



Minnesota Department of Transportation

Metro District, State Aid Office
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April 28, 2011

To: METRO DISTRICT COUNTIES and CITIES

Subject: Mn/DOT Fiscal Year (FY) 2013 (7/1/12 - 6/30/13)
Metro Municipal Agreement Program - Solicitation of Projects

The Metro District will be accepting candidate projects for the FY 2013 Municipal Agreement Program in July 2011. The proposed budget for FY 2013 is 4 million dollars. The maximum award available for any individual project is \$650,000 for construction plus 8% for construction engineering and inspection for a total of \$702,000. This solicitation letter is also posted on the Metro State Aid website at: www.dot.state.mn.us/metro/stateaid/2013prog.html

The Municipal Agreement Program provides funding to construction projects that are developed and administered by local agencies and provide a benefit to both the local community and the trunk highway system. These funds are intended to pay for a portion of the construction costs of the project. Right of Way, Utility Relocation, Preliminary Design (including social, environmental and economic impact evaluation) and Final Design costs are not eligible for funding. Metro District's participation in the projects is based on eligibility as determined in Mn/DOT's Cost Participation Policy. This policy can be viewed at the following web address:

<http://www.dot.state.mn.us/stateaid/ProjDeliv/agreements/information/ds11.pdf>

The selection process/priority of projects has been updated in order to more closely align with the Metro District's Transportation System Plan (TSP) and Highway Investment Plan (HIP). The goal is to have a program that is balanced across all investment categories and not follow an investment hierarchy. This is addressed in more detail in the Municipal Agreement Program, Planning and Programming Guide, which is posted on the Metro State Aid web site at the following address: <http://www.dot.state.mn.us/metro/stateaid/cooperat.html>

The Municipal Agreement Program utilizes the following four Investment Categories: Maintain Existing Infrastructure (Preservation), Improve Safety, Improve Mobility, Support Community Development

When preparing your submittal cover letter please address these categories in describing the benefits of the project. Additional information on these categories is contained in the updated documents referenced earlier.

A great deal of planning must occur to ensure that the proposed projects are developed into designs that meet the needs and requirements of all involved parties. Preliminary discussions with the appropriate Mn/DOT Area Manager and/or Area Engineer and Cooperative Agreements Engineer are an essential part of this planning. For the proposed planning timeline see the April 2011 version of the Municipal Agreement Program, Planning and Programming Guide. It is posted on the Metro State Aid website, Municipal Agreement page: <http://www.dot.state.mn.us/metro/stateaid/cooperat.html>

Project proposals need to be submitted by July 29, 2011 to be considered for the FY 2013 program. Proposals are routed internally at Mn/DOT for comment and then returned to submitting agencies for modification as applicable prior to selection. It is anticipated that the actual project selection will occur in November of 2011 with the funds becoming available July 1, 2012.

The following items need to be included in the submittal package, please submit **10 copies of each item and either provide an electronic version of the package or a link to an electronic version. Portable Document Format (PDF) is preferred.** This number of copies and the electronic version allows a quicker review by Mn/DOT functional areas allowing more time for the submitting agency to prepare its final submittal.

1. **Request letter** from the local agency describing the project and requesting funding from the Municipal Agreement Program. Included in this cover letter should be the requested amount of Mn/DOT funding as well as the trunk highway and local roadway benefit(s). [Attached to this cover letter should be any supporting documentation (studies, reports, Intersection Control Evaluations (ICE), etc)]
2. **A geometric layout** of the proposed project. This should be as detailed and complete as possible so that a clear picture of the proposed project and benefits are shown. A Mn/DOT “staff approved” layout may be required later as part of the project development depending on the type and complexity of project. Work types that require a Level 1 layout require a preliminary layout in Mn/DOT format. Layout criteria can be found at <http://dotapp7.dot.state.mn.us/edms/download?docId=636152> . Consideration should be given to starting the layout development and approval process prior to project selection due to the time required for review and approval.
3. **Cost estimate.** This should include the total project cost, the contribution from any partners and the amount requested from the Municipal Agreement Program.
4. A **signed Local Agency Resolution** stating that the local agency is requesting funding from Mn/DOT through the Municipal Agreement Program and if funding is provided, the local agency will complete the project. This document must include the appropriate signatures, seals etc.
5. A **“one page summary”** of the project listing reasons for the project, benefits and proposed costs. Include whether there is an opportunity to advance the work and/or leverage local and/or private funding as applicable. This document will be used as a quick reference during the actual selection process.

6. **Additional Materials** such as:
 - a. Traffic Study (as applicable)
 - b. Approved Intersection Control Evaluation (ICE) (if all way stop, signal or roundabout is proposed)
 - c. Environmental studies or documentation available such as the following:
 - i. Contaminated Properties/Regulated Waste Screening Checklist
 - ii. Phase 1 and/or 2 Environmental Site Assessment
 - iii. Clearance Letters from pertinent Regulatory Agencies
 - iv. Project Memo, EA, EIS, etc. as applicable or available at time of submittal
 - d. Compliance with Metropolitan Council Transportation Policy Plan (TPP), Mn/DOT/Metro Highway Investment Plan (HIP), Local Comprehensive Plans as applicable and how the proposal supports community development.

Please submit all application packages to me no later than July 29, 2011. For questions regarding the Municipal Agreement Program, please contact me at 651-234-7768.

We look forward to working with you.

Sincerely,

Gregory Kern, P.E.
Cooperative Agreements Engineer (Acting)