

**PROGRAM APPLICATION FOR LOCAL AGENCY PROJECTS
ROAD AND SAFETY PROJECTS**

Administered through MDOT Local Agency Programs (LAP)

This form must be completed, signed, sealed, and certified by a Licensed, Registered Professional Engineer, prior to scheduling the grade inspection meeting. **Submit all pages of this form.**

PROJECT LOCATION AND LIMITS: Attach a Map showing the Project Location:

ELIGIBLE APPLICANT AGENCY		DATE
PROJECT LOCATION		
PROJECT TERMINI From:		To:
LENGTH OF PROJECT (miles)	ZIP CODE OF MAJORITY OF PROJECT LOCATION*	
Is the project within urban limits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which urban area? _____
Is the project within City/Village limits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which City/Village? _____
Are other jurisdictions or municipalities involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, identify: _____
NAME OF MPO OR RURAL TASK FORCE		TIP ID / SUB PROJECT NUMBER

Project Administration Bid Contract Force Account Project Combination Bid and Force Account

*This information is required by the State Administrative Board in order to approve the agreement and construction contract for this project.

ROUTE TYPE: from the National Functional Classification system maps, prepared by MDOT Bureau of Transportation Planning, which is available at <http://mdotwas1.mdot.state.mi.us/public/maps-nfc/>

URBAN <input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Urban Collector <input type="checkbox"/> Local	RURAL <input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local
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Is this project on the National Highway System (NHS): Yes No
 Is this project on an All Season Route? Yes No

EXISTING CROSS SECTION:

Number of lanes: _____ at _____ feet, for a traveled roadway width, excluding curb & gutter of _____ feet
 Type of Pavement _____
 Width of Sidewalks _____ feet; One side Both sides None
 Curb and Gutter _____ feet, One side Both sides None
 Shoulders, per side Paved Width _____ ft Aggregate Width _____ ft Total Shoulder Width _____ ft

PROPOSED CROSS-SECTION:

Number of lanes: _____ at _____ feet, for a traveled roadway width, excluding curb & gutter of _____ feet
 Type of Pavement _____
 Width of Sidewalks _____ feet; One side Both sides None
 Curb and Gutter _____ feet, One side Both sides None
 Shoulders, per side Paved Width _____ ft Aggregate Width _____ ft Total Shoulder Width _____ ft

Sidewalks: The MPO and/or Task Force has included sidewalks as an eligible participating item Yes No

Detailed description of proposed work:

DESIGN GUIDELINES (Current "MDOT Local Agency Guidelines for Geometrics" applies):

Current "Michigan Department of Transportation Local Agency Programs Guidelines for Geometrics"

- Section B – New Construction/Reconstruction (4R-AASHTO) Section D – Preventive Maintenance (PM)
- Section C – Resurfacing, Restoration and Rehabilitation (3R)

Note: For 3R projects, a crash analysis and a 3 year crash report must be attached

- Current AASHTO "Guide for the Development of Bicycle Facilities"
- Current AASHTO "Guidelines for Geometric Design of Very Low-Volume Local Roads," with the MDOT Engineering Operating Committee acceptance stipulations dated 3/25/04.

Posted Speed _____ mph Prima Facie Design Speed _____ mph

Note: With no posted speed limit, the prima faFH speed limit applies

Present Average Daily Traffic: _____ with _____ % Commercial;

Future Average Daily Traffic _____ with _____ % Commercial; Calendar Year _____

UTILITY COORDINATION CERTIFICATION

All private and municipal utility relocations, if required, will either be relocated prior to contract award or have been identified in the bid proposal's Notice to Bidders - Utility Coordination. Yes No

PARKING:

	Prohibited	Not Prohibited	Parallel		Diagonal	
			One Side	Both Sides	One Side	Both Sides
Existing Dedicated Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Dedicated Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Project proposing diagonal parking requires MDOT LAP approval of an appropriate engineering justification and safety analysis.

RAILROAD CROSSING CERTIFICATION:

Within project limits Yes No

If yes; Diagnostic Study Team Review meeting scheduled? Yes No Completed? Yes No

All construction that impacts an at-grade railroad crossing or railroad-highway grade separation will be coordinated with the MDOT Office of Rail. This includes work within the project limits as well as on alternate routes and detour routes. All applicable notices to bidders, special provisions, and coordination clauses will be included in the final bid proposal document. All required agreements and all applicable railroad force account authorizations will be executed before federal construction funds are obligated. Yes No

BRIDGE Within project limits? Yes No If Yes, complete bridge form, page 15

WORK ZONE SAFETY AND MOBILITY (WZS&M):

All local agency projects have been determined to be "Significant", according to the "Local Agency Policy for Work Zone Safety and Mobility" guidance.

The Local Agency has completed the appropriate actions and activities, has documented the completion of these tasks, and has completed the appropriate checklists included in the Policy. Yes No

Copies of these completed checklists are included in the Local Agency's project file. Yes No

PAVEMENT WARRANTIES:

This project will include a warranty for pavement related items, in accordance with the Local Agency Warranty Program approved by FHWA, MDOT, County Road Association of Michigan, and the Michigan Municipal League. Yes No

Approved Funding Source	From (S)TIP Approved Amount	Capped?	Percentage
Federal STP - Urban	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %
Federal STP - Rural	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %
Economic Development, Category _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %
HSIP (Safety)	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %
Demonstration/Special/High Priority	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %
CMAQ	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %
Other - Source _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %
Local Match, Source _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ %
Total - Programmed (Participating) Funds	_____		_____ %

CURRENT ENGINEER'S CONSTRUCTION COST ESTIMATE

ESTIMATED COST - ELIGIBLE, PARTICIPATING CONSTRUCTION CONTRACT WORK: _____

Force account work requires an approved justification and authorization from MDOT, **PRIOR TO BEGINNING ANY WORK.**

ESTIMATED COST - ELIGIBLE PARTICIPATING FORCE ACCOUNT WORK:

TYPE OR ITEM(S) OF WORK	TO BE PERFORMED BY	ESTIMATED COST
a)		
b)		
SUBTOTAL OF ELIGIBLE, PARTICIPATING FORCE ACCOUNT WORK:		
SUBTOTAL - ESTIMATED CONSTRUCTION COST OF ELIGIBLE, PARTICIPATING WORK:		_____

ESTIMATED COST OF NON-PARTICIPATING CONSTRUCTION WORK: (DO NOT INCLUDE ENGINEERING FEES OR OTHER NON-CONTRACT ITEMS):

TYPE OR ITEM(S) OF WORK	ESTIMATED COST
a)	
b)	
SUBTOTAL - ESTIMATED COST - NON PARTICIPATING CONSTRUCTION WORK:	
TOTAL ESTIMATED CONSTRUCTION COST:	

PRELIMINARY ENGINEERING WILL BE PERFORMED BY:		NAME OF AGENCY or CONSULTANT	
CONSTRUCTION ENGINEERING WILL BE PERFORMED BY:		NAME OF AGENCY or CONSULTANT	
PREPARED BY: (Signature of P.E.)	DATE	AFFIX LICENSE, REGISTERED PROFESSIONAL ENGINEER SEAL	

PREPARER'S TYPED NAME AND TITLE	PREPARER'S REGISTRATION NUMBER	EXPIRATION DATE	
PREPARER'S EMAIL ADDRESS	PREPARER'S PHONE NUMBER		
ACCEPTED BY LOCAL AGENCY (Signature of Authorized Person Employed by the County, City or Village)			DATE
TYPED NAME AND TITLE			

NATIONAL ENVIRONMENTAL PROTECTION ACT (NEPA) CERTIFICATION

For grade inspection packages submitted to MDOT Local Agency Program projects before October 1, 2019, the local agency can make its NEPA certification by completing Pages 4-6 of this program application, or by using MDOT NEPA Form 5323, available on the MDOT Form repository website, at <https://mdotjboss.state.mi.us/webforms/WebForms/Home.htm>. On or after October 1, 2019, Form 5323 must be used.

SOCIAL, ECONOMIC AND ENVIRONMENTAL EVALUATION (See 23 CFR 771)

Mark the appropriate column in the following evaluation. If the project will have a **MAJOR IMPACT** on an item below, attach a description of the effect on a separate sheet. For information regarding these factors, please refer to the Code of Federal Regulations, Highways (23 CFR), available on-line at the U.S. Government Printing Office website, at <http://www.ecfr.gov>.

<u>FACTORS</u>	<u>NO IMPACT</u>	<u>MINIMAL IMPACT</u>	<u>MAJOR IMPACT</u>
Land Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Volumes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Patterns*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity/Development Patterns (public transit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Transportation Modes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4(f) Resources (publically owned recreation areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relocation of People or Businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Justice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If the project proposes constructing a new roadway, the project will require the preparation of an Environmental Assessment (EA). If the project proposes to add through-lanes for increased capacity, the project may require the preparation of an EA. If the project will change the through-capacity or level of service of a roadway, by adding or removing through lanes, provide an engineering study to Local Agency Programs, prior to grade inspection. If you have any questions, please contact your Local Agency Program staff engineer.

ENVIRONMENTAL CERTIFICATION:

All items designated as "Within Project Limits," shall be shown on the construction plans to prevent incidental impacts during construction. Appropriate agency project clearance documents and reviews are required for the following items and **must** be kept in the local agency's project file. These files are subject to monitoring and review by MDOT and the Federal Highway Administration. The following is a list of agencies that **must** be notified by the local agency. The local agency is responsible for notifying other agencies that may also have jurisdiction.

	<u>Within Project Limits</u>		<u>If Within Project Limits</u>	
	No	Yes	No Impact	Impact
<u>MI. Dept. of Natural Resources (MDNR)</u> (http://www.michigan.gov/dnr)				
State and/or Federal National, Wild & Scenic River	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State and/or Federal Endangered Species or Habitat, Michigan Natural Features Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P.A. 116 Agricultural Land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 6(f) Properties, (acquired or developed with assistance of the Land And Water Conservation Act. Notify the U.S. Department of Interior - U.S. Forest Service, and maintain a file copy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Within Project Limits</u>		<u>If Within Project Limits</u>	
	No	Yes	No Impact	Impact
<u>MI. Dept. of Environmental Quality (MDEQ)</u> (http://www.michigan.gov/deq)				
100 Year Base Flood Plain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michigan Coastal Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous and/or Toxic Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Navigational River or Stream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands (Note if wetlands are within project limits, you must complete the Wetland Evaluation form. If wetlands are being impacted, you must attach a Wetland Mitigation Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is a National Pollutant Discharge Elimination System, Notice of Coverage (NOC) Required? Yes No
If "yes" complete the NOC form, submit it to MDEQ, and maintain a file copy.

MDOT 0260 (01/19)

	Within Project Limits		If Within Project Limits	
	No	Yes	No Impact	Impact
U.S. Corps of Engineers (Detroit District) (https://www.usace.army.mil)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U.S. Coast Guard (9th District, Cleveland, Ohio) (https://www.uscg.mil)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercially Navigable Waters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U.S. Fisheries and Wildlife (https://www.fws.gov)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Listed Endangered Species or Habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Aviation Administration - Proximity to Airports (https://oeaaa.faa.gov/oeaaa/external/portal.jsp)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michigan State Historic Preservation Office (SHPO) (https://www.michigan.gov/shpo)	Section 106, Historic or Archeological			
Sites in accordance with LAP's Advisory dated 08/02/2018, "Local Agency Section 106 Exemptions"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Park Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicly Owned Parks and/or Recreation Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately Owned Recreation Areas Open to the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated Wildlife and/or Waterfowl Refuge Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For projects which have impacts on the above Section 4(f) properties, the local agency will prepare the necessary environmental clearance in consultation with MDOT Local Agency Programs. For non-motorized path projects, the local agency will obtain a letter of agreement from the local park authority, forward a copy to MDOT Local Agency Programs and retain it in its project file.

MDOT

- Is construction activity proposed in any trunkline or MDOT Owned Right-of-Way? No Yes
 - Will traffic control devices such as temporary signs, barricades, lighted arrows, or message boards, be placed in any trunkline or MDOT right-of-way during construction? No Yes
 - Are any electronic signs or control devices, such as traffic signals or pedestrian signals, either existing within the project limits or proposed to be constructed as part of this project? No Yes
- If any answer above is yes, then contact the MDOT permit engineer and obtain a MDOT permit.

DESCRIBE ANY PUBLIC CONTROVERSY

Based on the scope of work, evaluation of the social, economic and environmental issues, and in accordance with current federal guidelines and regulations, we, the parties signed below, recommend the project be classified as the following:

- Class I – Requiring preparation of an Environmental Impact Statement (23 CFR)
- Class II – Categorical Exclusion, (23 CFR)
- Class III – Major action, requiring the preparation of an Environmental Assessment (23 CFR)
- Programmatic Section 4(f) Evaluation (23 CFR & 49 UCS)

We hereby certify this document to be true and accurate for fulfilling federal, state and local laws, regulations and requirements and that this document has not been modified in any way from its original form.

PREPARED BY (Signature of Professional Engineer)	DATE	AFFIX PREPARER'S LICENSED PROFESSIONAL ENGINEER'S SEAL	
PREPARER'S TYPED NAME AND TITLE		PREPARER REGISTRATION NUMBER	EXPIRATION DATE
ACCEPTED BY LOCAL AGENCY (Signature of Authorized Person Employed by the Eligible Applicant Agency)			DATE
TYPED NAME AND TITLE			
I concur with the environmental classification, as determined by the Local Agency:			
MDOT LOCAL AGENCY PROGRAMS PROJECT DEVELOPMENT ENGINEER			DATE

WETLAND EVALUATION

Contact Michigan Department of Environment Quality (MDEQ) at <http://www.michigan.gov/deq> for a determination of wetlands and project clearances.

- Project consists of work within designated wetlands. Fill out and submit this form prior to grade inspection.
- Project consists of NO work within designated wetlands. Skip this page and continue with remainder of form.

ELIGIBLE APPLICANT AGENCY

PROJECT LOCATION

Describe the coordination with the MDEQ on the need for a permit and the proposed mitigation measures. Attach a copy of all pertinent correspondence. Do not simply reference the permit.

Give a general description of the wetlands involved, including the total number of acres of wetlands, the type of wetlands, their primary function, value and uniqueness and their proximity to roadway. Attach a sketch to this evaluation.

Describe what work is proposed in the wetlands, including how the project affects the above function, value, etc. Include the reason for taking the wetlands, the approximate amount of fill and/or excavation, and acres taken. Show on an attached sketch.

Attach a copy of the proposed mitigation plan and describe what alternatives were evaluated to avoid or minimize the use of the wetland. If no other alternatives were evaluated, describe why not:

Is a MDEQ/Corps of Engineers' Section 404, navigable waters, permit required? No Yes

If yes, what type of permit is required? Nationwide General Individual

What design and construction measures are proposed to minimize harm to the wetlands i.e., angle of slopes, type of erosion control, etc? **Note: All measures required to minimize harm must be clearly identified on the project plans.**

Describe other mitigation measures which are proposed to minimize harm to the wetlands (i.e., wetland replacement, enhancement, etc.):

ATTACHMENT A
Property Acquisition Information
Page 1 of 1

Submit a completed Attachment A to the MDOT LAP Staff Engineer as part of the Program Application. The LAP Staff Engineer will forward the completed Attachment A to the MDOT Real Estate Services Section for review.

NOTE: Failure to comply with these regulations and requirements could jeopardize the Local Agency's federal funding for all phases of this project as well as for future projects.

ELIGIBLE APPLICANT AGENCY	DATE
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PROJECT LOCATION

PROJECT TERMINI
 From: _____ To: _____

Project Information:

NOTE: Property Acquisition includes obtaining any property right, including but not limited to permanent fee, permanent easements, temporary consents to construct, and grading permits.

1. Is property acquisition required for this project?
 Yes No Possible, but not known at this time

2. Do you anticipate any relocation as part of this project?
 Yes No Possible, but not known at this time

3. Contact information for the person/company who will be acquiring the property.

NAME	COMPANY
EMAIL ADDRESS	TELEPHONE NUMBER

- STAFF CONSULTANT UNKNOWN

Project Compliance & Certification:

1. I agree to comply with all applicable State and Federal laws and regulations when acquiring property for this project, including the following:
 - Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
 - Provisions of 23 USC.23 CFR, and 49 CFR; and;
 - Provisions of P.A. 1980, No.87, as amended

2. I understand that all property acquisition requires that fair market value be determined by appraisal, market study, or valuation analysis, and that the property owner must be offered fair market value.

3. I understand that staff qualified to comply with all applicable State and Federal laws and regulations must perform all property acquisition tasks.

BY: (Signature of Authorized Person Employed by the Eligible Applicant Agency)	DATE
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NAME/TITLE

EMAIL ADDRESS	TELEPHONE NUMBER
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ATTACHMENT "B"
Property Acquisition Certification
Page 1 of 2

Do not submit Attachment B to Local Agency Programs until all the required property has been acquired. Submittal must be received by LAP before funds can be obligated, and at least four weeks before the expected advertisement date.

ELIGIBLE APPLICANT AGENCY	DATE
PROJECT LOCATION	
PROJECT TERMINI From: _____ To: _____	

Property Acquisition Certification:

- The project did not require the acquisition of additional property including but not limited to permanent fee, permanent easements, temporary consents to construct, and grading permits. **If this item is checked, go to Project Certification Section on the following page.**

- The project did require the acquisition of additional property including but not limited to permanent fee, permanent easements, temporary consents to construct, and grading permits. The requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended; the provisions of 23 USC, 23 CFR, and 49 CFR; and the provisions of P.A. 1980, No. 87, as amended, have been met with respect to this project.

- **Number of parcels of additional property acquired for this project, by type:**

Permanent Fee (Total Take): _____
 Permanent Fee (Partial Take): _____
 Easement (Permanent): _____
 Temporary Consents to Construct, or grading permits: _____

- **The Local Agency must keep the following acquisition documents in each of its separate parcel files:**

- Title evidence (i.e., title commitment, tax search documentation)
- Appraisal, market study, and/or valuation analysis
- Valuation statement and other such documentation showing fair market value offer (just compensation) was made to the property owners
- Executed and recorded DEEDS and EASEMENTS, or executed temporary consents to construct and grading permits.
- Memos of negotiation (buyer's communication log)

- **The Local Agency must keep the following relocation documentation in each of its separate parcel files, as applicable:**

- Relocation eligibility notice
- Replacement housing determination or replacement rental determination
- Relocation claims and payment documentation

ATTACHMENT "B"
Property Acquisition Certification
Page 2 of 2

Project Certification

Certification is required regardless of whether the project required property acquisition, including but not limited to permanent takes, permanent easements, temporary consents to construct, and grading permits.

The _____ has legal and physical possession of **all** the property
 (Eligible Applicant Agency)
 necessary for the construction, operation, and maintenance of this project.

BY: (Signature of Authorized Person Employed by the Eligible Applicant Agency)			DATE
NAME AND TITLE			
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER		EMAIL ADDRESS	

NOTE: Failure to obtain and provide adequate documentation of legal possession of all property required for construction of the project, including but not limited to permanent fee, permanent easements, temporary consents to construct, and grading permits, will jeopardize obligation of state and federal funds, and advertisement and letting of the project.

Adequate documentation includes but is not limited to copies of executed and recorded deeds, or easements, completed and signed permits and forms, and court-ordered possession agreements for condemned parcels.

**PROJECT ENGINEER AND PROFESSIONAL REGISTRATIONS
AND CERTIFICATIONS
Page 1 of 2**

This form must be completed, signed, sealed, and certified by the Project Engineer prior to the grade inspection meeting.

The County, City, or Village is required to immediately notify the MDOT TSC, in writing, of all changes in staff listed below, during the project. Failure to provide accurate documentation and/or failure to maintain the required information may cause construction to immediately stop, and may result in the withdrawal of federal and/or state funding, and may jeopardize future federal and/or state funding.

PROJECT LOCATION

There will be _____ (number) Licensed, Registered Professional Engineers, licensed in Michigan, assigned to this project (minimum required is 1). The Professional Engineers are:

The lead Professional Engineers or are also assigned to _____ other projects that will be under construction during the same time period as this project.

Number of federal aid projects that the Professional Engineers have been assigned the lead role for construction engineering:

_____ current working on

_____ past 5 years not including current projects

The Certified Computerized Office Technician assigned to the project is _____

List all AASHTO accredited laboratories that will be used to conduct all required testing.

List the Michigan Licensed Land Surveyor (person and company) that will be utilized for all project work that requires a licensed land surveyor.

A total of _____ (number) of Certified Construction Technicians are assigned to this project. The Technicians assigned have obtained the following certifications (please check all that apply):

- Michigan Concrete Field Testing – Level 1 (MCA or MCPA)
- MDOT Density Technology Certification
- MDOT Bituminous Paving or Bituminous Paving Operations
- Michigan Certified Aggregate Technician
- Michigan Certified Bituminous Laboratory Technician (Level 1)
- Michigan Bit QC/QA Technician (Level 2)
- SESC (Soil Erosion and Sedimentation Control)
- Storm Water Operator (SWO) requirement for NPDES National Pollutant Discharge Elimination System

NOTE: A copy of the NRC Nuclear Density Gauge License shall be placed in the project file for all nuclear density gauge used on the project.

I, _____ do certify that we own and are trained, or
(Authorized Person Employed by the Eligible Applicant Agency)
have hired _____
who is trained, to use the following (check all that apply)

- Field Manager and necessary computer equipment
- All necessary equipment to perform density inspection and testing as required in Divisions 2 & 3 of the 2012 MDOT Standard Specifications for Construction, all applicable Frequently Used Special Provision (FUSP's), and MDOT Materials Quality Assurance Procedures Manual;

**PROJECT ENGINEER AND PROFESSIONAL REGISTRATIONS
AND CERTIFICATIONS
Page 2 of 2**

- All necessary equipment to perform aggregate inspection and testing as required by the MDOT Standard Specifications for Construction, all applicable FUSP's, and the MDOT Materials Quality Assurance Procedures Manual;
- All necessary equipment to perform hot mix asphalt testing as required by the MDOT Standard Specifications for Construction, all applicable FUSP's for hot mix asphalt, Hot Mix Asphalt QC/QA Procedures Manual of Field Testing, and Materials Quality Assurance Procedures Manual; and/or
- All necessary equipment to perform Portland Cement Concrete inspection and testing as required by the MDOT Standard Specifications for Construction, all applicable FUSP's, and MDOT Materials Quality Assurance Procedures Manual.

A total of _____ (number) personnel are assigned to this project who are knowledgeable in the use of these items (check all that apply)

- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT HMA Production Manual
- Applicable Michigan Test Methods
- MDOT Road and Bridge Standard Plans
- Density Control Handbook
- Procedures for Aggregate Inspection
- MDOT Materials Quality Assurance Procedures Manual
- MDOT Hot Mix Asphalt QC/QA Procedures Manual

Based on the information included on these two pages, this local agency appears to be adequately staffed and suitably equipped to complete the construction engineering requirements for this project.

SIGNATURE (Authorized person employed by the Eligible Applicant Agency)		DATE		
SIGNATURE (Project Engineer)		DATE		
PROJECT ENGINEER'S TYPED NAME AND TITLE		AFFIX LICENSED PROFESSIONAL ENGINEER'S SEAL		
PROJECT ENGINEER'S REGISTRATION NO.	EXPIRATION DATE			
PROJECT ENGINEER'S FIRM NAME, IF APPLICABLE				
ADDRESS		CITY	STATE	ZIP CODE
PROJECT ENGINEER'S PHONE NUMBER		PROJECT ENGINEER'S EMAIL ADDRESS		

PUBLICLY EMPLOYED PROJECT ENGINEER STATEMENT

- **Complete either this statement, or**
- **The Project Engineer’s Statement (Page 13) and the Project Supervisor Statement (Page 14) and submit all to Local Agency Programs PRIOR to the grade inspection.**

The _____ has designated _____
(Eligible Applicant Agency) (Name of Project Engineer)

as the Publicly Employed Project Engineer for the following project:

PROJECT LOCATION

AUTHORIZED SIGNATURE (Authorized Person Employed by the Eligible Applicant Agency)	DATE
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TYPED NAME AND TITLE

I, _____, as the Publicly Employed Project Engineer, shall be the sole representative responsible for the project. This responsibility shall not be delegated to anyone else.

Michigan Department of Transportation personnel will, in all cases, deal directly with me, the Publicly Employed Project Engineer, during the construction phase of the project.

The Publicly Employed Project Engineer shall (at a minimum):

- 1) Be considered in responsible charge of the project;
- 2) Prepare and maintain the project record files;
- 3) Sign all construction documents;
- 4) Attend the grade inspection meeting and the pre-construction meeting
- 5) Be available for meetings with the Michigan Department of Transportation, the local agency, the certified inspectors, and/or the contractor;
- 6) Assure that the plans, specifications and proposal are followed and approve all changes or modifications to the plans, specifications or proposal;
- 7) Assure that the construction inspectors are currently certified, as required;
- 8) Be a Licensed Professional Engineer in the State of Michigan; and
- 9) Attend the final project review meeting.

SIGNATURE (Publicly Employed Project Engineer)	DATE
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PUBLICLY EMPLOYED ENGINEER'S TYPED NAME AND TITLE	AFFIX LICENSED PROFESSIONAL ENGINEER'S SEAL	
PUBLICLY EMPLOYED ENGINEER'S REGISTRATION NO.		EXPIRATION DATE
PUBLICLY EMPLOYED ENGINEER'S FIRM NAME, IF APPLICABLE		

ADDRESS	CITY	STATE	ZIP CODE
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PUBLICLY EMPLOYED ENGINEER'S PHONE NUMBER	PUBLICLY EMPLOYED ENGINEER'S EMAIL ADDRESS
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PROJECT ENGINEER STATEMENT

- **Complete either this statement and the Project Supervisor Statement (Page 14) or**
- **The Publicly Employed Project Engineer Statement (Page 12) and submit all to Local Agency Programs PRIOR to the grade inspection**

The _____ has designated _____
 (Eligible Applicant Agency) (Name of Project Engineer)

as the Project Engineer for the following project:

PROJECT LOCATION

AUTHORIZED SIGNATURE (Authorized Person Employed by the Eligible Applicant Agency)	DATE
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TYPED NAME AND TITLE

I, _____, as the Project Engineer, shall be the sole representative responsible for the project. This responsibility shall not be delegated to anyone else.

Michigan Department of Transportation personnel will, in all cases, deal directly with me, the Project Engineer, during the construction phase of the project.

In this regard I, as the Project Engineer, shall (at a minimum):

- 1) Be considered in responsible charge of the project;
- 2) Prepare and maintain the project record files;
- 3) Sign all construction documents;
- 4) Attend the grade inspection meeting and the pre-construction meeting;
- 5) Be available for meetings with the Michigan Department of Transportation, the local agency, the certified inspectors, and/or the contractor;
- 6) Assure that the plans, specifications and proposal are followed and approve all changes or modifications to the plans, specifications, or proposal;
- 7) Assure that the construction inspectors are currently certified, as required;
- 8) Be a Licensed Professional Engineer in the State of Michigan; and
- 9) Attend the final project review meeting.

SIGNATURE (Project Engineer)	DATE
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PROJECT ENGINEER'S TYPED NAME AND TITLE	AFFIX LICENSED, REGISTERED PROFESSIONAL ENGINEER'S SEAL
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PROJECT ENGINEER'S REGISTRATION NO.	EXPIRATION DATE	
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PROJECT ENGINEER'S FIRM NAME, IF APPLICABLE

ADDRESS	CITY	STATE	ZIP CODE
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PROJECT ENGINEER'S PHONE NUMBER	PROJECT ENGINEER'S EMAIL ADDRESS
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PROJECT SUPERVISOR STATEMENT

- **Complete either this statement and the Project Engineer Statement (Page 13), or**
- **The Publicly Employed Project Engineer Statement (Page 12) and submit all to Local Agency Program PRIOR to the grade inspection.**

The _____ has designated _____
 (Eligible Applicant Agency) (Name of Project Supervisor)

as the Project Supervisor for the following project:

PROJECT LOCATION _____

PROJECT TERMINI
 From: _____ To: _____

In this regard, the Project Supervisor, shall (at a minimum):

- 1) Be a full time employee of the local agency;
- 2) Approve for funding all construction documents prepared and signed by the Project Engineer;
- 3) Attend the grade inspection meeting and the pre-construction meeting;
- 4) Be available for meetings with the Michigan Department of Transportation and/or the Project Engineer
- 5) Assure that the project record files are maintained;
- 6) Be in attendance at the final project review.

SIGNATURE (Project supervisor)	DATE
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PROJECT SUPERVISOR'S TYPED NAME AND TITLE _____

PROJECT SUPERVISOR'S ADDRESS	CITY	STATE	ZIP CODE
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PROJECT SUPERVISOR'S PHONE NUMBER	PROJECT SUPERVISOR'S EMAIL ADDRESS
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- A bridge IS within the project limits. Fill out this form and submit with the Program Application.
- A bridge is NOT within the project limits. Skip this form and continue with remainder of application.

PROJECT LOCATION _____

EXISTING STRUCTURE:

Number of spans: _____ at _____ ft. for a total overall length: _____ ft. Posted load restriction of _____ tons

Clear Roadway width: _____ ft. Sidewalk Width: _____ ft. Railing Type: _____

Structure Type: _____ Approx. Year built: _____

Can the existing structure be rehabilitated? Yes No

Explain: _____

1. IF NO WORK IS PROPOSED ON THE BRIDGE:

- A. If the existing bridge was not designed to AASHTO LRFD standards, then do the existing railings meet the 10 kip static load requirements? Yes No
- B. Type of bridge deck: _____
If the deck is bituminous over concrete, is there an existing waterproof membrane? Yes No
If no, then it is strongly recommended that the existing bituminous be removed, an acceptable bridge deck protective system be placed on the bridge and item #2 below, be completed.
- C. The current estimated load carrying capacity meets:
 Current AASHTO for bridges to remain in place Current 3R Guidelines
 Neither, complete item #2, below
- D. The current clear roadway width is _____ ft. and meets:
 Current AASHTO for bridges to remain in place Current 3R Guidelines
 Neither, complete item #2, below

2. IF WORK IS PROPOSED ON THE BRIDGE:

If the existing clear roadway width, structural capacity or bridge railing does not meet the current 3R guidelines, then the bridge must be evaluated for widening, rehabilitation, railing, upgrading and/or replacement. If the structure is to be replaced or have major rehabilitation, then it must meet current AASHTO standards for new construction. If the project is only Preventive Maintenance, and proposes only deck resurfacing, then railing upgrades are not required.

Proposed work: Upgrade railing to the 10 kip requirements Deck resurfacing
 Deck replacement* (major rehabilitation) Widening* (major rehabilitation)

*Pages 15-20 of the Program Application for Local Agency Bridge Projects (MDOT Form 0258) must be completed and enclosed with this application.

3. BICYCLE OR SHARED USE PATH ON EXISTING OR NEW BRIDGE:

- A. Will the project include a bike path(s) or share use path(s) on a bridge? Yes No
If Yes, will the bridge cross section provide the required separation between the path and the roadway and/or the required clear area between the path and railings to meet the current AASHTO requirements for bicycle and/or shared used facilities? Yes No
- B. Is the bridge over a moving watercourse? Yes No
If Yes, then it is highly recommended that scour be considered and the following table must be completed:

SUMMARY OF HYDRAULIC ANALYSIS

Flood Data	Existing			Proposed			
	Discharge (cfs)	Water Surface Elev. At U/S Face of Structure (ft)	Velocity in D/S Channel (ft./s)	Water Surface Elev. At U/S Face of Structure (ft.)	Velocity in D/S Channel (ft./s)	Waterway Area (Sq. Ft.) at D/S Face	Change in WS El. ___ U/S of Proposed Structure (ft)
50-Year							
100-Year							

MAXIMUM BRIDGE AREA BELOW LOW CHORD IS _____ SQUARE FEET