



## Minnesota Department of Transportation

### Metro District

Office of State Aid

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To: METRO DISTRICT COUNTIES and CITIES

Subject: MnDOT Fiscal Year (FY) 2017 (7/1/16 - 6/30/17)  
Metro Municipal Agreement Program - Solicitation of Projects

The Metro District Municipal Agreement Program exists to provide funding for projects that deliver a benefit to both the local community and the trunk highway system. MnDOT will be accepting candidate projects for the FY 2017 Municipal Agreement Program in June 2015. The proposed budget for FY 2017 is \$3 million. The maximum award available for any individual project is \$710,000 which can include up to 8% for construction engineering. This solicitation letter is also posted on the Metro State Aid website at: [www.dot.state.mn.us/metro/stateaid/2017prog.html](http://www.dot.state.mn.us/metro/stateaid/2017prog.html)

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 (including social, environmental and economic impact evaluation) and Final Design costs are not eligible for funding. What MnDOT can pay for are 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). Metro District's participation in the projects is based on eligibility as determined in MnDOT's Cost Participation Policy, which in turn is based on Minnesota Statutes. This policy and supporting information can be viewed at the following web address: <http://www.dot.state.mn.us/metro/stateaid/costpart.pdf>

The purpose of the Metro District Municipal Agreement Program is to address problems on the Trunk Highway system that are of concern to Local Agencies, but are typically not large-scale or critical enough that they are directly selected as projects in the regular MnDOT Road Program. 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 (including social, environmental and economic evaluation), final design, right-of-way and utility relocation costs paid for by the Local Agency
- Be designed to MnDOT Trunk Highway standards

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 MnDOT Area Manager or Engineer and the Metro Cooperative Agreements Program staff are an essential part of this planning. The *Municipal Agreement Program – Planning and Programming Guide (Red Book)* provides useful information regarding the Municipal Agreement process and submittal requirements. It is posted on the Metro State Aid website, Municipal Agreement page:

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<http://www.dot.state.mn.us/metro/stateaid/cooperat.html>. That website also has a link to the *Plan Preparation, Design and Construction Guide (Green Book)* which provides required information needed during the design phase.

Project proposals need to be submitted by **June 10, 2015** to be considered for the FY 2017 program. Please note that this schedule has been established to allow Local Agencies whose projects are selected the opportunity to complete surveying, wetland identification or other preliminary design activities before inclement weather, and to allow projects to be let in the proper fiscal year.

The anticipated submittal, evaluation and selection process and schedule is:

Anticipated  
Dates

- The Local Agency prepares the application submittal package. The contents of the application are identified later in Appendix A. **Due date: June 10, 2015**
- MnDOT Metro District Functional Areas review the application packets and provide comments to Cooperative Agreement Program staff. (June 11 - July 14)
- Cooperative Agreement Program staff compiles comments and send them to Local Agencies. Sent out: July 22, 2015
- Local agencies have the opportunity to draft a response to MnDOT review comments or to make adjustments to the submittal packets. **Returned by: Aug. 11, 2015**
- Review packets sent to selection committee. (Selection committee typically consists of four representatives from Metro State Aid Cities, a representative from a Metro County and Metro State Aid staff.)
- Committee meets, projects selected and announced soon afterwards. Mid. Sept. - mid Oct., 2015

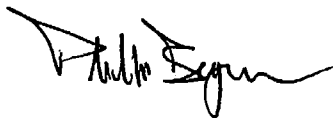
Funds for selected projects will become available July 1, 2016. Projects must be let by June 30, 2017.

Attached is a list of what should be included in the proposal packet. Please submit **12 paper copies of each item and either provide an electronic version of the package or a link on a secure website to an electronic version. Portable Document Format (.pdf) is preferred.**

**Please submit all application packages to me no later than Wednesday, June 10, 2015.** For questions regarding the Municipal Agreement Program, please contact me at 651-234-7776.

We look forward to working with you.

Sincerely,



Phillip Bergem, P.E.  
Cooperative Agreements Engineer



## *Fiscal Year 2017 Metro Municipal Agreement Program*

### **Appendix A**

#### **Proposal Packet Requirements**

The following items need to be included in the submittal package, please submit **12 paper copies of each item and either provide an electronic version of the package or a link on a secure website to an electronic version. Portable Document Format (.pdf) is preferred.**

1. **Request letter** from the local agency describing the project and requesting funding from the Municipal Agreement Program. 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
  - The Trunk Highway and local roadway benefit(s)
  - 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

This letter will be used as a **project summary** and quick reference during the actual selection process.

2. **A geometric layout or concept sketch** of the proposed project. The more detailed and complete the layout or sketch is, the easier it will be for the review committee to understand the proposed project and related benefits when it comes to ranking proposals. During design, a MnDOT staff approved layout may be required as part of the project development depending on the type and complexity of project. 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. **A drawing of the existing conditions.** This way the committee can clearly compare the proposed improvements to existing conditions.

4. **Cost estimate.** This should include the total project cost, including estimated design costs, the contribution from any partners, and the amount requested from the Municipal Agreement Program.

5. **A signed Local Agency Resolution** stating that the local agency is requesting funding from MnDOT 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. If the project is already part of an approved 5-year Capital Improvement Plan (CIP), a separate resolution is not necessary. Instead provide a copy of the appropriate pages from the CIP and clearly reference this point in the request letter.

## 6. Supporting Documentation and Additional Materials

### Required Elements

- a. 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 during design.)
- b. Indicate if there will be any excavation below the level of Class 5. (This determines future involvement of the Office of Environmental Stewardship.)
- c. 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.

- a. Traffic Study (as applicable)
- b. Approved Intersection Control Evaluation (ICE) report or letter if an all-way stop, signal or roundabout is proposed
- c. Environmental studies or documentation if 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), MnDOT/Metro Highway Investment Plan (HIP) or Local Comprehensive Plans as applicable, indicating how the proposal supports community development.

Please note that during design, the review by MnDOT functional areas will be different from reviews you have typically experienced with State Aid plans. Ultimately, plans will need to be developed to MnDOT standards which are different than State Aid standards. There will be more need for coordination with and input from various MnDOT groups. Adequate discussion with MnDOT Area Managers or Cooperative Agreements staff will help to minimize surprises during the application and plan development stages.

For projects that are selected, there are **newer requirements** required during design for all plans with Trunk Highway impacts. Discuss these with your design staff or include in your contract if you are using a consulting firm for design. These requirements are:

- Quality Management Process (QMP) – Designers must have quality management procedures that they use during plan development. It does not have to be the same process that MnDOT uses, but it has to follow reasonable quality control guidelines and designers must certify that they are using such a process. A compliance form and more information will be provided during design. Details on MnDOT's process can be found here: <http://www.dot.state.mn.us/design/qmp/index.html>

*Proposal Packet Requirements (continued)*

- Transportation Management Plan (TMP) – Because the project impacts traffic along a Trunk Highway it is now necessary to complete a TMP that is reviewed and approved by Metro Traffic staff. The complexity of the TMP will depend on the complexity of the project and the level of traffic impact. Contact either the Metro Traffic division or Cooperative Agreements Project Manager for more details.
- Electronic as-builts – This now required for certain elements of projects, is an eligible construction cost item and should be included in the Statement of Estimated Quantities and Special Provisions.
- Responsible Contractor provision – This is now required by Minnesota Law and Statute for projects over \$50,000.
- Pedestrian facilities - Guidelines for pedestrian and facilities and the influence of the Americans with Disabilities Act (ADA) provisions continue to be refined. Technical Memorandum No. 15-01-T-01 provides some additional design requirements.  
<http://techmemos.dot.state.mn.us/techmemo.aspx>

Municipal Agreement projects have recently been subject to added scrutiny regarding Cost Participation Policy eligibility. If a proposed project is of marginal benefit to the Trunk Highway system, it may be necessary to complete a benefit-cost analysis and have it approved by MnDOT staff in order to secure funding.

**Projects that are selected** will be required to furnish:

- Historical/Archaeological Review Request form
- Information for the Complete Streets form
- Project Memo
- Project schedule - Work with the Cooperative Agreements Project Manager to establish a schedule for the project completion. The Project Manager will provide a template that indicates the various review stages and typical time requirements. The template is found here:  
<http://www.dot.state.mn.us/metro/stateaid/coopsched2015.pdf>