<p>→ MnDOT Districts allocate 5 percent of their District Risk Management Program (state funds only) to LPP. See table below.</p> <p>→ Funds are allocated annually to the CHIP and STIP as LPP set-asides.</p> <p>→ Funds are allocated to individual projects after project selection as defined below.</p> <p>→ Unallocated LPP funds will remain in the STIP set-aside until the DE and DSAE determines no further projects are deliverable in the fiscal year.</p> <p>→ Unallocated LPP set-aside funds will roll from year one to year two of the biennium.</p>
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LPP Program Targets for FY 2020 – 2024 (Target set at 5% of State Funds in DRMP)						
District	DRMP Distribution Formula	FY2020 District Target (5%)	FY2021 District Target (5%)	FY2022 District Target (5%)	FY2023 District Target (5%)	FY 2024 District Target (5%)
1	11.3%	1,200,000	1,200,000	1,200,000	1,200,000	1,700,000
2	6.8%	700,000	700,000	700,000	700,000	1,100,000
3	10.3%	1,100,000	1,100,000	1,200,000	1,100,000	1,400,000
4	6.8%	700,000	700,000	700,000	700,000	1,100,000
6	11.5%	1,300,000	1,300,000	1,300,000	1,300,000	1,400,000
7	7.5%	700,000	700,000	700,000	700,000	1,500,000
8	5.7%	600,000	600,000	600,000	600,000	900,000
M	40.2%	4,700,000	4,800,000	5,000,000	4,700,000	4,000,000
Total	100%	11,000,000	11,100,000	11,500,000	10,900,000	13,000,000

<ul style="list-style-type: none"> • Product: LPP solicitation letter • Producer: DSAE • End User: Local Agency 	<ul style="list-style-type: none"> → The district solicitation will occur either annually or biannually. → DSAE sends formal solicitation notification to local agencies requesting project proposals. → Solicitation letter includes information such as funding availability, timelines, and selection criteria.
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<ul style="list-style-type: none"> • Product: LPP project proposal • Producer: Local Agency • End User: DSAE 	<ul style="list-style-type: none"> → Local agencies submit project proposals to DSAE.
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<ul style="list-style-type: none"> • Product: LPP project selection • Producer: DSAE & selection committee • End User: Local Agency 	<ul style="list-style-type: none"> → DSAE forms a project selection committee including district and local representation for the formal solicitation process. → DSAE and selection committee review project proposals. → DSAE and committee collaborate with other offices as needed. → DSAE and committee consider project selection criteria and other factors, including; type of project, anticipated geometric layout level, funding eligibility, significant issues such as railroads, contaminated soils, environmental, historical, and deliverability. → DSAE and selection committee score and select projects for the LPP. → DSAE notifies all submitting agencies of selection decisions. → District identifies selected projects in the STIP. → DSAE notifies Operations, Engineering Services and State Aid Division of selected projects and continues conversations to determine project needs for geometric level path, environmental requirements, right of way requirements, etc. DSAE documents all conversations and decisions. → MnDOT's cost participation policy applies to this program.
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<ul style="list-style-type: none"> • Product: LPP project kickoff conversation • Producer: DSAE and District Project Manager (PM) • End User: Local Agency 	<p>→ DSAE, District PM, and local agency begin project coordination, including, but not limited to: public engagement, project funding, project type and review, schedule, cost sharing, environmental, early notification, right of way, geometric layout, plan development, technical engineering (ex: drainage, materials, traffic, ADA, bicycle/pedestrian, utilities, maintenance, anticipated letting and award).</p> <p>→ District PM and local agency establish the project schedule and coordinate with other offices.</p> <p>→ District PM documents all conversations and decisions.</p>
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Section 3 – Project Delivery Implementation

Local Partnership Projects will follow one of two project delivery paths noted below. Path choice is guided by definition of a “Level 1” geometric layout and projects including bridge construction. All LPP projects are advertised, let, and awarded by local agencies.

District State Aid Engineer’s (DSAE’s), in coordination with district design staff and the Geometric Design Support Unit, will determine Geometric Layout Level.

<p style="text-align: center;">PATH 1</p> <p style="text-align: center;">Geometric Level 1 Layout Projects Projects including bridge construction One year – programming to letting</p>	<p style="text-align: center;">PATH 2</p> <p style="text-align: center;">All other projects 9 months – programming to letting</p>
<ul style="list-style-type: none"> • Product: LPP Geometric layout • Producer: Local Agency • End User: District/DSAE/Central Office <p>→ District PM establishes the project schedule in P6</p> <p>→ Local agency, in coordination with district & GDSU, produces the level 1 geometric layout.</p>	<ul style="list-style-type: none"> • Product: LPP Geometric layout • Producer: Local Agency • End User: District/DSAE/Central Office <p>→ A geometric layout is not submitted unless the District determines a need based on risk.</p>

<p style="text-align: center;">PATH 1</p> <p style="text-align: center;">Geometric Level 1 Layout Projects Projects including bridge construction One year – programming to letting</p>	<p style="text-align: center;">PATH 2</p> <p style="text-align: center;">All other projects 9 months – programming to letting</p>
<ul style="list-style-type: none"> • Product: LPP geometric layout review/approval • Producer: District/DSAE/GDSU • End User: Local Agency <p>→ District PM coordinates review and approval concurrently with the designer, district staff and the Geometric Design Support Unit (GDSU).</p> <ul style="list-style-type: none"> • Product: LPP construction plan • Producer: Local Agency • End User: District/DSAE/Central Office <p>→ District PM coordinates technical engineering with district offices and local agency (ex: materials recommendation, drainage designs, traffic provisions, etc.).</p> <p>→ District PM coordinates technical engineering with Central Office units and local agency (ex: ADA, Environmental Due Diligence, Bridge, etc.).</p> <p>→ District PM coordinates district plan turn-in and approval.</p> <p>→ Construction plan approval occurs within two weeks of submittal to Central Office.</p>	<ul style="list-style-type: none"> • Product: LPP geometric layout review/approval • Producer: District/DSAE/GDSU • End User: Local Agency <p>→ Unless a geometric layout need is determined by the district, there is no review or approval.</p> <ul style="list-style-type: none"> • Product: LPP construction plan • Producer: Local Agency • End User: District and DSAE <p>→ District PM does not establish the project schedule in P6, however notifies district staff.</p> <p>→ District PM coordinates technical engineering with district offices and local agency.</p> <p>→ District PM coordinates technical engineering with Central Office units as needed.</p> <p>→ District PM coordinates schedule and plan approval with district staff.</p> <p>→ Construction plan approval decision authority resides with the District Engineer and DSAE.</p>

Section 4 – Agreement Implementation (Cost Sharing and Maintenance)

In conjunction with final construction plan approvals, MnDOT’s Municipal Agreement Unit will prepare a cost sharing and maintenance agreement.

<ul style="list-style-type: none"> • Product: LPP agreement request • Producer: District PM • End User: Municipal Agreement Unit 	<p>→ District PM submits a LPP cost sharing agreement request, including submittal checklist, construction plan, and estimate. Note: Path 1 and Path 2 submittal requirements may differ.</p>
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<ul style="list-style-type: none"> • Product: LPP agreement approval • Producer: Municipal Agreement Unit • End User: District PM/DSAE 	<ul style="list-style-type: none"> → Municipal Agreement Unit prepares a cost sharing agreement and submits to the District PM within two weeks of submittal. → District PM submits agreement to local agency and coordinates local agency approval. → Upon local agency approval, District PM submits agreement back to Municipal Agreements Unit for final state approvals.
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Section 5 – Contract Award Implementation

After final approval of construction plans and cost sharing agreement, the local agency will advertise, let, and award a construction contract. After the contract award, all construction related matters will be continue to be facilitated by the DSAE and district construction staff. Procedures for project oversight, payment reviews and financial project closeout are documented in the cost participation policy and manual, as well as MnDOT construction manuals. The DSAE will coordinate project closeout with the Municipal Agreement Engineer.

Section 6 – LPP Measures Implementation

As we transform the Local Partnership Program and introduce changes into MnDOT organizational culture, we will monitor and measure program success. The following list includes examples of program and project outcomes which we will monitor and measure.

- Growth or interest in the program and the number of local proposals within each district
- District commitment to STIP & CHIP program targets
- Local agency funding leveraged by the Local Partnership Program
- Reduction in project delivery time
- Reduction in project cost
- Reduction in requirements for delivery of products
- Reduction in the number of internal and external customer complaints
- Strategic training to strengthen workforce
- Internal customer trust and satisfaction
- External customer trust and satisfaction