



Metro District State Aid Construction

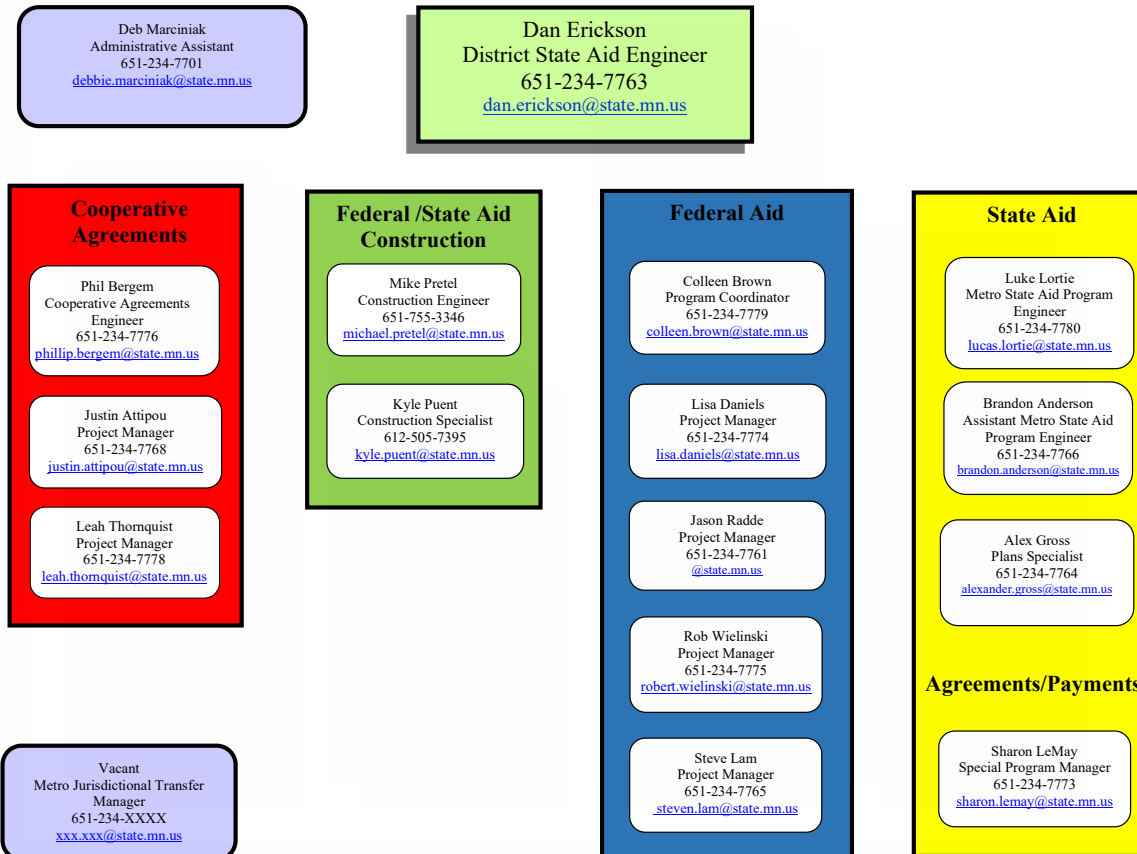
2023 Training Agenda

8:00 – 8:15	Welcome – Dan Erickson
8:15 – 8:45	Metro Materials, Plant Inspection, and IA– Dave Van Deusen, Mike Sroga & Greg Bohmert
8:45 – 9:15	Bituminous – Greg Johnson
9:15 – 9:45	Pavement Foundations – Terry Beaudry
9:45 – 10:15	Concrete – Gordy Bruhn
10:15– 10:45	Temporary Sheet Pile for Culverts-Rich Lamb
10:45 -- 11:15	NPDES & SWPPP – Dwayne Stenlund
11:15 – 11:45	Work Zone Crash Trends and Mitigation – Michelle Moser & Max Moreland
11:45 – 12:15	Labor Compliance – Kirsten Reyes
12:15—12:45	Office of Civil Rights: EEO, OJT, & DBE – Joseph Castillo, Chris Clarke, and Scott Hoffman
12:45 – 1:15	State Aid Topics – Mike Pretel & Kyle Puent

Metro State Aid Org Chart

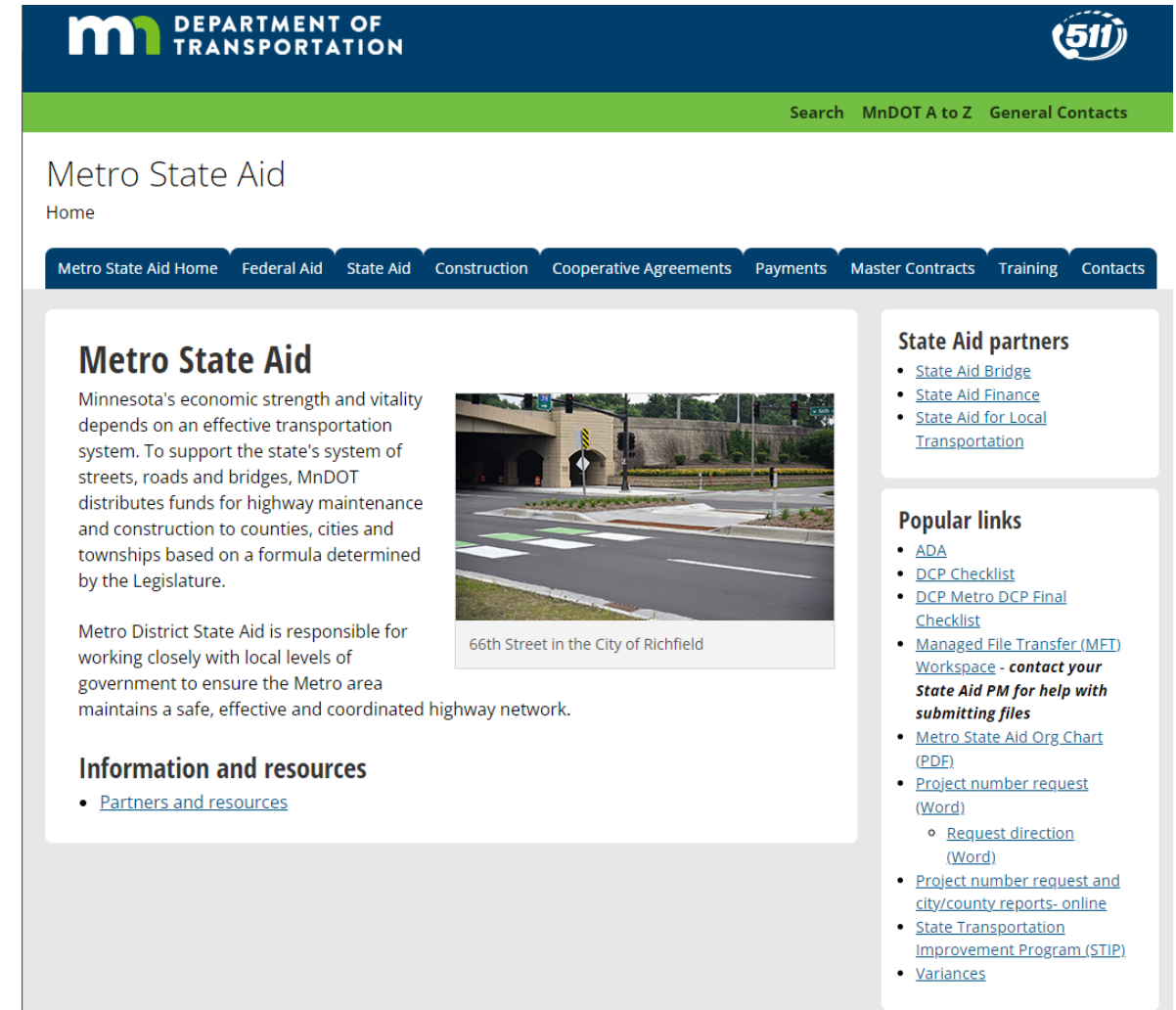
MnDOT METRO DISTRICT STATE AID STAFF

Web Site: www.dot.state.mn.us/metro/stateaid/home.html



Purpose and Goals

- We are here to assist & guide you!
- eSAM – Electronic State Aid Manual and some specific topics
- MSA Website - <http://www.dot.state.mn.us/metro/stateaid/home.html>



The screenshot shows the Metro State Aid website homepage. At the top, there is a dark blue header with the Minnesota Department of Transportation logo (m) and the text 'DEPARTMENT OF TRANSPORTATION' on the left, and the '511' logo on the right. Below the header is a green navigation bar with links for 'Search', 'MnDOT A to Z', and 'General Contacts'. The main content area has a dark blue navigation bar with links for 'Metro State Aid Home', 'Federal Aid', 'State Aid', 'Construction', 'Cooperative Agreements', 'Payments', 'Master Contracts', 'Training', and 'Contacts'. The main content area is divided into three columns. The left column has a heading 'Metro State Aid' and a paragraph: 'Minnesota's economic strength and vitality depends on an effective transportation system. To support the state's system of streets, roads and bridges, MnDOT distributes funds for highway maintenance and construction to counties, cities and townships based on a formula determined by the Legislature.' Below this is a photograph of a street intersection with a crosswalk, captioned '66th Street in the City of Richfield'. The right column has a heading 'State Aid partners' and a list of links: 'State Aid Bridge', 'State Aid Finance', and 'State Aid for Local Transportation'. The bottom right column has a heading 'Popular links' and a list of links: 'ADA', 'DCP Checklist', 'DCP Metro DCP Final Checklist', 'Managed File Transfer (MFT) Workspace - contact your State Aid PM for help with submitting files', 'Metro State Aid Org Chart (PDF)', 'Project number request (Word)', 'Request direction (Word)', 'Project number request and city/county reports- online', 'State Transportation Improvement Program (STIP)', and 'Variances'.

State Aid Manual

Created May 2015 (Revised January 2023)

State Aid Manual

- Manual contains an overview of all areas of State Aid & Processes.
- Links to forms, procedures & guidance documents.
- Chapter 6 - Construction, details the Construction process.



State Aid for Local Transportation
Minnesota Department of Transportation

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)

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

Chapter 6 Construction, I. Overview

C. Construction Procedures Summary

Table 4: Construction Procedures - Typical State Aid and Federal Requirements, Bid Opening through Final Payment. This summary is not all inclusive.

Item or Task (L = Local Agency, M = MnDOT)	SAP	SP DCP
DCP Checklist		L
Advertising	L	L
Bid Opening <ul style="list-style-type: none"> Conducted by governing body of Local Agency. Federal and state laws and rules adhered to in conducting bid opening Bid Opening Procedures for Local Government Agency Projects (Word) 	L	L
Abstract of Bids	L	L
MnDOT Civil Rights Office certifies DBE participation.		M
Ensure Contractor meets responsible contractor requirements and is not on debarment list.	L	L
Award of Bid <p>*Bid justification is required if bid is 10 percent over or under Engineer's Estimate.</p>	L	L*
Award of bid for Projects of Divisional Interest <ul style="list-style-type: none"> FHWA must concur in award in all cases, and in bid justification when bid is 10 percent over or under Engineer's Estimate. 		M
NPDES permit, if required	L	L
Contract Execution	L	L

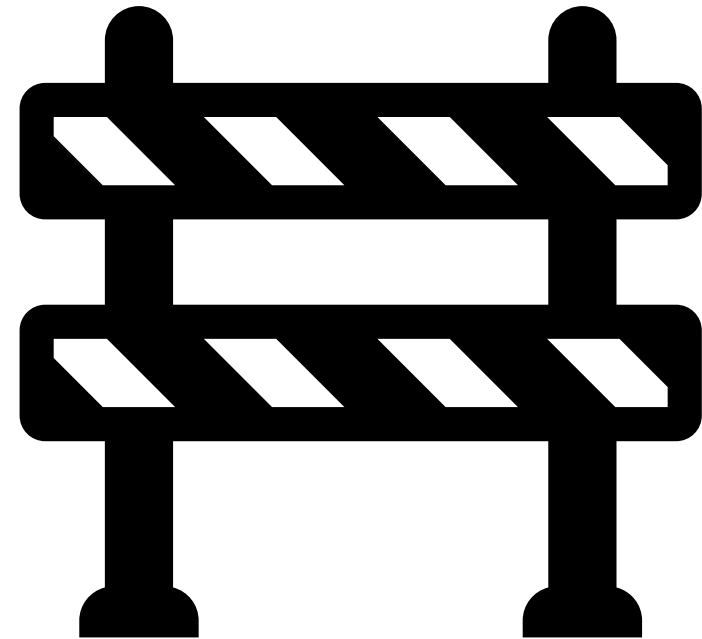
I. Overview - Pre-Construction

- Pre-Construction Meeting Notifications & Invitations
- Utility Coordination Meetings
- Distribution of Pre-Con Meeting Minutes & Weekly Meeting Invites
- Permits – Right of way, NPDES, Etc.
- Signal, Lighting, Misc Systems Coordination



II. Documentation & Reports

- Records & documentation must be sufficiently detailed to withstand an audit
- Change in Construction Status forms (Fed Aid)
- Pay item documentation
- Trunk Highway & Traffic Impacts



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:	<input type="text"/>	Field Office Location:	<input type="text"/>
Agency:	<input type="text"/>	Phone:	<input type="text"/>
Phone:	<input type="text"/>	S.P./S.A.P. Number(s):	<input type="text"/>
Trunk Highway Number(s):	<input type="text"/>		
From (include mile marker):	<input type="text"/>		
To (include mile marker):	<input type="text"/>		

Work Zones and Lane Closure Notification

- Local Projects impacting Trunk Highway or National Highway System require lane closure form submission.
- TH Impact notification to be submitted by 12p Friday the week before scheduled



METRO LANE CLOSURE FORM

- Submit the form to MetroLC.DOT@state.mn.us. Submit planned lane closures at least 3 business 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 #

Planned modifications

Type of Work

III. Materials & 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
- **2022 supplement - MnDOT Supplemental 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
- CO's 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

SP/SAP(s)	MN Project No.:	Change Order No.
Project Location		
Local Agency	Local Project No.	
Contractor	Contract No.	
Address/City/State/Zip		
Total Change Order Amount \$		

(Describe work and justification for change order.) /

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Net Change this Change Order						

**Group/funding category is required for federal aid projects

Due to this change, the contract time: (check one)	
<input type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> Is Increased by ____ Working Days	<input type="checkbox"/> Is Increased by ____ Calendar Days
<input type="checkbox"/> Is Decreased by ____ Working Days	<input type="checkbox"/> Is Decreased by ____ Calendar Days

Approved by Project Engineer: _____ Date: _____

Print Name: _____ Phone: _____

Approved by Contractor: _____ Date: _____

Print Name: _____ Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ____ Federal Funding ____ State Aid Funding ____ Local funds

District State Aid Engineer: _____ Date: _____

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

- State Aid Payment Resources:
<http://www.dot.state.mn.us/metro/stateaid/sapaylink.html>
- Federal Aid Payment Resources:
<http://www.dot.state.mn.us/metro/stateaid/dcpfinal.html>

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.

Questions?

Contact MnDOT Metro District State Aid Construction Group:

Mike Pretel 651-755-3346 or michael.pretel@state.mn.us

Kyle Puent 612-505-7395 or kyle.puent@state.mn.us