

10\12\2021

**To: District 7 Cities and Counties**

From: Lisa Bigham, District State Aid Engineer  
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Phone: 507-381-2563

**RE: MnDOT Fiscal Year 2023 - 2026 Local Partnership Program - Solicitation**

MnDOT District 7 will be accepting candidate projects for the FY **2023, 2024, 2025 & 2026** Local Partnership Program (LPP). We want to receive a wide range of project ideas from local agencies. This solicitation will have a two-phase process with an initial letter of intent followed by a more robust application. The LPP could address any transportation issue located on the trunk highway system that is of concern or desired by local units of government, but typically not large-scale or high enough priority to be directly selected as a project in the regular MnDOT State Transportation Improvement Program. Selected projects will:

- 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 right-of-way and utility relocation costs (as appropriate) paid for by the local agency
- Have the work on the trunk highway be designed to MnDOT trunk highway standards

Preliminary and final design costs may be eligible, depending on the project, on a case by case basis. This program may also pay for up to eight percent of the construction engineering costs (inspection, contract administration, surveying and materials testing as applicable, based on the trunk highway eligible costs). The program funds are intended to pay for a portion or all of the trunk highway eligible construction costs of the project and leverage local participation. MnDOT District 7 cost participation is based on eligibility as determined in [MnDOT's Cost Participation Policy](#), and Minnesota Statutes.

The LPP funds available for each FY is approximately \$700,000. These are state trunk highway funds. There is no minimum or maximum award amount.

For questions regarding the Local Partnership Program please contact me. You are highly encouraged to discuss projects to explore options, and feasibility of project ideas.

## Schedule

- I. **Letter of Intent Form Due- December 30, 2021**
  - a. Letter of Intent form is available at <http://www.dot.state.mn.us/stateaid/lpp.html>

- b. Email completed letter of intent form and any supporting documentation to [debra.yates@state.mn.us](mailto:debra.yates@state.mn.us)
- c. MnDOT will review and discuss the project proposal, considering policies, standards, condition factors, right of way and planned MnDOT work, and will follow up with discussion and comments with applicants.
- d. Local project applicants will have the opportunity to respond to MnDOT's comments and make adjustments to their proposals in their formal application.

II. **Formal Application Due-** February 25, 2022

- a. Application will be available at <http://www.dot.state.mn.us/stateaid/lpp.html>
- b. Email completed application and supporting documentation to [debra.yates@state.mn.us](mailto:debra.yates@state.mn.us)

III. **Project selection** - approximately March 16, 2022

IV. **Notice of selected project** - approximately March 23, 2022

V. **Project Scoping** – Local sponsor to coordinate with MnDOT to finalize the scope of the project. This is to ensure the project scope considers and accounts for all MnDOT requirements and gives the opportunity to discuss additional scope that MnDOT would like to see included.

VI. **Project Development** – Local sponsor to develop and manage project schedule. A MnDOT District Project Coordinator will be assigned to coordinate project development for MnDOT.

VII. **Project Bid Letting** – Local sponsor is responsible for project bid letting through their local letting process. Projects must be awarded to contractor by June 30, 2023 (FY 2023) and June 30, 2024 (FY 2024) etc.



## Project Selection

The District 7 LPP Selection Committee (composed of one city engineer, one county engineer and two district employees) will select projects. The committee participants will be selected by the D7 State Aid Engineer. Eligible participants are engineers from cities and counties who did not submit an application for that particular round of FY 2023-2026 solicitation.

### Criteria in Project Selection

The following criteria and basis will be used for scoring projects by the selection committee:

1. Local and Regional Priorities	40%	Local/regional plan or study; prior commitment from MnDOT
2. Safety	25%	Proactive or reactive safety improvement (concerns/crashes)
3. Mobility and Access Improvements	20%	Multi-modal, Traffic volumes
4. Project Readiness	10%	Funding identified, committed partners, project team, low risk
5. Infrastructure Condition	5%	Pavement condition, bridge condition, drainage concerns