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Michigan Department
of Transportation
0258 (03/2022)

PROGRAM APPLICATION FOR LOCAL AGENCY PROJECTS BRIDGE PROJECTS

Page 1 of 18

Administered through MDOT Local Agency Programs (LAP)

This form must be completed, 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
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ROUTE NAME

CROSSING

LENGTH OF PROJECT (Miles)	ZIP CODE OF MAJORITY OF PROJECT LOCATION*
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Is the project within urban limits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Which urban area?	
Is the project within City/Village limits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Which City/Village?	
Are other jurisdictions involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, identify:	

NAME OF MPO OR RURAL TASK FORCE	MDOT JOB NUMBER
---------------------------------	-----------------

*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 Structure Inventory and Appraisal Coding form (1717A):

URBAN	<input type="checkbox"/> Principal Arterial, 11, on-system	RURAL	<input type="checkbox"/> Principal Arterial, 01 or 02, on-system
	<input type="checkbox"/> Minor Arterial, 12 or 14, on-system		<input type="checkbox"/> Minor Arterial, 06, on-system
	<input type="checkbox"/> Urban Collector, 17, off-system		<input type="checkbox"/> Major Collector, 07, on-system
	<input type="checkbox"/> Local, 19, off-system		<input type="checkbox"/> Minor Collector, 08, off-system
			<input type="checkbox"/> Local, 09, off system

On the National Highway System (NHS): ☐ Yes ☐ No

EXISTING STRUCTURE:

Number of spans: _____ at _____ feet, for a total overall length of: _____ feet;
Posted load limit _____ tons; Operating rating _____ tons;
Clear roadway width _____ feet; Width of sidewalks: _____ feet;

RAILING TYPE

STRUCTURE TYPE

CONDITION OF STRUCTURE	IF CLOSED, WHEN YEAR MONTH
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CAN THE EXISTING STRUCTURE BE REHABILITATED <input type="checkbox"/> Yes <input type="checkbox"/> No, If No, explain: _____
--

EXISTING APPROACH AWAY FROM THE INFLUENCE OF THE BRIDGE:

Number of lanes: _____ at _____ feet each, total travel roadway width: _____ feet;
Type of pavement _____ Width of sidewalks: _____ feet;
Curb and Gutter ☐ One Side ☐ Both Sides ☐ None
Shoulders Type _____ Width _____ feet, each side

PROPOSED STRUCTURE:

Number of spans: _____ at _____ feet each, for a total overall length of _____ feet
 Clear roadway width: _____ feet Width of sidewalks: _____ feet
 Railing type _____ Structure type: _____
 The minimum clear roadway width by current AASHTO: _____ feet. From table: _____ on Page _____

REASON FOR USING OTHER THAN THE CURRENT AASHTO MINIMUM CLEAR ROADWAY WIDTH AS SHOWN ABOVE:

PROPOSED APPROACH AWAY FROM THE INFLUENCE OF THE BRIDGE:

Number of lanes: _____ at _____ feet each, total travel roadway width: _____ feet
 Type of pavement _____ Width of sidewalks: _____ feet
 Curb and Gutter ☐ One Side ☐ Both Sides ☐ None
 Shoulders Type _____ Width _____ feet, each side

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

- ☐ 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 stipulations dated 3/25/04.

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

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

Present Average Daily Traffic: _____ with _____ % Commercial
 Future Average Daily Traffic _____ with _____ % Commercial, Year _____

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 ☐ Yes ☐ No these tasks, and has completed the appropriate checklists included in the Policy

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

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

FUNDING INFORMATION**CURRENT APPROVED AND PROGRAMMED FUNDING FOR THIS PROJECT**

This section is the "budget" information for your project. Enter the approved programmed fund amounts, from JobNet, for the various sources shown below. If the funding category for your funds is not listed specifically below, then enter the funding source (ie federal earmark, State, Rail, ER, etc) in the "Other – Source" field below.

Approved Funding Source	Budgeted Amount	Federal Funds	State Funds	Local Funds	Capped? Yes or No
Bridge - Federal					
Bridge - State					
Bridge - Local					
Federal STP - Urban					
Federal STP - Rural					
Other - Source (Earmark, Rail, ER, etc)					

Total Programmed Funds:

ADVANCED CONSTRUCTION CONTRACT (ACC) FUNDS INFORMATION *(If Applicable)*

Amount of ACC funds requested: _____ **ACC funds from Fiscal Year(s):** _____

CURRENT ESTIMATED CONSTRUCTION COST

In the fields provided in this section, list the current Estimated Construction Costs for the project.

The Total Estimated Construction Cost must be within 25% of the total S/TIP approved budget in order for the project to proceed to obligation. If the estimated cost is not within 25% of the budget, approval of a TIP amendment is required before the project funds can be obligated. Such approval may delay fund obligation.

ESTIMATED COST - ELIGIBLE, PARTICIPATING CONTRACT WORK:

ESTIMATED COST - PARTICIPATING FORCE ACCOUNT WORK (DO NOT INCLUDE ENGINEERING FEES)

Type or Item(s) of work	Estimated Cost
a)	
b)	
Subtotal - Eligible, Participating Force Account Work:	
Subtotal - Estimated Cost - Eligible, Participating Work:	

NON-PARTICIPATING CONTRACT WORK (DO NOT INCLUDE ENGINEERING FEES OR OTHER NON-CONTRACT ITEMS)

Type or Item(s) of work	Estimated Cost
a)	
b)	
Subtotal - Non-Participating Contract work	
Total - Estimated Construction Cost	

Eligible Participating CE Work (If Applicable)

PREPARER'S TYPED NAME AND TITLE	PREPARER'S E-MAIL ADDRESS	PREPARER'S PHONE NUMBER
ACCEPTED BY LOCAL AGENCY REPRESENTATIVE (E-SIGNATURE)		DATE

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, 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 in ProjectWise.

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.

ASBESTOS TESTING

The project involves removing elements of the bridge. Examples include concrete, joints, membranes, conduits, and any element that may contain asbestos.

A full structure survey of the bridge has been conducted to identify any potential asbestos containing materials (ACMs) by a NESHAP certified asbestos inspector. Testing for asbestos has been completed by a qualified testing facility on all potential ACMs. This includes any component that may contain asbestos including, but not limited to, concrete elements (deck, beams, substructure units etc.), joint material, membranes, HMA overlays and conduits. All concrete elements that work will be performed on have had the concrete tested for asbestos.

Completed? ☐ Yes ☐ No

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
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 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
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 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, and temporary property rights, and water services. **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 at a minimum in each of its separate parcel files (other documentation may be required):**
 - 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
Page 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 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 have hired
(Authorized Person Employed by the Eligible Applicant Agency)

_____ who is
(Name of firm performing the work)

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 E-MAIL ADDRESS		

PUBLICLY EMPLOYED PROJECT ENGINEER STATEMENT

- Complete either this statement, or
- The Project Engineer's 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)

as the Project Engineer for the following project:

PROJECT LOCATION

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

DATE _____

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

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

STAT

ZIP CODE

PUBLICLY EMPLOYED ENGINEER'S PHONE NUMBER

PUBLICLY EMPLOYED ENGINEER'S E-MAIL ADDRESS

PROJECT ENGINEER STATEMENT

- Complete either this statement and the Project Supervisor Statement (Page 12) or
- The Publicly Employed Project Engineer 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)

as the Project Engineer for the following project:

PROJECT LOCATION

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

DATE

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 _____

PROJECT ENGINEER'S TYPED NAME AND TITLE

AFFIX LICENSED, REGISTERED
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 E-MAIL ADDRESS	
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PROJECT SUPERVISOR STATEMENT

- Complete either this statement and the Project Engineer Statement (Page 11), or
- The Publicly Employed Project Engineer 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 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.

SUPERVISOR'S 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

ROUTE NAME

CROSSING

A Scour Analysis **MUST** be completed and submitted to Local Agency Programs for all complete bridge replacement, deck replacement, and/or superstructure replacement projects over watercourses, regardless of the funding for the project, before the project funds can be obligated.

Was a scour analysis done for this project?

☐ Yes☐ No

If the structure does not cross a watercourse, skip sections II, III, IV, V, and VI. Contact EGLE to determine if a permit is required for superstructure or deck replacement projects over waterways.

II. SUMMARY OF HYDRAULICS:

SUMMARY OF HYDRAULIC ANALYSIS

Existing				Proposed			
Flood Data	Discharge (cfs)	Water Surface Elev. At Upstream Face of Structure (ft)	Velocity in Downstream Channel (fps)	Water Surface Elev. At Upstream Face of Structure (ft.)	Velocity in Downstream Channel (fps)	Waterway Area at Downstream Face (sf)	Change in Water Surface Elevation Upstream of Proposed Structure (ft)
50-Year							
100-Year							

MAXIMUM BRIDGE AREA BELOW LOW CHORD IS _____ SQUARE FEET

The drainage area contributory to this crossing is _____ square miles.

The water surface and/or energy grade elevations shown on the above hydraulic table are to be used for comparison purposes only and are not to be used for establishing a regulatory floodplain. The elevations may be used provided they are verified with the Land and Water Management Division, EGLE.

III. EXISTING STRUCTURE:

A. Existing Structure

- 1) Is this a complete bridge replacement project Yes ☐ No ☐
- 2) Is this a deck replacement project Yes ☐ No ☐
- 3) Is this a superstructure replacement project? Yes ☐ No ☐
Describe the proposed work
- 4) Is this a Preventive Maintenance Project? Yes ☐ No ☐
If yes, skip sections IV, V and VI

B. Existing Structure Hydraulics:

- 1) Have flooding problems been reported or identified at the project site? Yes ☐ No ☐
If yes, explain the problems.

- 2) Is Q overtopping less than Q100? Yes ☐ No ☐
If no, go to IV, if yes, continue.

Overtopping is by: (check one)

☐ flow over roadway☐ flow over watershed divide☐ relief structure, explain: _____☐ other, explain: _____

IV. DESIGN CONSTRAINTS FOR THE PROPOSED STRUCTURE:**A. NFIP Requirements, contact MDNR for information:**

- 1) Is the project in an NFIP flood plain? Yes ☐ No ☐
 If No, go to IVB.
- 2) Has a Flood Insurance Study been conducted? Yes ☐ No ☐
 If yes, describe the source of the study.

-
- 3) Has a regulatory floodway been designated? Yes ☐ No ☐
- 4) What is the allowable rise in the 100-year water surface elevation in accordance with NFIP regulations? Explain:

B. Environmental and Grade Requirements for the Proposed Structure:

- 1) Is the proposed structure length the minimum length necessary to avoid encroachment on the natural stream channel? Yes ☐ No ☐
 If no, explain why not.

-
- 2) Is the proposed embankment height and/or minimum structure length designed due to geometric considerations, such as the vertical alignment required for sight distance based on the design speed? Yes ☐ No ☐
 Either way, explain what the proposed structure length is based on.

-
- 3) Based on past experience, are there ice flow, drift, and/or scour related problems expected at this site? Yes ☐ No ☐
 If yes, explain how this was taken into consideration in the design of the structure.

C. Describe any other considerations regarding design constraints:

V. FLOODING INFORMATION FOR THE PROPOSED STRUCTURE:**A. Potential traffic delay:**

- 1) Is Q overtopping less than Q100? Yes ☐ No ☐
 If No, go to (B), If Yes, continue.
- 2) Is this a sole emergency service and/or evacuation route? Yes ☐ No ☐
 Either way, explain

-
- 3) Detour length, during overtopping, for general traffic: _____ miles.
 Attach a map or sketch to this program application showing this detour.
- 4) Length of the emergency detour route: _____ miles.
 Attach a map or sketch to this program application and explain:

-
- 5) Are potential traffic delay costs and/or traffic risks, due to overtopping, significant? Yes ☐ No ☐
 Either way, explain why or why not .

B. Proposed Floodplain Impacts:

- 1) Describe any/all proposed work in the floodplain, such as abutment or pier removal or placement, road widening, or realignment. Include the approximate quantity of excavation and fill, etc. Attach a sketch to this program application showing the floodplain area and the proposed work and explain:

-
- 2) Describe all measure to minimize the harm, such as sedimentation control, erosion control, slope establishment, etc. **(These must be shown on the project plans)**

-
- 3) Will the project's encroachment on the floodplain change the potential for open land damage, as compared to the existing structure? Yes ☐ No ☐
 If yes, what type of land (residential, farmland, open areas, commercial. etc.) How much and where?
-

- C. Potential Impacts to Property and Life:
Will the project's encroachment on the floodplain and resultant flooding characteristics change the potential for property losses and/or hazard to life as compared to the existing structure?
Either way, explain why or why not.

Yes ☐No ☐

-
- D. Potential Embankment Damage:
Will the proposed project change the potential for roadway or embankment damage due to overtopping, as compared to the existing structure?
If yes, explain

Yes ☐No ☐

-
- E. Additional Factors
List any additional factors that should be considered in the assessment process.

VI. EVALUATION OF THE PROPOSED STRUCTURE:

- A. Proposed Structure

Is the vertical or horizontal alignment being revised?

Yes ☐No ☐

IF YES, DESCRIBE THE PROPOSED CHANGES. INCLUDE THE ENTIRE PROJECT PARTICIPATING AND NON-PARTICIPATING AND
ATTACH A SKETCH, INCLUDING THE CURVE DATA

-
- B. Alternative Structures
Consider alternatives by weighing the proposed structure hydraulics against the design constraints (Section IV) and risks (Section V) identified for the site.

- 1) Should a longer structure be considered for this crossing?
If no, explain why not .

Yes ☐No ☐

If yes, explain why and provide information on the other structure lengths that were considered.

-
- 2) Should a shorter structure be considered for this crossing?
If no, explain why not

Yes ☐

No ☐

If yes, explain why and provide information on other structure lengths that were considered.

**BRIDGE PROJECT QUALITY CONTROL (QC) AND
QUALITY ASSURANCE (QA) CERTIFICATION**

PROJECTS HAVING GRADE INSPECTIONS AFTER JUNE 1, 2016 WILL REQUIRE QC/QA CERTIFICATION

Page 1 of 1

This form must be completed, signed, sealed, and certified by both the Project (Design) Engineer for Quality Control (QC) and the Quality Assurance (QA) Engineer. Upon completion, the local agency forwards the original document, including seals and signatures, to MDOT LAP before construction funds can be obligated.

ELIGIBLE APPLICANT AGENCY	DATE
ROUTE NAME	
CROSSING	

Refer to Federal Highway Administration (FHWA), Guidance on Quality Control and Quality Assurance (QC/QA) In Bridge Design (H-08-17) located at: <http://www.fhwa.dot.gov/bridge/h0817.pdf>

Quality Control (QC) shall include at a minimum:

- A supervisor or team leader responsible for determining the technical knowledge and experience of the designer/checker for a specific design.
- A documented program with detailed procedures, standards, and policies for oversight of the bridge design.
- Design calculations, checked calculations, review comments, and other pertinent documents.
- Bridge plan sheets shall include the names or initials of the designer and checker and the most current revision date. Names of the drafter and reviewer should also be added to the plans. Bridge design plans shall be signed and sealed by a Licensed Professional Engineer in the State of Michigan.
- Unique special provisions shall include the author's and reviewer's initials and date authored and checked.

Quality Assurance (QA) shall include at a minimum:

- Independent check of design calculations, unique special provisions by a qualified person or consultant other than the designer.
- Participation in field engineering reviews during design.

Based on the information included on this page, the designer/design consultant has adequately completed Quality Control and Quality Assurance for this project.

Signature (Project Design Engineer - QC)

Seal

Typed name and date: _____

Signature (Engineer - QA)

Seal

Typed name and date: _____