

# NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY

## TECHNICAL ADVISORY COMMITTEE and POLICY COMMITTEE MEETING

Tuesday August 26, 2025

1:30 pm

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**In Person:** Niles District Library – 620 E Main St, Niles, MI 49120  
**Lower-Level Community Room**

**Web:** <https://us06web.zoom.us/j/85290704945?pwd=Z9eLcfERh3nuFWNkr5DI AQcDGige1o.1>

**Audio:** Call in Number: 1 (312) 626-6799  
Meeting ID: 852 9070 4945  
Passcode: 273032

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### AGENDA

1. Call to Order and Roll Call
2. Changes to the Agenda
3. Public Comment
4. Approval of the Minutes from the May 27, 2025 Meeting *Action* pg 2
5. SWMPC Staff Report - Travel Demand Model Employment Data
6. Local Agency Updates pg 6
7. Transit Updates
8. MDOT Updates pg 8
9. Privilege of the Floor or Public Comment
10. Adjournment

Comments can be sent prior to the meeting to Brandon Kovnat at [kovnatb@swmpc.org](mailto:kovnatb@swmpc.org) or by calling (269) 925-1137 x 1524. For questions about accessibility or to request accommodations, please contact Kim Gallagher at (269) 925-1137 x 1518 or by email at [gallagherk@swmpc.org](mailto:gallagherk@swmpc.org)

**NILES-BUCHANAN-CASS TRANSPORTATION STUDY**  
**TECHNICAL ADVISORY COMMITTEE AND POLICY COMMITTEE**  
 May 27, 2025 – Meeting Attendance

**Committee Members in Attendance**

<b>Representative</b>	<b>NATS Member Organization</b>	<b>TAC</b>	<b>Pol</b>
Serita Mason	City of Niles (2)		X
Joe Ray	City of Niles Public Works Department	X	
Dawn Bollock	Village of Edwardsburg	X	X
Butch Payton	Bertrand Township	X	X
Richard Cooper	Niles Charter Township	X	X
Meryl Christensen	Ontwa Township	X	X
John Humphry	Berrien County Planning Commission		
Roseann Marchetti	Cass County Board of Commissioners (1)		X
James Lawrence	Cass County Board of Commissioners (2)		X
Roseann Marchetti	Cass County Planning Commission		X
Joe Bellina	Cass County Road Commission	X	
Pepper Miller	Niles Dial A Ride Transit	X	X
Jonathon Smith <i>(Virtual)</i>	MDOT, Coloma TSC	X	X
Fred Featherly <i>(Virtual)</i>	MDOT, Office of Passenger Transit	X	
Adrain Stroupe	MDOT, Southwest Region	X	X
Jim Sturdevant <i>(Virtual)</i>	MDOT, Statewide Planning	X	X
Kim Gallagher	SWMPC	X	X

**Others in Attendance:** Brandon Kovnat, *SWMPC*; Reese, *MDOT Engineering Intern*

**Committee Members Absent**

<b>Representative</b>	<b>NATS Member Organization</b>	<b>TAC</b>	<b>Pol</b>
Rich Murphy or Tony McGhee	City of Buchanan	X	X
Georgia Boggs	City of Niles		X
Ric Huff	City of Niles		X
Lynn Ferris	Buchanan Township	X	X
Bill Kazprzak	Howard Charter Township	X	X
Doug Feters	Mason Township	X	X
Susan Flowers	Milton Township	X	X
Sharon Tyler	Berrien County Board of Commissioners (1)		X
Dan Fette	Berrien County Community Development Department	X	
Mark Heyliger	Berrien County Road Department	X	X
Kevin Stack	Berrien County Road Department	X	
Sandra Seanor	Cass County Road Commission		X
Jon Roberts	MDOT, Transportation Modeling	X	
Andy Pickard	FHWA, Michigan Division	X	X
Cecilia Crenshaw	FTA	X	X
Caitlyn Stevens	Michiana Area Council of Governments	X	X
Robert Torzynski	Pokagon Band of Potawatomi Indians	X	X

Minutes  
**NILES-BUCHANAN-CASS TRANSPORTATION STUDY**  
TECHNICAL ADVISORY COMMITTEE AND POLICY COMMITTEE  
May 27, 2025 – Niles District Library

**Call to Order and Roll Call**

Policy Committee Chair, Richard Cooper, called the meeting to order at 1:32 PM and Kim Gallagher took roll call.

**Changes to the Agenda**

None.

**Public Comment**

None.

**Approval of the Minutes from the March 25, 2025 Meeting**

There was an error in the meeting attendance record which will be corrected.

**Motion** to approve the minutes from the March 25, 2025 NATS Technical Advisory Committee and Policy Committee Meeting with corrections. Made by Joe Ray and seconded by Roseann Marchetti. **Motion approved.**

**Staff Report**

Gallagher reported that PASER data collection on federal-aid roads will take place this summer in the southern half of Berrien and Cass counties. Funding for PASER collection on non-federal-aid roads was awarded to the cities of Bridgman and Buchanan, as well as the Van Buren County Road Commission.

**NATS FY 2026 Unified Work Program**

Gallagher gave an overview of the Unified Work Program (UWP), which outlines the work SWMPC staff will complete for NATS in FY 2026. She mentioned that 81.85% of funding comes from FHWA, with the 18.15% match provided by jurisdiction with the Twi CATS area based on population.

**Motion** for the Technical Advisory Committee to recommend that the Policy Committee approve the TwinCATS FY 2026 Unified Work Program (UWP) including any minor changes requested by MDOT. Made by Roger Seeley and seconded by Terrie Smith. **Motion approved.**

**Motion for the Policy Committee** to approve the recommendation from the Technical Advisory committee. Made by John Humphry and seconded by Tim Drews. **Motion approved.**

**Local Agency Updates**

Joe Ray reported that the City of Niles' 2025 Sycamore Street project is scheduled to begin on June 9.

Brandon Kovnat noted that the Berrien County Road Department's 2025 Bertrand Road project was let on April 4, with the low bid coming in 16% under the programmed amount.

Kovnat announced that the City of Niles was awarded funding for 2027 to repair the Broadway/Grant Street bridge over the St. Joseph River.

### **Transit Updates**

Pepper Miller reported that Niles DART has partnered with Transpo, South Bend's transit provider, to improve regional connections. Beginning June 2, a coordinated transfer will allow for 3–4 daily trips between Niles and South Bend, enabling same-day round trips for the first time. Riders will be able to access key destinations such as the airport, hospital, mall, Amtrak, and the South Shore Line to Chicago.

She also noted that ongoing construction on Red Bud Trail is making it difficult to reach many homes, creating challenges for riders.

### **MDOT Updates**

*See Meeting Packet Page 6-7 for MDOT project updates.*

There were no questions about the MDOT projects.

### **Bridge and Pavement Performance Measures Targets**

*See packet page 8-11 for details on the performance targets*

Kovnat presented the adjusted transportation performance targets for bridge and pavement conditions.

**Motion for the Technical Advisory Committee** to recommend that the policy committee approve the resolution for NATS to adopt and support the statewide adjusted 4-year performance targets set by MDOT for the Percentage of Pavements of the Interstate in Good Condition (PCM), Percentage of Pavements of the Non-Interstate NHS in Good Condition (PCM), and Percentage of NHS Bridges in Poor Condition. Made by Jim Lawrence Smith and seconded by Butch Payton.

**Motion approved.**

**Motion for the Policy Committee** to approve the recommendation from the Technical Advisory committee. Made by Serita Mason and seconded by Roseann Marchetti. **Motion approved.**

### **2026-2029 Transportation Improvement Program (TIP)**

Gallagher gave a brief overview of the NATS 2026–2029 TIP, explaining the development process and highlighting its anticipated impact. The TIP is currently under MDOT review, and minor revisions may be requested. Once approved by NATS, the TIP will go to the SWMPC board for approval on June 17 before being submitted to FHWA.

**Motion for the Technical Advisory Committee** to recommend that the Policy Committee adopt the NATS FY 2026-2029 Transportation Improvement Program (TIP), including any minor changes requested by MDOT or the public, and submit the TIP to the SWMPC board for approval at their June 17 meeting. Made by Joe Ray and seconded by Pepper Miller. **Motion approved.**

**Motion for the Policy Committee** to approve the recommendation from the Technical Advisory committee. Made by Serita Mason and seconded by Roseann Marchetti. **Motion approved.**

**Privilege of the Floor or Public Comment**

Adrian Stroupe shared that there was a new pilot program under the Transportation alternatives program which will focus on broader community benefits including financial and health impacts. Seven communities were selected for the pilot, one from each MDOT region. The Village of Bronson was selected for Southwest Michigan, due to its poor health rankings. The project will identify gaps in their non-motorized network focusing on access to healthcare.

**Adjournment**

The meeting was adjourned at 2:27 PM. The next NATS meeting is scheduled for Tuesday June 24, 2025.

*Minutes recorded by Brandon Kovnat, SWMPC Transportation Planner*

# Sycamore Street Project Update

Job Number: 216108

Filled out by: Joe Ray

Date: 08/18/2025

## Project Details

Fiscal Year	2025
Responsible Agency	City of Niles
Project/Road Name	Sycamore St.
Limits	9th Street to 13th Street

## Work Description

Mill and resurface
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## Programed Cost

Total Participating Estimate	\$209,020	100%
Federal STBG	\$144,056	68.92%
Local Match	\$64,964	31.08%

## Revised Project Costs

	Amount	Percent Increase
Latest Estimate	203,507.00	
Accepted Bid	236,542.50	16.48% above estimate

Explanation for cost changes: *[enter a brief explanation for why the cost has changed such as if it was due to a change in work/scope or due to revised material/labor estimates]:*

## Project Timeline

Project Milestone	Est. Date	Actual Date Completed	Comments
Request ProjectWise folder			
Submit Sec. 106 Cultural Resources form			
Submit NEPA form 5323	9/13/24	9/19/23	
Receive SHPO approval			
Receive NEPA approval			
Submit Grade Inspection package	10/7/24		
Hold Grade Inspection meeting	11/6/24		
Receive final property acquisition certification			
Submit complete biddable package			
Letting date	3/7/25	3/7/25	Project come in 16.48% over
Construction start	Spring/Summer 2025	6/9/25	
Construction end	Summer 2025		Punchlist not complete

Additional Information on project Status: A few items on the punch list have yet to be completed.

# Bertrand Road Project Update

Job Number: 215947

Filled out by: Kevin Stack

Date: 08/19/2025

## Project Details

Fiscal Year	2025
Responsible Agency	Berrien County Road Department
Project/Road Name	Bertrand Rd.
Limits	US-31 to Red Bud Trail

## Work Description

HMA trench & widen with overlay
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## Programed Cost

Total Participating Estimate	\$711,354	100%
Federal STBG	\$404,926	56.9%
Local Match	\$306,428	43.1%

## Revised Project Costs

	Amount	Percent Increase
Engineer's Estimate	\$711,354	+55.5% Above Programed
Accepted Bid	\$597,354.50	16% Below Engineer's Estimate

Explanation for cost changes:

## Project Timeline

Project Milestone	Est. Date	Actual Date Completed	Comments
Request ProjectWise folder	09/24	09/24	
Submit Sec. 106 Cultural Resources form	09/24	09/24	
Submit NEPA form 5323	09/24	09/24	
Receive SHPO approval	01/25	01/25	
Receive NEPA approval	01/25	01/25	
Submit Grade Inspection package	12/24	12/24	
Hold Grade Inspection meeting	12/24	12/24	
Receive final property acquisition certification	NA	NA	
Submit complete biddable package	12/24	12/24	
Letting date	5/25	5/25	
Construction start	5/25	5/25	
Construction end	6/25	6/25	

Additional Information on project Status

# Michigan Department of Transportation Projects

## Within the NATS Planning Area

Updated August 10, 2025 by Jon Smith, MDOT Coloma TSC Engineer – [smithj29@michigan.gov](mailto:smithj29@michigan.gov)

### Projects Completed in 2025

#### **Milton Township**

**Project:** US-12 and Gumwood Intersection – Traffic signal installation (JN218477)

**Status:** Newly installed traffic signals are fully operational. Punch list items in progress.

**Est Con:** TBD – TBD

#### **NATS Area**

**Project:** Regionwide signal upgrades (JN209414)

**Status:** Signals are complete and fully operational. Punch list items in progress.

**Est Con:** Dec. 17, 2023 – TBD (targeting end of April)

### Projects Currently Under Construction

#### **City of Niles and Niles Township**

**Project:** M-51 from Chestnut Ln. to M-60BR – Interchange reconstruction and asphalt resurfacing (JN202003)

**Status:** Some punch list items are in progress.

**Est Con:** Sep. 25, 2023 – Dec. 30, 2025

#### **Bertrand Township**

**Project:** US-12 from Galien Township line to west of Mayflower Rd– Shoulder rehabilitation (JN127449)

**Status:** Construction in progress. Detour implemented from Gardner Road to Bakertown Road for culvert work. Detour anticipated to be in place through the end of August.

**Est Con:** Aug. 19, 2024 – Sep. 15, 2027

#### **Bertrand Township and Niles Township**

**Project:** S. US-31 from US-12 to Niles/Berrien Township Line - Concrete repairs and shoulder resurfacing (JN 216911)

**Status:** Construction in progress, concrete pavement repair work completed..

**Est Con:** Apr. 28, 2025 – Aug. 27, 2025

#### **Niles Township**

**Project:** US-31 under Niles-Buchanan Rd. – Bridge Capital Preventive maintenance (JN208503)

**Status:** Construction in progress.

**Est Con:** Jul. 08, 2025 – Oct. 10, 2025



# Michigan Department of Transportation Projects

## Within the NATS Planning Area

Updated August 10, 2025 by Jon Smith, MDOT Coloma TSC Engineer – [smithj29@michigan.gov](mailto:smithj29@michigan.gov)

### Projects Scheduled for Construction in 2026

#### **Ontwa Township**

**Project:** US-12 at Beebe Rd and Adamsville Rd intersection – Addition of Left turn lane and Passing Flare (JN214141)

**Status:** Design in progress. Final project coordination review completed. Targeting 12/05/2025 letting.

#### **Village of Edwardsburg, Ontwa Township, and Mason Township**

**Project:** US-12 from E. of M-62 to Union – Milling & One Course Asphalt Overlay (JN216909)

**Status:** Design in progress. Final project coordination review completed. Targeting 01/09/2026 letting.

#### **City of Niles and Bertrand Township**

**Project:** US-12 @ Redbud and M-139 @ M-139 – Modernize signals (JN211989)

**Status:** Design in progress. Targeting 02/06/2026 letting.

#### **Ontwa Township**

**Project:** US-12 from Edwardsburg to Lane Rr & Brady to Five Points Rd– Shoulder widening (JN221615)

**Status:** Design in progress. Targeting 01/09/2026 letting.

### Projects Scheduled for Construction in 2027

#### **City of Niles and Niles Township**

**Project:** M-51 from White St. to Pokagon Hwy. – Shoulder widening (JN221627)

**Status:** Design in progress.

#### **City of Niles and Niles Township**

**Project:** M-51 from Fort Street to North Niles City Limit– Vulnerable Road Users Road Safety Audit (JN218747)

**Status:** Scheduled to be completed in 2027.

### Projects Scheduled for Construction in 2029

#### **City of Niles and Niles Township**

**Project:** M51 – Install pedestrian crosswalk (JN220343)

**Status:** Design to begin in late-2026.

#### **Milton Township**

**Project:** US-12 at Gumwood Rd. – Construct a Roundabout (JN220408)

**Status:** Design to begin in late-2026.

*Stay up to date with MDOT: news, projects, report a pothole, traffic alerts, five-year plan*

<http://www.michigan.gov/drive>

## Local Agency Program (LAP) FY 2026 Project Planning Guide

No data	LOCAL AGENCY SUBMITS ITS SECTION 106 and NEPA DOCUMENTATION (MDOT FORM 5323) TO LAP ENVIRONMENTAL, AT LEAST SIX MONTHS BEFORE GI SUBMITTAL. DATES SHOWN ARE APPROXIMATELY 6 MONTHS PRIOR TO GI SUBMITTAL DATES	FOR BRIDGE PROJECTS, LOCAL AGENCY SUBMITS TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS WHEN REQUIRED, TO LAP	No data	LOCAL AGENCY SUBMITS ITS ACCEPTABLE GRADE INSPECTION (GI) DOCUMENTS TO LAP	APPROXIMATE GRADE INSPECTION (GI) MEETING DATE	No data	LOCAL AGENCY SUBMITS ITS FINAL PROPERTY ACQUISITION CERTIFICATION (ATTACHMENT B)	LOCAL AGENCY SUBMITS ITS COMPLETE BIDDABLE PACKAGE TO LAP	LAP FORWARDS FINAL BID PROPOSAL PACKAGE TO SPECS & ESTIMATES	LETTING DATE	
Local Agency (LA) or its engineering consultant begins Project Design, requests ProjectWise (PWZ) folders, contacts LAP Environmental for Section 106 consultation, prepares NEPA Form 5323 and documents, and places them in PWZ at least six months before GI submittal.  LA also begins utility notification and coordination, coordination with railroads if applicable, coordination with MDOT for traffic and pedestrian signal work, permit application, property acquisition, etc.	01/06/25	03/31/25	LA places GI documents in PWZ, including Program Application, Requests for design exceptions or variances, recent 3-year crash history and analysis, Diagonal parking study and analysis, Diagnostic Safety Team Review for rail crossings, and similar documents, and notifies the LAP staff engineer. LA addresses Section 106 and NEPA Form 5323 review comments	05/05/25	06/04/25	LA completes section 106 and NEPA coordination, addresses GI review comments; prepares final plans, special provisions, and cost estimates; obtains property, permits, and approvals; places all documents in PWZ, and emails the LAP staff engineer	07/04/25	07/18/25	08/15/25	10/03/25	+
	02/10/25	05/05/25		06/09/24	07/09/25		08/08/25	08/22/25	09/19/25	11/07/25	+
	01/15/25	06/09/25		07/14/25	08/13/25		09/05/25	09/19/25	10/17/25	12/05/25	+
	02/19/25	07/14/25		08/18/25	09/17/25		10/10/25	10/24/25	11/21/25	01/09/26	**
	03/12/25	08/04/25		09/08/25	10/08/25		11/07/25	11/21/25	12/19/25	02/06/26	N/A
	04/09/25	09/01/25		10/06/25	11/05/25		12/05/25	12/19/25	01/16/26	03/06/26	N/A
	05/07/25	09/29/25		11/03/25	12/03/25		01/02/26	01/16/26	02/13/26	04/03/26	N/A
	06/04/25	10/27/25		12/01/25	12/31/25		01/30/26	02/13/26	03/13/26	05/01/26	N/A
	07/09/25	12/01/25		01/05/26	02/04/26		03/06/26	03/20/26	04/17/26	06/05/26	N/A
	08/13/25	01/05/26		02/09/26	03/11/26		04/10/26	04/24/26	05/22/26	07/10/26	**
	09/10/25	02/02/26		03/09/26	04/08/26		05/08/26	05/22/26	06/19/26	08/07/26	N/A
	10/08/25	03/02/26		04/06/26	05/06/26		06/05/26	06/19/26	07/17/26	09/04/26	N/A
	11/05/25	03/30/26		05/04/26	06/03/26		07/03/26	07/17/26	08/14/26	10/02/26	N/A
	12/10/25	05/04/26		06/08/26	07/08/26		08/07/26	08/21/26	09/18/26	11/06/26	N/A
<p>Please Note:</p> <ul style="list-style-type: none"><li>- (+) For projects proposed to be advertised and bid early in the fiscal year, when federal funds may not yet be available, Local Agencies may consider using the Advance Construct funding option for projects in these lettings.</li><li>- (**) Date adjusted for holiday.</li><li>- LAP cannot guarantee that projects submitted late in the fiscal year will be obligated before the end of the current fiscal year. This may result in loss of funds for that fiscal year.</li><li>- Dates shown for Section 106 and NEPA document submittal are generally 4 months before Grade Inspection (GI) submittal. However LAP recommends NEPA submittal 2-6 months before GI submittal.</li><li>- All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a TS&amp;L submittal.</li><li>- For projects that may require an Environmental Assessment (EA), submit the EA document to the MDOT LAP-ENVIRONMENTAL UNIT at least one year prior to submitting the GI documents.</li><li>- For projects which FHWA has identified for Risk Based Project Involvement, submit GI documents and Complete Biddable Package to LAP at least two weeks prior to the dates shown.</li><li>- See the attached guidance document, "Local Agency Program (LAP) Project Planning Guidance."</li></ul>											

## Local Agency Program Project Planning Guidance July 2025

This document summarizes the dates shown on the FY 2026 Project Planning Guide. The Guide includes key dates for local agencies (LA) and their consultants, for local projects funded all or in part with federal transportation funds and advertised and let for construction bids by the Michigan Department of Transportation (MDOT). For questions regarding the planning guide, please contact the MDOT Local Agency Program (LAP) area Staff Engineer (SE) or appropriate LAP Unit Obligation Specialist (UOS).

Please note that dates in the Planning Guide do not apply to special funding programs such as the Emergency Response (ER) program, or to innovative delivery methods. For such projects, please contact the MDOT LAP Section Supervisor.

The key submittals listed below are not intended to be completed in sequence but are suggestions of when the tasks might be started or completed. The suggestions are based on expected timeframes needed for various reviews and approvals, both internal and external to MDOT. Forms and information below can also be found on the [MDOT LAP webpage](#).

### Prior to beginning Property Acquisition and Environmental Documentation

If your project may require temporary or permanent easements or other forms of property acquisition, please contact the MDOT Real Estate Coordinator at [MDOT-LPA@Michigan.gov](mailto:MDOT-LPA@Michigan.gov) as soon as possible but certainly before beginning any acquisition tasks, to review the current acquisition requirements.

You should also contact the LAP Environmental Unit reviewer at [MDOT-LAP-NEPAREviews@michigan.gov](mailto:MDOT-LAP-NEPAREviews@michigan.gov), before starting your Section 106 and NEPA documents, to review your project, the program requirements, and to determine the effects that property acquisition may have on the environmental classification.

### Local Agency Begins Project Design and submits Section 106 and NEPA Documentation

All federally funded transportation construction projects need NEPA and Section 106 approval before the funds can be obligated. In Michigan, MDOT completes that approval role. After the project has been programmed with a MDOT job number, request that a ProjectWise (PWZ) folder be created, by accessing the instructions [Requesting a ProjectWise Folder](#), located on the LAP website. After the folder is created, you can begin adding your documents to the appropriate NEPA subfolder I PWZ. When you have added all documents, change the state on those documents to "Next", and notify the SE as well as the NEPA coordinator.

We strongly urge that the NEPA and Section 106 documents be submitted at least six months before your desired GI date. For projects with environmental sensitivity, or are in areas of historic, tribal, or archaeological significance, we suggest that you make your document submittals at least one year before the desired GI date, to allow for additional surveys or coordination.

If easements or other forms of property acquisition are required, complete Attachment A of the appropriate MDOT Programming Application form and place the file in PWZ Folder 3. Email the SE and the MDOT Real Estate Coordinator.

Submit GI Package (Approx, 22+ weeks prior to desired letting date):

For bridge projects proposing replacement or major rehabilitation regardless of the funding source, prepare a Type, Size and Location (TS&L) report. Place the TS&L report in the appropriate PWZ subfolder, and then notify the appropriate SE, at least five weeks prior to submitting the GI documents.

For each job number associated with the project, prepare an acceptable GI submittal package, including but not limited to, project construction plans (no less than 80% complete), a completed Program Application (MDOT Form 0258, 0259, or 0260), preliminary construction cost estimate in both .pdf and .xml file formats, project specific documents, such as unique special provisions, progress clause, maintenance of traffic special provision, requests for sole source items, utility and project coordination clauses, all necessary reviews and studies including railroad Diagnostic Safety Team Review, crash history reports and analyses, pavement design, geotechnical report, and diagonal parking study, permits, and requests for design exceptions or variances, and deviation from standard MDOT pavement design.

At submittal, please do not sign or seal the program applications until directed to do so by the SE. Submit GI documents by placing them in PWZ Folder 3. Change the state of these documents to Next and notify the SE of the GI submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email. Verify that the correct SE is included in the email. If PWZ does not generate the email, then notify the SE separately. If you do not receive a reply from the SE within five business days of making your submittal, you should follow up with the engineer. The SE will review the submitted items and contact the submitter with any comments.

Either the SE or one of LAP's as-needed consultants will contact the LA to schedule the GI meeting. The meeting typically occurs 15-30 days after LAP receives an acceptable GI submittal. Once the GI meeting date, time, and location have been confirmed, a GI meeting notification will be sent to the LA, with the request that the LA forward this notice to stakeholders or utility companies that need to attend the GI meeting. The GI package will be reviewed and comments discussed at the GI meeting.

Submit Final Property Acquisition certification documents (Approx, 13+ weeks prior to desired letting date):

Complete property acquisition, including such instruments as temporary permits to construct and permanent easements. Update Attachment A, if needed, update/complete Attachment B, as necessary, and place the updated and signed Attachment A and B pages of the program application in PWZ Folder 3.

Submit the required completed property acquisition documentation to the Property Acquisition PWZ folder provided to you by the Real Estate Coordinator and notify [MDOT-LPA@Michigan.gov](mailto:MDOT-LPA@Michigan.gov) that the documentation has been submitted.

Submit Final Biddable Package (Approx, 13+ weeks prior to desired letting date):

Verify with the appropriate Metropolitan Planning Organization (MPO), Rural Task Force (RTF) or Regional Planning Agency (RPA) that all necessary S/TIP amendments or modifications have been completed and approved.

Prepare the final documents, including but not limited to the final construction plans, itemized construction cost estimate in both xml and pdf formats, unique special provisions, and all other proposal documents, making sure to address all GI comments and approval requirements. Place all final documents, as well as all approved necessary permits, certification that all matching funds are

secured, the ADA compliance certification, and other final documents, into PWZ Folder 4. Notify the SE of the final submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email.

The SE will review the final submittal documents and may have additional comments. Address all final comments made by the SE.

When the final revisions to the project documents have been completed, the SE will package the project as a draft bidding proposal and email a link to the draft proposal and plans to the LA for final verification. Once verified, the SE will provide the Project Certification form to the LA, for electronic signature. The LA person in Responsible Charge needs to sign and return the form to the SE. The signed Project Certification form will be LA's request to obligate funds and advertise the project.

The SE will request fund obligation. Allow a minimum of 10 business days for the obligation process to be completed.

LAP forwards final package to Specification & Estimates (S&E) Unit (Approx, 7+ weeks prior to desired letting date):

After the project's funds are obligated, the SE completes the bid proposal and forwards it to MDOT S&E for review. The SE will forward any comments to the local agency. Quick responses by the local agency to address these comments are essential to keeping the project on track for the bid letting.

MDOT Advertises the Project for Construction Bids (Approx. 5 Weeks Before Desired Letting Date):

MDOT Bid Letting