



**County Road Association**  
OF MICHIGAN

417 SEYMOUR AVE., STE. 1, LANSING, MI 48933-1143

**House of Representatives  
Transportation Committee  
April 24, 2019**

**SUMMARY OF COUNTY ROAD AGENCY CONSIDERATIONS  
IN PROJECT DEVELOPMENT PROCESS**

**Step 1: Project Development**

- Every major preventative maintenance, rehabilitation or reconstruction project begins with the county road commission or county commission approving the activity.

**Step 2: Initial Project Development Steps**

- The road/county commission adopts a level of service and/or annual budget from staff recommendations.
- Local community input is gathered from business community, townships, local government, residents, special-interest groups.
- The commission adopts an asset management plan or capital improvement plan which incorporates the community input and budget parameters.
- Board and road agency management determine the proposed projects and funding strategy:
  - Local project; or
  - Federal aid project.
- Given this input and commission decisions, management proceeds to the project development implementation stage.

**Step 3, Option A:**

**Federal Aid Project Development Steps**

- Regional transportation planning group approves project relative to its previously-adopted State Transportation Improvement Plan. Amendments to the Plan can be made.
  - Project proposal submitted to planning group; *and*
  - Funding amount, limits, construction year approved.

- Road agency management determines the most effective means to implement the project development phases:
  - In-house resources and capacity assessed;
  - Consultant resources and capacity assessed.
  
- Management determines the design strategy:
  - In-house Design Resources; or
  - Consultant Design Resources.
  
- Regardless of which entity will design and engineer the project, the following steps are followed:
  - Preliminary design;
  - Environmental NEPA clearance;
  - Utility coordination;
  - Public services notification;
  - Right-of way acquisition;
  - Public information/Public hearing meetings; and
  - Final design.
  
- Project Reviews:
  - MDOT project review of the plans, specification and NEPA documentation;
  - MDOT project advertisement;
  - MDOT bid opening; and
  - MDOT awards construction contract.
  
- Project implementation phase:
  - MDOT holds pre-construction meeting;
  - MDOT issues notice to proceed to contractor;
  - Project construction launches;
  - Local agency administers project;
  - Locally agency ensures federal aid inspection and testing;
  - Locally agency generates proper federal aid documents;
  - MDOT makes contractor progress payments;
  - MDOT invoices local agency for matching funds and MDOT oversight;
  - MDOT reconciles final claims with contractors;
  - MDOT accepts contract completion;
  - MDOT invoices local agency for final project review and reconciliation; and
  - MDOT audits local agency project records.

### **Step 3, Option B:**

#### **Local Project Development Steps**

- Road agency management determines the most effective means to implement the project development phases:
  - In-house resources and capacity assessed;
  - Consultant resources and capacity assessed.
  
- Management determines the design strategy:
  - In-house design; or
  - Consultant design.
  
- Regardless of which entity will design and engineer the project, the following steps are followed:
  - Preliminary design;
  - Environmental clearance;
  - Utility coordination;
  - Public services notification;
  - Right-of way acquisition;
  - Public information meetings;
  - Final design; and
  - Local project advertisement.
  
- Project implementation phase:
  - Local bid opening;
  - Local contract award;
  - Project construction;
  - Local inspection and testing;
  - Local contractor payments; and
  - Local project closeout with contractors and funding partners.

**Steve Puuri, PE, engineering specialist, CRA**

[spuuri@micountyroads.org](mailto:spuuri@micountyroads.org)

517.482.1189

**Ed Noyola, deputy director, CRA**

[enoyola@micountyroads.org](mailto:enoyola@micountyroads.org)

517.482.1189