

## Memo

**Date:** April 20, 2021

**To:** METRO DISTRICT COUNTIES and CITIES

**From:** Phillip Bergem, Justin Attipou and Jason Radde  
Metro State Aid

**RE:** MnDOT Fiscal Year (FY) 2023 (7/1/22 - 6/30/23)  
Metro Local Partnership Program - Solicitation of Projects

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MnDOT Metro District will be accepting candidate projects for the FY 2023 Local Partnership Program (LPP; formerly the Metro Cooperative Agreement Program), due by **June 2, 2021**. The proposed funding currently available for FY 2023 is \$2.74 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/2023prog.pdf](http://www.dot.state.mn.us/metro/stateaid/2023prog.pdf)

The Metro District LPP exists to help fund projects that deliver a benefit to both the local community and the trunk highway system. These funds can pay for Trunk Highway eligible construction costs and up to 8% of the construction engineering costs (for inspection, contract administration, surveying and materials testing as applicable, based on eligible costs). The Right of Way, Utility Relocation, Preliminary Design and Final Design costs are not eligible for funding. 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 addresses:

[http://www.dot.state.mn.us/metro/stateaid/Cost\\_Part\\_Manual-2017.pdf](http://www.dot.state.mn.us/metro/stateaid/Cost_Part_Manual-2017.pdf)  
<http://www.dot.state.mn.us/policy/financial/fm011.html>

The purpose of the Metro District LPP 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 should:

- 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
- Be designed to MnDOT Trunk Highway standards

Advance 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 LPP staff are an essential part of this planning.

The *Municipal Agreement Program – Planning and Programming Guide (Red Book)* provides **useful information** regarding the Local Partnership process and submittal requirements. It is posted on the Metro State Aid website, Cooperative Agreement page: <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.

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 2, 2021**
- MnDOT Metro District Functional Areas review the application packets and provide comments to Cooperative Agreement Program staff (June 3 - July 7)  
LPP staff compiles comments and sends them to Local Agencies Sent out: July 12, 2021
- Local agencies can draft a response to MnDOT review comments or to adjust the submittal packets **Returned by July 28, 2021**
- Review packets sent to selection committee. (Selection committee typically consists of two 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 Late-August 2021

Funds for selected projects will become available July 1, 2022. Projects must be let by June 30, 2023.

Attached is a list of what should be included in the proposal packet. Please submit **an electronic version of the package or a link on a website to an electronic version. Portable Document Format (.pdf) is preferred.**

**Please submit all application packages to us no later than Wednesday, June 2, 2021.** For questions regarding the Local Partnership Program, please contact Jason ([jason.radde@state.mn.us](mailto:jason.radde@state.mn.us)), Justin ([justin.attipou@state.mn.us](mailto:justin.attipou@state.mn.us)) or Phil ([phillip.bergem@state.mn.us](mailto:phillip.bergem@state.mn.us)).

We look forward to working with you.



## Appendix A

### Proposal Packet Requirements

#### Criteria Used in Project Selection

The following Criteria will be used for scoring projects and assisting in section by the selection committee. These are, from more important to less important:

1. Local and Regional Priorities
2. Mobility and Access Improvements
3. Safety
4. Infrastructure Condition
5. Project Readiness

The following numbered items need to be included in the submittal package. Please submit **an electronic version of the package or a link on a website to an electronic version. Portable Document Format (.pdf) is preferred.** (If the pdf is 20 MB in size or smaller it can be emailed to us. If you provide a link, confirm that we can access it through the State's firewall.)

The *Municipal Agreement Program – Planning and Programming Guide (Red Book)* provides **useful information** regarding the Local Partnership process and submittal requirements. It is posted on the Metro State Aid website, Cooperative Agreement page: <http://www.dot.state.mn.us/metro/stateaid/cooperat.html>.

1. **Request letter** from the local agency describing the project and requesting funding from the Local Partnership Program. The request letter should include:
  - o 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
  - o Reasons for the project
  - o 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.)
  - o A written narrative the benefits to the Trunk Highway and local roadway systems.
  - o 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.)
  - o 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. Include only the concept that is being used. There is no need for multiple concept sketches. 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. 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/>. Consider starting the Layout development process before project selection because of the time required for Layout 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, estimated right-of-way costs, the contribution from any partners, and the amount requested from the LPP.
  - Make sure that the LPP funds requested adequately cover the Trunk Highway eligible costs. LPP funds are fully allocated during the selection process and providing additional State money later in the project is difficult, if not impossible.
  - 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 (SFM).

## 5. **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 and evaluated during design.)
- b. Indicate if there will be any excavation deeper than the Class 5. (This determines future involvement of the Environmental Investigative Unit.)
- 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. 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, EAW, etc. as applicable or available at time of submittal

Plan review will be completed by MnDOT functional areas (Traffic, Water Resources, etc.) and is different than reviews for State Aid plans. Plans need to be developed to MnDOT standards which are different than State Aid standards. There will be additional coordination with, and input from, various MnDOT groups. Local Agencies are advised to have staff or consultants experienced with MnDOT Trunk Highway projects directly involved with the plan development. Discussion with MnDOT Area Managers or LPP staff will help to minimize surprises during the application and plan development stages.

For projects that are selected, there are requirements for all plans with Trunk Highway impacts. Discuss these with your design staff or include in your RFP/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>
- Transportation Management Plan (TMP), if applicable – Projects with significant impacts to Trunk Highway traffic require 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 LPP Project Manager for more details.
- Electronic as-builts – This is 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 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 Memoranda No. 18-04-OP-01 provides some additional design requirements. <http://techmemos.dot.state.mn.us/techmemo.aspx>

Local Partnership projects have received 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:

- Cultural and Threatened & Endangered Species Review Request Form: <http://www.dot.state.mn.us/stateaid/projectdelivery/environmental/cultural-threatened-endangered-review-request.docx>
- Project schedule - Work with the LPP Project Manager to establish a schedule for the project completion. The Project Manager will discuss with you the various review stages and typical time requirements.