

## LPP Flow Chart and One Page Summary

**Note:** The LPP process is intended to be flexible and scalable. District practices may not always follow the LPP Implementation guide. Coordinate with your LPP Manager.

Step 0: Solicitation				Estimated Duration (in Calendar Days)	
<b>LPA (Local Public Agency)</b>	↔	<b>LPP Manager/DSAE/DE (Local Partnership Program Manager/District State Aid Engineer/ District Engineer)</b>			
1. Identify Needs and Develop Project Scope 2. Verify Proposal Requirements with MnDOT District 3. Submit Project Proposal  4. Confirm Expected Project Responsibilities & Cost Participation with LPA Decision Makers	↔ Iterative Project Discussion between LPA, MnDOT, and Functional Groups	1. Provide Solicitation Notice  2. DSAE & MnDOT Functional Groups Provide Feedback on Submittal <i>(Coordinate with Agreements Unit on Cost Participation eligibility if needed)</i>  3. District Convene Committee to Evaluate and Select Projects  4. Program projects in State Transportation Improvement Plan (STIP)			<b>60 - 90</b>
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Step 1: Project Planning					
LPA / LPP Manager/DSAE					
1. District holds Kick-Off Meeting with LPA, MnDOT Offices and Functional Groups to Review Project Requirements, Schedule, Scope and Estimate  Considerations: Project level and Geometric Layout Need  Applicable Studies (i.e. - Traffic, Environmental, Hydraulic, Material, Etc.).  Applicable Coordination and Reviews for the Project Schedule (ADA, Bridge, Utilities, Agreements, Geometric Design Support Unit, ROW, Etc.)				<b>7-14</b>	
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Step 2: Project Development - Pre-Design Items (As Needed)					
<b>LPA</b>	↔	<b>LPP Manager/DSAE</b>			
1. Complete Pre-Design Items Identified from Project Planning, which may include: Complete Design Memo <sup>1</sup> Prepare Traffic Studies Prepare Preliminary Studies Complete Early Notification Memo (ENM) (if directed by District) and/or Contact Agencies (MnDNR, USACE, SHPO, MNDOT Env., Etc.)	↔ Iterative Project Discussion between LPA, MnDOT, and Functional Groups	1. Review and Coordinate Pre-Design Items with Functional Groups and MnDOT Central Office (CO): Coordinate MnDOT Review of Pre-Design Studies Coordinate MnDOT Review of ENM and/or Contact Functional Groups directly to discuss project. Coordinate with Agreements Unit on Cost Participation eligibility if needed.			<b>60 - 90</b>
2. Develop Project Layout (if required)		2a. Route Draft Layout for District Functional Unit Review <i>(2a Applies to all Projects with Layouts)</i>  2b. Route signed Layout for CO Review <i>(2b Applies only to Level 1 Projects. Submittal can be concurrent with 2a.)</i>			
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Step 3: Project Development - Construction Documents					
<b>LPA</b>		<b>LPP Manager/DSAE</b>	<b>LPA</b>	<b>MnDOT</b>	
1 a. Develop 30% and/or 60% Plan and Submit to District <i>(May not be required based on Project Type, Size, or District Process)</i>	→	1 a. LPP Manager Coordinate 30% and/or 60% Plan Review by District		30	<b>75</b>
1 b. Develop 90% Plan, Specification, and Estimate (PSE) Package and Submit to District	→	1 b. LPP Manager Coordinate 90% PSE Review by District <i>(90% PSE may be submitted to Central Office Agreements for early coordination)</i>		30	
2. Submit 100% PSE Package to District	→	2. LPP Manager Coordinate Final PSE Package Review and Approval. Level 1 projects require District and CO plan reviews and signature. Level 2/3 approved at District.		15	
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Step 4: Agreements					
<b>LPA</b>		<b>LPP Manager/DSAE</b>	<b>LPA</b>	<b>MnDOT</b>	
1. Review and Sign Agreement <i>Note: Council or Board Action is Required</i>	↔	1. Coordinate Final PSE Package and Checklist submittal to CO Agreements  2. Coordinate with CO Agreements to Develop Cooperative Agreement  3. Coordinate Execution of the Agreement		14-28	<b>47-65</b>
			30	3-5	
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Step 5: Award					
<b>LPA</b>		<b>LPP Manager/DSAE</b>	<b>LPA</b>	<b>MnDOT</b>	
1. Advertise <i>Note: Executed Agreement Needed for LPA to Advertise</i>	→	1. Coordinate Approval of the Award and Provide Concurrence Letter	21-30	7-14	<b>37-44</b>
2. Announcement to Award Project <i>Note: District Approval Letter Required for LPA to Award</i>	→	2. Coordinate with CO Agreements to Update Agreement Schedule 'I'			
				<b>Total <sup>2</sup></b>	<b>286-376</b>
Construction Begins					
Coordination with LPP manager continues through construction and project finalization.					

**Notes:**  
 1. Only required for Level 1 Projects  
 2. Total duration provides an estimated number of days the LPA and LPP may need to work through process but does not reflect the actual schedule of the project.