

## LOCAL AGENCY PROGRAM PROJECT CERTIFICATION

*The MDOT Staff Engineer will provide this form to the Local Agency and copy the Local Agency's Project Engineer. The form shall be returned to the MDOT Staff Engineer once any final revisions requested by the Staff Engineer have been completed. This form must be certified prior to obligation.*

PROJECT INFORMATION			
LOCAL AGENCY NAME		JOB NUMBER(S)	
ROUTE	LOCATION		
LOCAL PUBLIC AGENCY RESPONSIBLE CHARGE & TITLE			
PHONE NUMBER		E-MAIL ADDRESS	
MDOT LAP STAFF ENGINEER		PHONE NUMBER	E-MAIL ADDRESS
PROJECT REQUIREMENTS			
<p>This project has a Disadvantaged Business Enterprise (DBE) Goal of       %, but is subject to change prior to letting.</p> <p>This project has been identified as a Small Business Program project:       Yes                       No</p> <p>This project will be advertised for a minimum of 3 weeks.</p> <p>All locally let project addendum making changes to the plans or proposal approved herein must be approved by MDOT before being issued to the contractor.</p> <p>No discussions or negotiations regarding either project work or process are allowed with any contractor prior to the award of the contract. Any bidder inquiries received during project letting shall be directed to the LAP Staff Engineer for inclusion in the Bidder Inquiry system.</p> <p>Section 102.14 of the 2020 MDOT Standard Specifications for Construction requires that the award of the construction contract be made within 35 days after the transmittal of contract documents from MDOT to the contractor. Please be advised that the state/local Cost Sharing Agreement must be signed by your agency and MDOT before the construction contract award can be made.</p> <p>MDOT's LAP Responsible Charge must be invited to the preconstruction meeting, as well as contacted for any questions, reviews, and required approvals.</p>			
PROJECT CERTIFICATION			
<ol style="list-style-type: none"> <li>1. I have reviewed and understand the above requirements.</li> <li>2. I approve the plans, specifications, and estimate submitted to MDOT, and verify that they are complete and final. In addition, I have reviewed to ensure that these documents continue to adhere to the current MDOT Form Number 5323 (NEPA Document) submittal.</li> <li>3. The project meets all requirements in the current Americans with Disabilities Act (ADA).</li> <li>4. All steel and iron components proposed to be permanently incorporated at the time of design of this project are within the limits of the Buy America requirements as stated in 23 CFR635.410.</li> </ol>			

**PROJECT CERTIFICATION (Continued)**

- 5. Railroad work associated with potential conflicts with the planned construction has been completed or all necessary arrangements have been made for the project to be undertaken and completed as detailed in the physical construction schedule. (If it is determined that the completion of such work in advance of the project construction is not feasible, there shall be appropriate notification provided in the bid proposal identifying the railroad work which is to be underway concurrently with the project construction.)
- 6. Project work and schedule has been communicated and coordinated with all known utilities within the project limits. Known potential utility conflicts have been identified and a conflict resolution strategy has been communicated to impacted utilities. Utility relocations will be completed prior to the project's start date with the exception of work identified in the bid documents. Relocations taking place after the project's start date as well as known utilities requiring contractor coordination, potentially impacting project schedule, are detailed in the bid documents. Documentation is on file to support project utility coordination activities.
- 7. I understand the requirements for construction engineering and other administrative responsibilities for this project, as outlined in the [Local Agency Program \(LAP\) section of the MDOT Construction Manual](#). I understand, per 23CFR635.105, it is the local agency's responsibility to be adequately staffed and suitably equipped to undertake and satisfactorily complete this work.
- 8. As Local Public Agency Responsible Charge for this project, I verify that I am a full-time employee of the local agency. I understand that I am the official local agency contact and I am responsible to represent the local agency interests during the project.

I certify all the above project certification statements to be true and have submitted all required NEPA and ROW documentation to MDOT for review and approval. Once all necessary certifications, permits, and required items are reviewed by MDOT, I request MDOT to obligate and advertise this project.

LOCAL PUBLIC AGENCY RESPONSIBLE CHARGE'S E-SIGNATURE

MDOT acknowledges that the local agency has submitted and certified all of the required documents for advertisement.

MDOT LAP STAFF ENGINEER'S E-SIGNATURE

Return this form as soon as possible to the staff engineer. Delays in receipt may cause a delay in obligation and advertisement.