



Metro District State Aid Construction

2022 Training Agenda

8:00 – 8:15	Welcome – Dan Erickson
8:15 – 8:45	Grading and Base – Terry Beaudry
8:45 – 9:15	Concrete – Gordy Bruhn
9:15 – 9:45	Erosion Control – Dwayne Stenlund
9:45 – 10:15	Work Zone Safety – Michelle Moser
10:15– 10:45	ADA – Harvey Unruh
10:45 -- 11:15	Bituminous – Greg Johnson and Mike Johnson
11:15 – 11:45	Labor Compliance – Kirsten Reyes
11:45 – 12:05	Metro Material – Dave VanDeusen
12:05 – 12:30	State Aid Topics – Mike Pretel & Kyle Puent

Metro State Aid Org Chart

MnDOT METRO DISTRICT STATE AID STAFF

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Purpose and Goals

- We are virtually here for You!
- Resources...Check!
- eSAM – Electronic State Aid Manual and some specific topics
- Website - <http://www.dot.state.mn.us/stateaid> and some specific topics

State Aid Manual

This electronic document contains an overview of all areas of State Aid. Chapter 6, the Construction Chapter, details the Construction process, with many links to forms and guidance documents.

State Aid Manual – Chapter 6 Construction

- Chapter 6 Construction
- I. Overview
- II. Documentation and Reports.....
- III. Materials
- IV. Contract Time and Changes
- V. Subletting and Labor.....
- VI. Payment Provisions

I. Overview - Construction Procedures

SAP= State Aid Projects

SP = Federal Aid Projects(Delegated Contract Process)

Item or Task (L = Local Agency, M = MnDOT)	SAP	SP DCP
Submit Change of Contract Construction Status (Word) to DSAE.	L	L
Supervise construction, surveying and inspection.	L	L
Notify MnDOT Independent Assurance Inspector of project schedule.		L
Inspection performed by qualified personnel (see III. Materials)	L	L
Field tests performed in accordance with Project Schedule of Materials Control and performed by certified technicians.	L	L
Contractor officially notifies MPCA at least 10 working days in advance of any building or bridge demolition or relocation (see Contaminated and Other Regulated Materials section for more information).	L	L

**The full table can be found in Chapter 6, I. Overview, C. Construction Procedures of the [State Aid Manual](#).*

- Audits may be conducted at any time on any project which contains federal or state aid funds.
- FHWA and MnDOT perform periodic audits to verify compliance with Project Specifications, current policies, rules, statutes and regulations
- Contact State Aid Construction Engineer/Specialist – We Can Help!

STATE PROJECT XXX-XXX-XXX EXIT CONFERENCE AGENDA

- A. **PAYROLLS**
 1. Requests to Sublet **OK/NOT OK**
 2. Review of payrolls **OK/NOT OK**
 3. Field Compliance Reviews **OK/NOT OK**
 4. Business Practice Improvement Suggestion:
- B. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS**
 1. Project participation for DBEs documented **OK/NOT OK**
 2. All DBEs listed on the state database as certified **OK/NOT OK**
 3. DBE Description of Work and Field Monitoring Report (Exhibit A) Section E was completed as required **OK/NOT OK**
- C. **CONTRACT ITEM PAYMENTS: # items reviewed, \$Value of \$Value million (##%) certified as of Payment Voucher # dated ####/###/###**
 1. Pay Items: **OK/NOT OK**
 2. Payment Voucher timeliness: **OK/NOT OK**
 3. Pay Item Documentation: **OK/NOT OK**
- D. **CHANGE ORDERS: AGREEMENT PAYMENTS**
 1. CO # Potential Pay Violation. Paid prior to execution (executed on ####/###/###, paid on ####/###/###)
 2. CO # Documentation Issues: Federal Project Number; Group Number; or District State Aid Engineer's approval for funding only (DCP Checklist)
- E. **MATERIAL ON HAND PAYMENTS**
 1. Any MOH Noted: **OK/NOT OK**
- F. **MATERIAL TESTING: - # items reviewed, Pay Item: QTY placed, total value \$; total value for the # items audited \$, % of the Contract \$ certified as of Payment Voucher # (Month ##, 20##)**
Aggregate Base (CV) Class #: placed starting on Month ##, 20##
 1. QC and QA gradations **OK/NOT OK**
 2. QA DCP tests **OK/NOT OK**
 3. QA Moisture Content tests: **OK/NOT OK**
 4. QC and QA bitumen content tests: **OK/NOT OK**

II. Documentation and Reports

See Chapter 6, II. Documentation and Reports

- These will help you document the status of the contract:
 - Change in Contract Construction Status
 - Weekly Construction Diary
 - Orders and Agreements
- These will help you sufficiently document contract work items:
 - Project and / or Daily Diary
 - Photography and Videography
 - Documentation of Pay Items & Field Measurements
 - Final Documentation

Work Zones and Lane Closure Notification

- Local Projects impacting Trunk Highway (TH) or National Highway System (NHS) must submit the “Trunk Highway Impact Contact Form”
- Forms and resources accessible on the Metro State Aid Construction Website.



PROJECT CONTACT INFORMATION

After award of the contract the project engineer needs to submit their Trunk Highway Impact Project Contact Information. Email the form prior to construction to:

- Metro Dispatch - MetroMaintDispatcher.DOT@state.mn.us
- Metro Public Affairs - MetPacs.DOT@state.mn.us
- RTMC - todd.fairbanks@state.mn.us
- Metro Permits - buck.craig@state.mn.us
- Metro State Aid Construction - michael.pretel@state.mn.us & kyle.puent@state.mn.us

Trunk Highway Impact Projects

All Trunk Highway lane closures, work zone lay-outs & changes need to be pre-approved by MnDOT “Metro Traffic”. Metro Traffic contact information can be found at:

<http://www.dot.state.mn.us/metro/trafficeng/laneclosure/contacts.html>

Date: Field Office Location:

Agency: Phone:

Phone: S.P./S.A.P. Number(s):

Trunk Highway Number(s):

From (include mile marker):

To (include mile marker):

Work Zones and Lane Closure Notification

- Local Projects impacting Trunk Highway or National Highway System require lane closure form submission.



METRO LANE CLOSURE FORM

- Submit Form to MetroLC.DOT@state.mn.us. Submit planned lane closures at least 3 days prior to the lane closure and unplanned closures as soon as possible. Roadway closures require 14 days advanced notice.
- Contact Dispatch by radio or by calling 651-234-7110 at both the start and end of the lane closure.
- Document intrusions and field modifications in your diary.

Closure Metro Central Office Section/Office

Highway # Direction NB SB EB WB

Location START (include nearest intersection) MP

Location END (include nearest intersection) MP

Type of Closure (check all that apply)

Left Lane Right Lane

Left Shoulder Right Shoulder

Left Turn Lane Right Turn Lane

Left 2 Lanes Right 2 Lanes

On Ramp Off Ramp

Reduced to 1 Lane Reduced to 2 Lanes

Closed Intermittently

Flagging Operation

Other

Duration

Intermediate/Night Mobile

Short Term Long Term

Short Duration

Day or Night

Day Night 24-Hour

Permit Restriction

No Yes Height (ft)

Width (ft)

Weight (ton)

Traffic Control

Plan Set

Field Manual Layout #

Materials are important for:

- QUALITY
- Payment for work
- Material Certification
- Audit

State Aid Material Guidance

- Materials used on projects must conform to the MnDOT Standard Specs, Project Special Provisions & Schedule of Materials Control.
- State Aid has its own version of the Schedule of Materials Control (SALT) available for use in Contracts not on Trunk Highway or National Highway System routes.
- 2020 Edition of the MNDOT Standard Specifications for Construction

**See Chapter 6, III. Materials of the [State Aid Manual](#) for further details*

Material Technical Certification

- Materials inspection and testing must be performed by certified personnel.
- Certification of all county, city and contractor inspection and testing personnel is required on all state aid and federal aid construction projects.
- MnDOT provides Technical Certification classes for county or city personnel.
- It is the responsibility of the Local Agency to enroll its staff in these courses.

IV. Contract Time and Changes

- *See Chapter 6 Construction, IV. Contract Time and Changes*
- Contract Time
- Working Day Charges
- Suspension of Work
- Contract Changes
- Liquidated Damages
- Claims

Contract Changes / Change Orders

- An independent cost estimate is required to verify new prices added to the contract.
- MnDOT Estimating Unit approval required for changes greater than \$10K
- Change Orders require the signature of the Contractor and the Project Engineer before sending to the DSAE or their delegated authority
- DSAE signs for funding approval – Federal, State Aid, or Local

V. Subletting and Labor

- *See Chapter 6 Construction, V. Subletting and Labor of the State Aid Manual for information on how to adequately document your project for the following:*
- Subletting
- Labor Requirements
- Labor Classifications
- Prevailing Wages
- Certified Payroll
- Poster Board

VI. Payment Provisions

- *See Chapter 6 Construction, VI. Payment Provisions of the State Aid Manual for information on how to adequately document your project for the following:*
- Partial Contractor Payment
- Partial Reimbursement Request
- Overruns
- Final Payment to Contractor
- Final Reimbursement Request

Final Inspections

- Final inspection is a requirement for final payments.
- Email final inspection request around 90% - 95% project completion.
- Information to provide when submitting request
 - SAP/SP's
 - Project Engineer
 - Completion date
 - Contract dollar amount
 - Punchlist or outstanding contract items

Retainage Reminders

- If agency adds their own retainage language – they may not be in compliance with the Federal Regulation or State Law.
- Special Provision for Retainage on State Aid Projects has been drafted and under review.
- No longer legal for Public Agency to hold 5% retainage after physical work is done.
- Acceptable for Public Agency to hold 1% or the \$500 retainage for final paperwork.

Questionnaire / Survey

- <https://www.surveymonkey.com/r/LV9FVJ2>
- QR Code for access to survey
- We'd like your input.
- Future topics
- Current issues
- Thank you for your input & Participation!



Questions?

Contact MnDOT Metro District State Aid Construction Group:

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