



DEPARTMENT OF TRANSPORTATION

Memo

Date: June 8, 2021

To: DISTRICT 4 COUNTIES and CITIES

From: Nathan Gannon
State Aid District 4

RE: MnDOT Fiscal Year (FY) 2024
Local Partnership Program - Solicitation of Projects

MnDOT District 4 will be accepting candidate projects for the FY 2024 (July 1, 2023 to July 1, 2024) Local Partnership Program until the close of business on **August 6, 2021**. The proposed budget for Fiscal Year 2024 is \$750,000. There is no minimum or maximum award. Project costs can include up to 8% for construction engineering.

The District 4 Local Partnership Program exists to provide funding for projects that deliver a benefit to both the local community and the trunk highway system. These funds are intended to pay for a portion of the Trunk Highway eligible construction costs of the project. The right of way, utility relocation, preliminary design and final design costs are **not** eligible for funding. As stated above, this program will pay for the eligible Trunk Highway construction costs and up to 8% of the construction engineering costs (for inspection, contract administration, surveying and materials testing as applicable, based on the Trunk Highway eligible costs). The District's participation in the project is based on eligibility as determined in MnDOT's Cost Participation Policy, which in turn is based on Minnesota Statutes.

The District 4 Local Partnership Program addresses issues on the Trunk Highway system that are of concern to Local Agencies, but do

not meet a pavement preservation, Trunk Highway safety, mobility, or other metrics the District utilizes to select its projects in the regular MnDOT Road Program. Submittal requirements and project scoring information have been attached. Additionally, selected projects must:

- Provide a clear benefit to the Trunk Highway system as well as to the local

community.

- Be developed and administered by the Local Agency.
- Have preliminary design, final design, right of way and utility relocation costs (as appropriate) **paid for by the Local Agency**.
- Work on the Trunk Highway shall meet MnDOT Trunk Highway standards.

Please note that the following schedule has been established to allow Local Agencies whose projects are selected the opportunity to potentially deliver a project and bid in the proper fiscal year. The anticipated submittal, evaluation and selection process and schedule is:

	<u>Anticipated Dates</u>
• Local Agency prepares the application submittal package.	8/6/2021
• MnDOT District Functional Areas review the application packets and provide comments to the DSAE.	8/9/21 - 8/20/21
• The DSAE compiles comments and send them to Local Agencies.	8/25/21
• Local Agencies have the opportunity to draft a response to MnDOT, review comments or to make adjustments to the submittal packets.	9/3/21 (Returned by)
• Review packets are sent to selection committee. (Selection committee typically consists of representatives from a State Aid City, a representative from a County and State Aid staff.)	9/6/21
• Selection committee meets, projects are selected and announced soon afterwards. Selected 2023 projects must be bid by June 30, 2023.	9/17/21

Please submit all application packages to d4.stateaid.dot@state.mn.us no later than Friday August 6, 2021.

For questions regarding the Local Partnership Program, please contact me at 218-846-3607. We look forward to working with you.

Post Selection Timeline (Level 2 and 3 Projects)

<u>Activity</u>	<u>Duration</u>
• Project Kickoff Meeting	1 day
• Environmental Review (LPA)	1 to 4 weeks
○ Contaminated/Regulated Material Checklist	
○ Threatened and Endangered Species Review	
○ State Historical Preservation Office Review	
• State and Federal Permits (LPA)	4 to 6 weeks
○ DNR Public Waters Permit	
○ US Army Corps of Engineers Permit	
○ Local Watershed Permit	
• 50% Plan Review (MnDOT)	2 weeks
• 90% Plan Review (MnDOT)	2 weeks
• District Plan Approval (MnDOT)	1 week
• Prepare Agreement (MnDOT)	3 to 4 weeks
• Advertise and Bid project (LPA)	4 weeks
• MnDOT Bid Concurrence	1 week
• Award project (LPA)	1 day

*Some activities may occur concurrently

**Durations may vary depending on the time of year project documents are submitted

***The timeline assumes Right of Way for the project will not be needed. **If ROW is needed, please consult with D4 State Aid.**

90% Plans and all supporting documents must be turned in by April 1st to ensure funding availability in the current fiscal year.

Proposal Packet Requirements

The following numbered items need to be included in the submittal package. Please submit **an electronic version of the package**. If the document is 20 MB in size or smaller it can be emailed to d4.stateaid.dot@state.mn.us. If the file is larger than 20 MB, please contact Jeff Buschette for instructions on submitting the application through the D4 State Aid MFT site.

1. **Request letter** from the local agency describing the project and requesting funding from the Local Partnership Program. This letter will be used as a **project summary** and quick reference during the actual selection process.

The request letter should include:

- Contact information, name, title, email, phone and address for both the person submitting the application and, if different, the person available to answer any questions about the project.
- Reasons for the project.
- A summary of total proposed costs and requested amount of MnDOT funding. (Include all projects planned for the immediate area, including if there are Federal funds that were obtained.)
- A written narrative of the benefits to the Trunk Highway and local roadway systems.
- A brief narrative or overview of how you expect traffic will be handled. (Detour, constructed under traffic, minor impacts and use of Field Manual, etc.)
- Whether there is an opportunity to advance the work, if it is possible to leverage local and/or private funding, and other information as applicable.

2. **A concept sketch** of the proposed project. Include only the concept that is being used. A MnDOT staff approved Layout may be required as part of the project development depending on the type and complexity of project. Layout guidance can be found at <http://www.dot.state.mn.us/design/geometric/>.

3. **A drawing or photo of the existing conditions**

4. **Cost estimate.** This should include the total project cost, including estimated design costs, estimated right-of-way costs, the contribution from any partners, and the amount requested from the LPP. Costs will be split out based on the current MnDOT Cost Participation Policy.

- Make sure that the LPP funds requested adequately cover the Trunk Highway eligible costs.
- Indicate other funding sources to clearly show that the project is fully funded.
- If the project involves signals, include MnDOT's share of the State Furnished Materials.

5. **Supporting Documentation and Additional Materials**

Required Elements

- Indicate if right-of-way is expected to be acquired (temporary and permanent) and if any will be passed along to MnDOT. (All R/W acquired by and for MnDOT requires Environmental Due Diligence (EDD) forms to be completed and evaluated during design.)
- Indicate if there will be any excavation deeper than the Class 5. (This determines future involvement of the Environmental Investigative Unit.)
- Indicate if the project will result in utility impacts.

- If you are submitting applications for more than one project, please rank them in order of priority. The preference will be considered but the committee reserves the right to select any project from those submitted regardless of stated ranking.

Suggested Elements

While these materials are not required for the application, they may help the selection committee understand your project better and increase the likelihood of project selection. Please note that this information may be needed during the design phase if the project is selected.

- Traffic Study (as applicable)
- Intersection Control Evaluation (ICE) report or letter if an all-way stop, signal, or roundabout is proposed.
- Environmental studies or documentation, if available, such as the following:
 - Contaminated Properties/Regulated Waste Screening Checklist
 - Phase 1 and/or 2 Environmental Site Assessment
 - Clearance Letters from pertinent Regulatory Agencies
 - Project Memo, EA, EAW, etc. as applicable or available at time of submittal