

PROGRAM APPLICATION FOR LOCAL AGENCY PROJECTS
TRANSPORTATION ALTERNATIVE FUNDS
ENHANCEMENT AND SAFE ROUTES TO SCHOOLS
Administered through MDOT Local Agency Programs (LAP)

Transportation Alternative (TA) # _____

This form must be completed, signed, sealed, and certified by a Licensed, Registered Professional Engineer or Licensed Architect. If this project will alter a roadway, including parking lanes and shoulders, then this Program Application, the plans, specifications, estimate, and proposal must be prepared by, signed, sealed, and certified by a Licensed, Registered Professional Engineer. **Submit all pages of this form.**

Complete MDOT Form 5323 and forward it separately from this form, at least 4 months before making the Grade Inspection submittal.

PROJECT LOCATION AND LIMITS

ELIGIBLE APPLICANT AGENCY		DATE
PROJECT NAME/ROUTE NO./FACILITY NAME		
PROJECT TERMINI		
FROM:		TO:
PROJECT LENGTH (miles)	MDOT JOB NUMBER	ZIP CODE OF MAJORITY OF PROJECT LOCATION *
NAME OF MPO OR RURAL TASK FORCE		CITY / VILLAGE

Is this project within urban limits? ☐ Yes ☐ No, if yes, which urban area? _____
Is the project within City/Village limits? ☐ Yes ☐ No, if yes, which City/Village? _____

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

PROJECT ADMINISTRATION

☐ Bid Contract ☐ Force Account ☐ Combined Bid Contract and Force Account

Is this project on the National Highway System (NHS): ☐ Yes ☐ No

Is the project within a roadway right-of-way? ☐ Yes ☐ No

If yes, define the route type using the National Functional Classification System Maps, prepared by MDOT, Bureau of Transportation Planning, available on-line at https://mdotcf.state.mi.us/public/maps_nfc/.

URBAN:	RURAL:
<input type="checkbox"/> Principal Arterial	<input type="checkbox"/> Principal Arterial
<input type="checkbox"/> Minor Arterial	<input type="checkbox"/> Minor Arterial
<input type="checkbox"/> Urban Collector	<input type="checkbox"/> Major Collector
<input type="checkbox"/> Local	<input type="checkbox"/> Minor Collector
	<input type="checkbox"/> Local

EXISTING CROSS-SECTION

Number of Lanes _____ at _____ ft. each, for a traveled roadway width, excluding curb & gutter of: _____ ft.

Type of Pavement _____

Curb and Gutter ☐ One Side ☐ Both Sides ☐ None
Shoulders, per side: Total Width _____ ft Paved Width _____ ft Aggregate Width _____ ft
Sidewalk ☐ One side, _____' wide ☐ Two sides, _____' feet wide per side ☐ None

PROPOSED CROSS-SECTION

Number of Lanes _____ at _____ ft. each, for a traveled roadway width, excluding curb & gutter, of _____ feet

Type of Pavement _____

Curb and Gutter ☐ One Side ☐ Both Sides ☐ None
Shoulders, per side: Total Width _____ ft Paved Width _____ ft Aggregate Width _____ ft
Sidewalk ☐ One side, _____' wide ☐ Two sides, _____' feet wide per side ☐ None

DESIGN GUIDELINES

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 all projects, include a 3-year crash report and analysis, for the immediate past three years.

- ☐ 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 Stipulation dated 3/26/04
- ☐ Other (not a roadway or non-motorized path project)

Posted Speed _____ mph, or ☐ Prima Facie Design Speed _____ mph

Present Average Daily Traffic _____ with _____ % Commercial

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

BRIDGE:Within Project Limits? ☐ Yes ☐ No If yes, complete attached bridge form, page 13**WORK ZONE SAFETY AND MOBILITY (WZ&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 required by the Policy. ☐ Yes ☐ NoCopies of these completed checklists are included in the Local Agency's project file. ☐ Yes ☐ No**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**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**PARKING**

Prohibited	Not Prohibited	Parallel	Diagonal
		One Side Both Sides	One Side Both Sides

Existing Dedicated Parking

Proposed Dedicated Parking

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

CURRENT ENGINEER'S CONSTRUCTION COST ESTIMATE**ESTIMATED COST OF ELIGIBLE, PARTICIPATING CONSTRUCTION CONTRACT WORK:** _____Force Account work requires an approved justification and authorization from MDOT, **PRIOR TO BEGINNING ANY WORK FOR WHICH REIMBURSEMENT WILL BE REQUESTED.****ESTIMATED COST OF ELIGIBLE PARTICIPATING FORCE ACCOUNT WORK:**

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

SUBTOTAL - ESTIMATED CONSTRUCTION COST OF ELIGIBLE PARTICIPATING WORK: _____**SUBTOTAL - ESTIMATED COST OF NON-PARTICIPATING WORK:** _____**TOTAL ESTIMATED CONSTRUCTION COST:** _____

<u>FUNDING SUMMARY</u>		
Approved Funding Resource(s) for Eligible, Participating CONSTRUCTION Costs:	Approved Amount from Award Summary	Percentage From Award Summary
Transportation Alternative (TA) Number		%
Local Match, Source		%
Estimated Participating Costs		%
Estimated Costs in Excess of Award		
Estimated Non-Participating Costs		
Total Estimated Construction Costs		

PRELIMINARY ENGINEERING WILL BE PERFORMED BY:		NAME OF AGENCY OR CONSULTANT
CONSTRUCTION ENGINEERING WILL BE PERFORMED BY:		NAME OF AGENCY OR CONSULTANT
NOTE: If this project will alter a roadway in any way, this Program Application, the plans, specifications, estimate, and proposal must be prepared by, signed, sealed, and certified by a Licensed, Registered Professional Engineer (P.E.)		
PREPARER'S TYPED NAME AND TITLE	PREPARER'S REGISTRATION NUMBER	EXPIRATION DATE
PREPARER'S E-MAIL ADDRESS		PREPARER'S PHONE NUMBER
SUBMITTED FOR FUNDING BY (Authorized Person Employed by the Eligible Agency)		DATE
SUBMITTER'S TYPE NAME AND TITLE		

NATIONAL ENVIRONMENTAL PROTECTION ACT (NEPA) CERTIFICATION

The local agency makes its NEPA certification using MDOT Form 5323, available at the MDOT Form Repository website at <https://mdotjboss.state.mi.us/webforms/Home.htm>

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT

Is a NPDES notice of Coverage (NOC) form required?

☐ Yes ☐ No

If "Yes", Complete the NOC form, submit it to Michigan Department of Environmental, Great Lakes, and Energy (EGLE), and maintain a file copy.

FEDERAL AVIATION ADMINISTRATION (FAA)

The project is located within 20,000 feet of a public use airport, airfield, or Military airport.

☐ Yes ☐ No

Does this project meet criteria that requires a notice of construction to be filed with FAA?

☐ Yes ☐ No

If "Yes", place all correspondence, including notices and permits, in ProjectWise Folder 3.

MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)

Is construction proposed in any MDOT owned Right-of-Way?

☐ Yes ☐ No

Will traffic control devices such as temporary signs, barricades, lighted arrows, or message boards, be placed in any MDOT right-of-way during construction?

☐ Yes ☐ No

Are any MDOT-owned electronic signs or control devices, such as traffic signals, pavement markings, or pedestrian signals, either existing within the project limits or proposed to be constructed as part of this project?

☐ Yes ☐ No

If any answer above is yes, then contact the MDOT permit engineer and obtain a MDOT permit.

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.

RAILROAD CROSSING CERTIFICATION:

Within project limits, or on a detour or alternate route?

☐ Yes ☐ No

If "yes", is a Diagnostic Study Team Review (DSTR) meeting required?

☐ Yes ☐ No

Please include a copy of completed MDOT Form 1425.

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 railroads force account authorizations will be executed before federal construction funds are obligated.

UNIQUE SPECIAL PROVISIONS

MDOT must approve all Unique Special Provisions (USP's) before use in projects. Also, FHWA must approve USP's related to Hot Mix Asphalt (HMA), Concrete Quality Assurance/Acceptance, and new or experimental design elements, products or materials, or construction methods, before use.

Does this project propose using any design elements, items or materials, or construction and testing methods that are not according to AASHTO or MDOT design standards, or are not included in the current MDOT Standard Specifications for Construction?

☐ Yes ☐ No

This project includes Unique Special Provisions (USP) and unique special pay items.

If "yes", have such USP's been previously approved by MDOT, and FHWA if required?

☐ Yes ☐ No

ATTACHMENT A Property Acquisition Information

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
PROJECT NAME / ROUTE NO. / FACILITY NAME	
PROJECT LIMITS (Use nearest cross streets)	

Project Information

NOTE: Property Acquisition includes obtaining any property right, including but not limited to permanent fee, permanent easements, temporary consents to construct, grading permits, and consent to water service replacement (owner/tenant)

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. Do you anticipate any water service replacement work outside of the existing right of way, as part of this contract?
 DO NOT answer "Yes" if such service replacement will be completed separately from this proposed contract.
☐ Yes, name the Water Authority Owner: _____ ☐ No ☐ Possible, but not known at this time
4. Contact information for the person/company who will be acquiring the property.

NAME	COMPANY
E-MAIL 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:
 - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act)
 - 23 CFR Parts 635, 710, 810 and 49 CFR Part 24
 - Uniform Condemnation Procedures Act (Act 87 of 1980)
 - The current MDOT Real Estate Manual and additional guidance and information can be found on MDOT's website: [Real Estate Guidance and Information](#).
2. I understand that all property acquisition requires that just compensation be determined by a Waiver Valuation or Appraisal/Appraisal Review and that the property owner must be offered just compensation based on the Waiver Valuation or Appraisal/Appraisal Review.
3. I understand that staff acquiring property on this project must understand and comply with all applicable State and Federal laws and regulations.

BY: (Signature of Authorized Person Employed by the Eligible Applicant Agency)	DATE
NAME / TITLE	
E-MAIL ADDRESS	TELEPHONE NUMBER

ATTACHMENT "B"
Property Acquisition Certification
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 NAME/ROUTE NO. / FACILITY NAME	
PROJECT LIMITS (Use nearest cross streets)	

Property Acquisition Certification

- ☐ The project **did not** require the acquisition of additional property rights located outside of the existing public right of way, including permanent fee, permanent easement and temporary property rights. **If this item is checked, sign the Project Certification Section on the following page.**
- ☐ The project **did** require the acquisition of additional property rights located outside of the existing public right of way, including permanent fee, permanent easement, temporary property rights, and water services consents. **If this item is checked, complete the information below and sign the Project Certification Section on the following page.**

- **Number of parcels (different ownership, or not contiguous) required for this project:** _____

Parcels affected by Relocations

Total Instruments Acquired

Residential Housing : _____	Permanent Fee (Total Take): _____
Business, farm, non-profits : _____	Permanent Fee (Partial Take): _____
	Easement (Permanent): _____
	Temporary Rights (Consents, Agreements, Leases, etc): _____

Water service replacement consents for work outside of the existing right of way, as part of this contract. DO NOT include parcels for which service replacement will be completed separately from this proposed contract: _____

- **The Local Agency must keep the following acquisition documentation in each of its separate parcel files:**
 - Title evidence (Title Commitment for permanent acquisitions and Tax Records for temporary acquisitions)
 - Waiver Valuation or Appraisal/Appraisal Review
 - Written Good Faith Offer Letter showing just compensation was offered to the property owner established by the Waiver Valuation or Appraisal/Appraisal Review
 - Instruments of Conveyance (Executed and recorded documents for permanent property rights acquired and executed documents for temporary property rights acquired)
 - Memos of Negotiation (Acquisition Agent's detailed notes about the acquisition)
- **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
2 of 2

Project Certification

This certifies that the Local Agency has legal and physical possession of all right of way required for construction, operation and maintenance of this project, including all permanent fee, permanent easement and temporary property rights.

This certifies that the Local Agency acquired all right of way in accordance with FHWA regulations promulgated under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) and the Uniform Condemnation Procedures Act (Act 87 of 1980) and MDOT's current Real Estate Manual.

This certifies that the Local Agency has secured permission from all real property interests necessary to complete the water service line replacement work outside the right of way to be in compliance with 23 CFR 645.111 Right-of-way (Subpart A-Utility Relocations, Adjustments, and Replacements), if applicable.

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	E-MAIL ADDRESS		

NOTE: Failure to acquire and provide adequate documentation of legal possession of all property required for construction, operation and maintenance of this project, including all permanent fee, permanent easement and temporary property rights will jeopardize obligation of state and federal funds and advertising and letting of the project. For additional information on required documentation, see the LPA Real Estate Guidance pages of the LAP website (www.Michigan.gov/mdot), then click the "Real Estate Guidance and Information " link in the section headed "Guidance Documents".

Adequate documentation includes, but is not limited to, all documentation outlined on the previous page.

**PROJECT ENGINEER OR ARCHITECT PROFESSIONAL
REGISTRATIONS AND CERTIFICATIONS
1 of 2**

This form must be completed, signed, sealed, and certified by the Project Engineer and/or Licensed Architect prior to the grade inspection meeting. If the project will alter a roadway in any way, then this Program Application, plans, specifications, estimates, and proposal must be prepared by, signed, sealed, and certified by a Licensed, Registered Professional Engineer.

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 NAME/ROUTE NO./FACILITY NAME

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

The lead Professional Engineers or Architects 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 or Architects 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 and 3 of the 2012 MDOT Standard Specifications for Construction, all applicable Frequency Used Special Provisions (FUSP's), and MDOT Materials Quality Assurance Procedures Manual;

**PROJECT ENGINEER OR ARCHITECT PROFESSIONAL
REGISTRATIONS AND CERTIFICATIONS
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 or Architect)		DATE		
PROJECT ENGINEER OR ARCHITECT'S TYPED NAME AND TITLE		AFFIX LICENSED PROFESSIONAL ENGINEER OR ARCHITECT SEAL		
PROJECT ENGINEER OR ARCHITECT'S REGISTRATION NO.	EXPIRATION DATE			
PROJECT ENGINEER OR ARCHITECT'S FIRM NAME, IF APPLICABLE				
ADDRESS		CITY	STATE	ZIP CODE
PROJECT ENGINEER OR ARCHITECT'S PHONE NUMBER		PROJECT ENGINEER OR ARCHITECT'S E-MAIL ADDRESS		

**PUBLICLY EMPLOYED PROJECT ENGINEER OR ARCHITECT
STATEMENT**

- **Complete either this statement, or**
- **The Project Engineer/Architect Statement (Page 11) and the Project Supervisor 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 or Architect)

as the Publicly Employed Project Engineer or Architect for the following project:

PROJECT NAME/ROUTE NO. / FACILITY NAME

AUTHORIZED SIGNATURE (Authorized Person Employed by the Eligible Applicant Agency)

DATE

TYPED NAME AND TITLE

I, _____, as the Publicly Employed Project Engineer or Architect, 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 or Architect, during the construction phase of the project.

The Publicly Employed Project Engineer or Architect 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, Registered Professional Engineer or Architect in the State of Michigan; and
- 9) Attend the final project review meeting.

If this project will alter a roadway in any way, this Program Application, the plans, specifications, estimate and proposal must be prepared by, signed, sealed, and certified by a Licensed, Registered Professional Engineer (P.E.)

SIGNATURE (Publicly Employed Project Engineer or Architect)

DATE

PUBLICLY EMPLOYED ENGINEER OR ARCHITECT'S TYPED NAME AND TITLE

AFFIX LICENSED PROFESSIONAL ENGINEER
OR ARCHITECT SEAL

PUBLICLY EMPLOYED ENGINEER OR ARCHITECT'S
REGISTRATION NO.

EXPIRATION DATE

PUBLICLY EMPLOYED ENGINEER OR ARCHITECT'S FIRM NAME, IF APPLICABLE

☐ LICENSED, REGISTERED PROFESSIONAL ENGINEER

☐ LICENSED ARCHITECT

ADDRESS

CITY

STATE

ZIP CODE

PUBLICLY EMPLOYED ENGINEER OR ARCHITECT'S PHONE
NUMBER

PUBLICLY EMPLOYED ENGINEER OR ARCHITECT'S E-MAIL
ADDRESS

PROJECT ENGINEER OR ARCHITECT STATEMENT

- **Complete either this statement and the Project Supervisor Statement (Page 12) or the**
- **Publicly Employed Project Engineer/Architect Statement (Page 11)**
and submit all to Local Agency Programs PRIOR to the grade inspection

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

as the Project Engineer or Architect for the following project:

PROJECT NAME/ROUTE NO./FACILITY NAME

AUTHORIZED SIGNATURE (Authorized Person Employed by the Eligible Applicant Agency)

DATE

TYPED NAME AND TITLE

I, _____, as the Project Engineer or Architect, 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 or Architect, during the construction phase of the project.

In this regard I, as the Project Engineer or Architect, 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, Registered Professional Engineer or Architect in the State of Michigan; and
- 9) Attend the final project review meeting.

If this project will alter a roadway in any way, this Program Application, the plans, specifications, estimate and proposal must be prepared by, signed, sealed and certified by a Licensed, Registered Professional Engineer (P.E.).

SIGNATURE (Project Engineer or Architect)

DATE

PROJECT ENGINEER OR ARCHITECT'S TYPED NAME AND TITLE

AFFIX LICENSED PROFESSIONAL ENGINEER
OR ARCHITECT SEAL

PROJECT ENGINEER OR ARCHITECT'S REGISTRATION NO.

EXPIRATION DATE

PROJECT ENGINEER OR ARCHITECT'S FIRM NAME, IF APPLICABLE

☐ PROFESSIONAL ENGINEER

☐ LICENSED ARCHITECT

ADDRESS

CITY

STATE

ZIP CODE

PROJECT ENGINEER OR ARCHITECT'S PHONE NUMBER

PROJECT ENGINEER OR ARCHITECT'S E-MAIL ADDRESS

PROJECT SUPERVISOR STATEMENT

- Complete either this statement and the Project Engineer/Architect Statement (Page 11), or
- The Publicly Employed Project Engineer or Architect Statement (Page 10) 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 NAME/ROUTE NO./FACILITY NAME

PROJECT LIMITS

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 or Architect;
- 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 or Architect;
- 5) Assure that the project record files are maintained;
- 6) Be in attendance at the final project review.

SIGNATURE (Project supervisor)

DATE

PROJECT SUPERVISOR'S TYPED NAME AND TITLE

PROJECT SUPERVISOR'S ADDRESS

CITY

STATE

ZIP CODE

PROJECT SUPERVISOR'S PHONE NUMBER

PROJECT SUPERVISOR'S E-MAIL ADDRESS

BRIDGE INFORMATION

- ☐ 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 NAME / ROUTE NO. / FACILITY NAME

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)

* Complete and submit pages 13-18 of MDOT Form 0258, "Program Application for Local Agency Bridge Projects".

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 use 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