



Minnesota Department of Transportation

Memo

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To: Program Delivery Management Team
From: Al Schenkelberg, Director
Office of Investment Management
Subject: Use of Consultant Engineering Funds From the SRC

The purpose of this memo to provide clarification and assistance in understanding the use of, and eligibility for, State Road Construction (SRC) fund encumbrances for Consultant Contracts.

Background: The Mn/DOT Budget is passed by the Legislature as a split appropriation. This means that the SRC is a separate appropriation and budget item from the Operations and Administration Budget. The Legislature does this to show its intent for the amount of funding to be used for construction purposes. Since the Legislature has indicated its intent in the appropriation language, Mn/DOT must be careful to use the SRC funds in accordance with this intent.

With the above in mind, the various uses of Consultant Agreements were studied to determine which would be eligible for the use of SRC funding. The decision was made that only consultant projects that are clearly related to a specific construction project are eligible for funding from the SRC.

The following types of work are eligible for inclusion in consultant contracts (not Mn/DOT staff) using SRC funds:

- Right-of-way (ROW) and all its related work types are normally included in the SRC budget, some of the related work types are:

Table with 2 columns: Code and Description. Rows include: AB Asbestos Abatement, Demolition, AP ROW Appraisals, RW ROW Assistance, SR Land Survey, TI ROW Land Titles, TX Soils Testing for Contaminants.

- Research has been part of the SRC for many years. The amount of research funds in the SRC has been established statutorily and are managed by the Research Office.
- The remaining work types considered to be **eligible** for SRC funding are those that are closely related to either the design or construction oversight of a Mn/DOT construction project. Included in these work types are:

AB	Asbestos Abatement
AC	Architectural Design
BD	Bridge Design
CR	Cultural Resource Investigations that are project specific
DR	Data Recovery that is project specific
CS	Construction Support
DD	Detail Design
EI	Environmental Investigation that is project specific
GT	Geotechnical and Materials Testing
HY	Hydraulic Study that is project specific
IN	Project Inspection
LA	Landscape Architecture
LD	Lighting Design
PD	Preliminary Design
PR	Public Relations for informing the public that is project specific
SD	Sign Design
SG	Signal Design
SI	Site Development
SR	Land Survey
TE	Traffic Evaluation
WM	Wetland Development for Mitigation
VI	Computer Visualization
AE	Aerial Photography
MP	Mapping

- The following work types are **ineligible** for SRC consultant funding:

	Mn/DOT Labor
BS	Bridge Study
CM	Communications
CP	Computer Services
PS	Corridor Plans & Studies
CR	Cultural Resource Studies that are not project specific
GI	GIS
JY	Junk Yard

LS	Land Use Study
MG	Management Support
MR	Market Research
MS	Marketing Studies
	Manual Preparation
PR	Public Relations that are not project specific
PS	Planning
PS	Planning Study
SS	Special Study
SV	Sewer Cleaning and Video
TE	Traffic Evaluation that is not project specific
TS	Traffic Study that is not project specific
TR	Training
WM	Wetland Management

The basic test of eligibility will almost always be, "is it part of the design or oversight of a specific Trunk Highway construction project?" If you have any doubts or questions regarding eligibility please call Bob Hofstad at 651-296-8519.

Those District/Division projects that are **ineligible** for the SRC budget will use the following process:

- Send the CPS Form to Bob Hofstad.
- Bob will double check eligibility.
- Bob will forward form to Consultant Services.
- Bob periodically sends a summary of ineligible requests to Doug Weiszhaar, Jim Swanson, and Dick Stehr.
- Consultant Services shifts the encumbrance to the operating budget in exchange for an eligible encumbrance from an Office in Program Support (i.e., bridge design)
- Consultant Services informs District/Division.

Thank you for cooperation.

cc: Doug Weiszhaar
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Kevin Gray
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