

TWIN CITIES AREA TRANSPORTATION STUDY

TECHNICAL ADVISORY COMMITTEE and POLICY COMMITTEE MEETING

Monday, August 18, 2025

9:30 am

In Person: **Kinexus - Michigan Works! Anchor Room A**
499 W Main St, Benton Harbor, MI 49022

Web: <https://us06web.zoom.us/j/83263552061?pwd=J6tXh8CacVRJUyFniCaQH06SD8aeQV.1>

Audio: Call in Number: 1 (312) 626-6799
Meeting ID: 832 6355 2061
Passcode: 288785

AGENDA

1. Call to Order and Roll Call
2. Changes to the Agenda
3. Public Comment
4. Approval of June 19, 2025 Meeting Minutes (*Action*) pg. 2
5. SWMPC Staff Report - Travel Demand Model Employment Data
6. Local Road Agency Updates pg. 4
7. Non-motorized Updates (*Action*) pg. 8
8. Transit Updates
9. MDOT Updates
 - 2025-2029 Projects – Jon Smith pg. 10
 - MDOT Local Agency Programs – Michele Zawerucha pg. 12
10. Privilege of the Floor or Public Comment
11. Adjournment

Comments can be sent prior to the meeting to Brandon Kovnat at kovnatb@swmpc.org or 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

TWIN CITIES AREA TRANSPORTATION STUDY
 TECHNICAL ADVISORY COMMITTEE AND POLICY COMMITTEE
 Monday, June 16, 2025

Committee Members in Attendance

| Representative | TwinCATS Member Organization | TAC | Pol |
|-----------------------------------|-----------------------------------|-----|-----|
| Richard Royal (<i>virtual</i>) | Benton Charter Township | x | x |
| Paul Gillespie | Berrien Co. Community Dev. Dept. | x | |
| John Humphry | Berrien Co. Planning Commission | | x |
| Tim Drews | City of Benton Harbor | x | Alt |
| Juan Ganum (<i>virtual</i>) | City of Bridgman | Alt | x |
| Alex Austin | City of St. Joseph | x | |
| Cindy Gray | Disability Network of SW Mich. | x | |
| Dick Stauffer (Pol. Ch.) | Lincoln Charter Township | | x |
| Adrian Stroupe | MDOT – Southwest Region | x | x |
| Jim Sturdevant (<i>virtual</i>) | MDOT – Bureau of Trans. Planning | x | x |
| Denise Cook (Pol Vice Chair) | St. Joseph Charter Township | | x |
| Roger Seeley | St. Joseph Charter Township | x | |
| Mike Allard (<i>virtual</i>) | Village of Shoreham | x | x |
| Tim Drews | Village of Stevensville | x | Alt |
| Fred Featherly (<i>virtual</i>) | MDOT - Passenger Division | x | |
| Kim Gallagher | Southwest Michigan Planning Comm. | x | x |

Others in Attendance

| Name | Representing |
|------------------------------------|--|
| Jonathon Fisk | St. Joseph Charter Township |
| Dan Sequin (<i>virtual</i>) | MDOT, Statewide and Urban Travel Analysis (SUTA) |
| Hanna Qoronfleh (<i>virtual</i>) | MDOT, Statewide and Urban Travel Analysis (SUTA) |
| Norm Engal (<i>virtual</i>) | MDOT, Statewide and Urban Travel Analysis (SUTA) |
| Brandon Kovnat | Southwest Michigan Planning Commission |

Committee Members Absent

| Representative | TwinCATS Member Organization | TAC | Pol |
|-------------------------------|------------------------------------|-----|-----|
| Ray Bell | Berrien Co. Board of Commissioners | | x |
| Mark Heyliger | Berrien Co. Road Dept. | | x |
| Kevin Stack | Berrien Co. Road Dept. | x | |
| Darwin Watson | City of New Buffalo | x | x |
| Emily Hackworth or Tim Zebell | City of St. Joseph | | x |
| Dave Bunte | Chickening Township | x | x |
| Terrie Smith | Lincoln Charter Township | x | |
| Michelle Heit | New Buffalo Township | x | x |
| Todd Shurn | Twin Cities Area Trans. Authority | x | x |
| Shannon Christy | Southwest Mich. Regional Airport | x | x |
| Kacey Dominguez | Village of Stevensville | | x |
| Andrew Pickard | Federal Highway Administration | x | x |
| Cecilia Crenshaw | Federal Transit Administration | x | x |

Call to Order and Roll Call

Policy Committee Chair, Dick Stauffer, called the meeting to order at 9:30 am, and Kim Gallagher conducted roll call.

Changes to the Agenda

None.

Public Comment

None.

Approval of March 17, 2025 Meeting Minutes

Motion to approve the minutes from the January 27, 2025 TwinCATS combined Policy and Technical Advisory Committee meeting with the correction. Made by Roger Seeley and seconded by Tim Drews.

Motion approved.

Staff Report

Gallagher discussed the National Functional Classification review.

Local Road Agency Updates

Alex Austin gave an update on the City of St. Joseph 2025 projects.

Transit Updates (TCATA)

Gallagher discussed the TCATA fare increases

MDOT Project Updates

None.

MDOT Proejct Amendments

See Meeting Packet Page 6 for amendment details.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the MDOT project amendments to the TwinCATS 2023-2026 Transportation Improvement Program as contained in the meeting packet. Made by Tim Drews and seconded by Roger Seeley. **Motion approved.**

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

Privilege of the Floor or Public Comment

Richard Royall made a comment about automobile lane assist feature making proper lane marking even more important.

Adjournment

The meeting was adjourned at 10:12 AM. The next TwinCATS meeting is scheduled for Monday August 18, 2025, at 9:30 AM.

Minutes taken by Brandon Kovnat, SWMPC transportation planner

Botham Avenue Project Update

Job Number: 215937

Submitted by: Tim Zebell on behalf of the City of St. Joseph

Date: 08/11/2025

Project Details

| | |
|--------------------|---|
| Fiscal Year | 2025 |
| Responsible Agency | City of St. Joseph |
| Project/Road Name | Botham Ave |
| Limits | South State Street to Niles Avenue (M-63) |

Work Description

| |
|----------------|
| Reconstruction |
|----------------|

Programed Cost

| | | |
|-------------------------------------|--------------------|---------|
| Total Participating Estimate | \$840,000 | 100.00% |
| Federal STBG - TwinCATS | \$687,540 | 81.85% |
| Local Match | \$152,460 | 18.15% |
| Non Participating | \$577,000 | |
| Total with Non Participating | \$1,417,000 | |

Revised Project Costs

| | Amount | Percent Change |
|---------------------|-----------------|------------------------------|
| Engineer's Estimate | \$ 1,199,783.00 | |
| Accepted Bid | \$ 1,304,963.05 | 8.77% Above Eng. Est. |

Explanation for cost changes:

Project Timeline

| Project Milestone | Est. Date | Actual Date Completed | Comments |
|--|---------------|-----------------------|---------------------------|
| Request ProjectWise folder | | | |
| Submit Sec. 106 Cultural Resources form | | | |
| Submit NEPA form 5323 | | | |
| Receive SHPO approval | | | |
| Receive NEPA approval | | | |
| Submit Grade Inspection package | | | |
| Hold Grade Inspection meeting | | Aug. 23, 2024 | |
| Receive final property acquisition certification | | | |
| Submit complete biddable package | Oct. 18, 2024 | | |
| Letting date | Feb. 7, 2025 | | |
| Construction start | August, 2025 | | Hoffman Brother's Low Bid |
| Construction end | October, 2025 | | |

Additional Comments on project Status:

Cleveland Avenue Project Update

Job Number: 221088

Submitted by: Tim Zebell on behalf of the City of St. Joseph

Date: 08/11/2025

Project Details

| | |
|--------------------|----------------------------|
| Fiscal Year | 2025 |
| Responsible Agency | St. Joseph |
| Project/Road Name | Cleveland Ave |
| Limits | Hilltop Rd to Lakeshore Dr |

Work Description

Mill and resurface
City sewer rehabilitation work (non-participating) removed from project after review of sewer videos.

Programed Cost

| | | |
|-------------------------------------|------------------|---------------|
| Total Participating Estimate | \$647,500 | 100.00% |
| Federal STBG 2025 | \$238,542 | 36.84% |
| Federal STBG 2026 | \$280,000 | 43.24% |
| Total Federal Funds | \$518,542 | 80.08% |
| Local Match | \$128,958 | 19.92% |
| Non Participating | \$300,000 | |
| Total with Non Participating | \$947,500 | |

Revised Project Costs

| | Amount | Percent Increase |
|-----------------|--------------|------------------------------|
| Latest Estimate | \$689,997.50 | 6.56% Above programed |
| Accepted Bid | \$563,753.25 | 18.3% Below Estimate |

Explanation for cost changes: Non-Participating Amount was removed

Project Timeline

| Project Milestone | Est. Date | Actual Date Completed | Comments |
|--|------------|-----------------------|----------|
| Request ProjectWise folder | | | |
| Submit Sec. 106 Cultural Resources form | | | |
| Submit NEPA form 5323 | | 09/09/2024 | |
| Receive SHPO approval | | | |
| Receive NEPA approval | | | |
| Submit Grade Inspection package | 01/06/2025 | | |
| Hold Grade Inspection meeting | | | |
| Receive final property acquisition certification | | | |
| Submit complete biddable package | | 02/14/2025 | |
| Letting date | May 2025 | 05/02/2025 | |
| Construction start | | Aug. 11, 2025 | |
| Construction end | | | |

Additional Information on project Status:

TwinCATS Fiscal Year 2026 Surface Transportation Block Grant Funded Projects

| JN | Agency / Jurisdiction | Project/ Road Name | Limits | Description | Federal | Local | Total |
|--------|-----------------------|---|--|---------------------------|--------------------|-------------|-------------|
| | | | | Federal Estimate | \$1,281,000 | | |
| 215942 | Berrien CRD Lake Twp. | Red Arrow Hwy | 1000 ft. south of DC Cook to Stevensville Village limits | Milling & asphalt overlay | \$1,000,000 | \$1,700,000 | \$5,400,000 |
| 221088 | City of St. Joseph | ACC for the 2025 Cleveland Ave project | Hilltop Rd to Lakeshore Dr | Mill and Resurface | \$223,419 | NA | |
| | | | | Total Programed | \$1,223,419 | | |
| | | | | Balance | \$57,581 | | |

The balance is due to bid savings on the Cleveland Ave proejct in 2025 which reduces the amount of funds to be paid back in 2026

Red Arrow Highway

Job Number: 215942

Submitted by: Kevin Stack on behalf of the Berrien County Road Department

Date: 08/11/2025

Project Details

| | |
|--------------------|--|
| Fiscal Year: | 2026 |
| Responsible Agency | Berrien County Road Department |
| Project/Road Name | Red Arrow Highway |
| Limits | 1000 ft. south of DC Cook to Stevensville Village limits |

Work Description

Mill & Overlay, Road Diet, Traffic Signal Upgrade

Programmed Project Cost

| | | |
|---------------------------------|--------------------|-------------|
| TwinCATS FY 2026 STBG | \$1,000,000 | 37.04% |
| Local Match | \$1,700,000 | 62.96% |
| Total Participating Cost | \$2,700,000 | 100% |

Revised Project Costs

| | Amount | Percent Change |
|-----------------|-------------|-------------------------------------|
| Latest Estimate | \$2,287,142 | 15.29% Lower than programmed |
| Accepted Bid | | |

Explanation for cost changes:

Project Timeline

| Project Milestone | Estimated Date | Actual Date Completed | Comments |
|-------------------------------------|----------------|-----------------------|----------|
| Program application submitted | | 7/7/25 | |
| NEPA form 5323 Submitted | | 1/23/25 | |
| NEPA approval received | 8/21/25 | | |
| SHPO approval received | 8/20/25 | | |
| Grade Inspection package submitted | | 7/7/25 | |
| Grade Inspection meeting date | | 8/6/25 | |
| Final ROW Certification submitted | 9/05/25 | | |
| Complete Biddable Package submitted | 9/19/25 | | |
| Letting Date | 12/5/25 | | |
| Construction Start | 3/1/26 | | |

Additional Comments on project Status:

Roosevelt Path Update

| | | |
|--|---|---------------------------|
| Submitted by: Brandon Miras, P.E | Organization, Title Williams & Works, Principal | Date 08/11/2025 |
|--|---|---------------------------|

| | | |
|--|--|-----------------------------|
| Agency name Lincoln Township / Berrien County Road Dept. | Fiscal Year 2025 | Job Number 221509 |
| Road / Project Name Roosevelt Path | Primary Work Type New Non-motorized Path | |
| Limits From Hidden Pines Trail | Limits To Marquette Woods Rd. | |

Detailed Work Description

| |
|-----------------------------------|
| Construct a 10ft. Shared use path |
|-----------------------------------|

Programmed Budget

| | | |
|---------------------------------|-----------------------|-------------|
| TwinCATS FY 2025 CRP | \$ 90,955 | 4.25% |
| Federal CDS Earmark Grant | \$ 1,500,000 | 69.28% |
| Local Match | \$ 573,045 | 26.47% |
| Total Participating Cost | \$ \$2,165,000 | 100% |

Current Project Budget

| | Date | Amount | Percent Difference |
|-----------------|---------------|---------------|------------------------------|
| Latest Estimate | 08/12/2025 | \$2,650,000 | |
| Bid | July 11, 2026 | \$2,518,887 | 16.3% Above programed |

Explanation for cost changes: Project was bid on July 11, 2025, with Only one bid was received in the amount of \$2,518,887.82. Due to the cost, this bid was rejected. The estimate has been revised to reflect the bid received.

Project Timeline

| Project Milestone | Est. Date | Actual | Additional Comments |
|--|------------------|---------------|---|
| ProjectWise folder requested | 7/16/2024 | 7/30/2024 | The Bid from July 11, 2025 was rejected. Planning to rebid in 2026 or later if possible |
| Sec. 106 Cultural Resources form submitted | 8/15/2024 | 8/15/2024 | |
| NEPA form 5323 Submitted | 8/7/2024 | 8/7/2024 | |
| NEPA approval received | 8/16/2024 | 8/16/2024 | |
| SHPO approval received | 10/31/2024 | 4/7/2025 | |
| Grade Inspection package submitted | 11/04/2024 | 11/14/2024 | |
| Grade Inspection meeting date | 12/4/2024 | | |
| Final ROW Certification submitted | 1/03/2025 | | |
| Complete Biddable Package submitted | 1/17/2025 | | |
| Letting Date | 04/04/2025 | 7/11/2025 | |
| Construction Start | 06/01/2025 | TBD | |
| Construction End | | | |

NEW 2026 Project – Red Arrow Highway Non-Motorized Path

Project Details

Agency: Berrien County Road Department
Project: Red Arrow Highway Non-motorized Path
Limits: City of Bridgman to the Village of Stevensville

Estimated Budget

| | | |
|-------------------------------------|--------------------|-------------|
| Statewide Federal TAP Grant | \$3,096,048 | 80% |
| Local Match | \$774,012 | 20% |
| Total Participating Estimate | \$3,870,060 | 100% |
| Non-Participating | \$29,000 | |
| Total Project Estimate | \$3,899,060 | |



Michigan Department of Transportation Projects

Within the TwinCATS Planning Area

Updated August 10, 2025 by Jon Smith, MDOT Coloma TSC Engineer – smithj29@michigan.gov

Projects Currently Under Construction

Lincoln, St. Joseph, and Benton Township

Project: I-94 from exit 23 to Britan Ave. – Reconstruction (JN 131843 & 132824)

Status: I-94 WB work in progress. I-94 WB entrance Ramp at Exit 27 (Niles Avenue) is closed but the exit ramp is open. Exit 29 (Pipestone Road) entrance and exit ramps are closed. Exit 30 (Napier Avenue) entrance ramp is closed but the exit ramp is open.

Est. Con: Jul. 10, 2023 – Nov. 30, 2026

St. Joseph and Lincoln Township

Project: I-94BL/Lakeshore Dr. at Maiden Lane – Signal upgrade (JN 209414)

Status: Signal is operational.

Est Con: Dec. 17, 2023 – TBD

Benton Township

Project: I-94 from Pavement Change east of I-96 to Hennessey Road – HMA Overlay (JN 128907)

Status: Construction is underway including Hennessey Road bridge work. Maintaining 1 lane of traffic on EB pavement and 1 lane on WB pavement. I-94 WB 2-week single lane closure has been completed with all culvert work accomplished.

Est Con: Mar. 01, 2025 – Aug. 15, 2026

Benton Harbor/St. Joseph

Project: I-94BL/Main Street over St. Joseph River – Rehabilitate hydraulic Cylinders (JN 221347)

Status: Remaining cylinders requiring rehabilitation will be completed this coming winter.

Est Con: Dec. 16, 2024 – Apr. 01, 2026

Projects Scheduled for Construction in FY 2026

Benton Township and City of Benton Harbor

Project: M-139 from 0.44 miles south of I-94 to I-94 BL/Main St – Reconstruction (JN 210875)

Status: Design is in progress. Final Plan Coordination meeting held 07/10/25. 2026 construction work will consist of M-139 and I-94 BL north of Pipestone Road and 2027 work will consist of M-139 work from Fairplain Drive to Pipestone Road including both Napier Avenue and Pipestone Road work for the county.

City of St. Joseph

Project: M-63 (Niles Ave) @ Lincoln Ave, M-63 over St. Joseph River Bascule bridge (Blossomland) – Signal Modernization (JN 211989)

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

Various Location in Berrien County

Project: I-94 & US-31 Bridges – Capital Structural or Preventive maintenance (JN 214931, 214992, 215028)

Status: Turned in for targeted letting of 09/04/2026.

Bridgman

Project: I-94 WB North of Exit 16 – Guardrail Extension (JN 222028)

Status: Design in progress. Targeting 11/07/2025 letting.

Michigan Department of Transportation Projects

Within the TwinCATS Planning Area

Updated August 10, 2025 by Jon Smith, MDOT Coloma TSC Engineer – smithj29@michigan.gov

Projects Scheduled for Construction in FY 2027

City of St. Joseph

Project: M-63 & I-94BL from Central Avenue to the Blossomland and Bicentennial bridges – Reconstruction (JN 213168)

Status: Design in progress. 5th stakeholder meeting and public meeting held 06/02/25. Recently presented at a county board of the whole meeting and Rotary club meeting.

Lincoln Township

Project: I-94 west of exit 22 – Construct crash investigation sites (JN 211804)

Status: Environmental reviews in progress and design will begin soon.

Hagar Township

Project: I-196 over at Riverside Rd., Central Ave., and Red Arrow Hwy – Bridge Rehabilitation (JN 211253 & 211558)

Status: Design in progress.

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

<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">- (+) 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.- (**) Date adjusted for holiday.- 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.- 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.- All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a TS&L submittal.- 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.- 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.- See the attached guidance document, "Local Agency Program (LAP) Project Planning Guidance." | | | | | | | | | | | |

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 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, 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 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