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State Aid E-Scene

Are your pay items clear to your bidders?

By: Rollin Larson, State Aid Construction Specialist

What happens if you put a pay item into a plan that does not have a corresponding specification in the MnDOT Standard Specifications for Construction (Spec Book) or the Contract Special Provisions?

You may have a contractor that bids that item with a far different interpretation of what they are bidding on than what you, the owner, are expecting.

State Aid staff have noticed several federal projects recently where there were bid items that are not present in the Spec Book, and do not have special provisions.

There are two kinds of item numbers that MnDOT uses on projects, those that are referenced in the Spec Book and those that are not. They are differentiated by the first number after the decimal, as noted in the items below (only item with a .5XX number are defined in the Spec Book).

2506.516 Casting Assembly – This is a standard item with item requirements

defined in the Spec Book. The item can be found in the Spec Book at the end of the 2506 Specification.

A special provision can be provided if you have some additional or special requirements for this item, but one is not needed if you are following the specification as written in the Spec Book.

2506.602 Clean Out Catch Basin – This is not a standard item, a special provision is needed to describe the item requirements. The specification should include enough information for the contractor to accurately bid what the item requirements are, including:

- Description
- Material Requirements
- Construction Requirements
- Quality Control
- Method of Measurement
- Basis of Payment

As a quality check of your contracts before bid opening, we suggest that you do a review to make sure all items that are in your bid package are referenced in the Spec Book as a "Basis of Payment" item, or by a special provision. It could save you time and expense on a future Supplemental Agreement.



Federal Aid Construction Project Engineers: Don't forget the Exhibit A's

By: Elisa Bottos, Federal Aid Engineer

The Disadvantaged Business Enterprise Program provides socially and economically disadvantaged individuals with equal opportunities to obtain federal aid contracts and project work. Local agency and MnDOT projects receiving federal funds must abide by 49 CFR Part 26 [Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs](#).

If your federal aid project has a DBE percentage goal rather than a Race Gender Neutral goal, there are particular requirements that must be met by both the contractor and owner to comply with the contract. One of these is the completion of Part E of the Exhibit A by the Project Engineer.

The DBE goal will be included in your special provisions and would have been provided by the Office of Civil Rights through the State Aid Division during project development. Goals are set by OCR based on value of contract, type of work and availability of DBE contractors in the area.

Prime Contractors must take necessary and reasonable steps to ensure that DBE contractors and suppliers have the maximum opportunity to compete for and perform this contract. The Prime Contractor commits to using the goal percentage of DBE contractors and suppliers for the project as part of the bidding requirements. After the OCR has cleared the contractor for award, they will send the [DBE description of Work and Field Monitoring Reports \(Exhibit A\)](#) (PDF) to

the local agency holding the contract. Sections A through D will have already been completed by each DBE subcontractor or supplier and the OCR prior to award. Each DBE performing work or supplying material on the project will have a separate Exhibit A.

The local agency Construction Project Engineer must complete Part E of the **Exhibit A** when each DBE has completed $\frac{1}{3}$ to $\frac{1}{2}$ of their portion of the work. The Project Engineer states whether or not the DBE contractor or supplier is performing the contract work satisfactorily and under their own power. **Exhibit A's** must then be sent to the OCR when completed in order for the OCR to provide the DBE final contract clearance of the project.

If there are any changes to the DBE commitment, whether percentage of work, subcontractors or suppliers, the Prime Contractor and the owner should correspond with and have official written documentation from the OCR before that change is made.

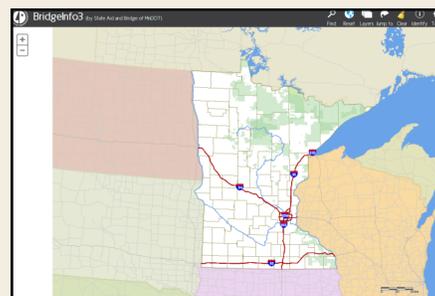
As extra work becomes necessary on the construction project, it is encouraged to have DBE contractors and suppliers perform as much work as possible. This would then increase the DBE percentage and ideally meet or exceed the goal set for the project.

If you have questions about any of the DBE process, please contact your District State Aid Office or the [Office of Civil Rights](#).

BridgeInfo3

State Aid has replaced the BridgeInfo2 application with an updated version, BridgeInfo3. No Citrix client will be needed for BridgeInfo3. The new application works similarly but has some added features, including: ability to query, markup tools for map and saving a project.

- BridgeInfo application - <http://dotapp9.dot.state.mn.us/bridgeinfo3/>
- BridgeInfo3 Help document - <http://dotapp9.dot.state.mn.us/bridgeinfo3/BridgeInfoHelp.pdf> (PDF)



Bridge Details and Reports	
Currently Selected Bridge : 55	
County:	23 - FILLMORE
Design:	312 - STEEL / ARCH
Length:	14.09 ft.
Year Built:	1937
Longitude:	-91.763253
Latitude:	43.766639
UTM_X:	599543.2462
UTM_Y:	4546897.6643
Posted Sign:	0
Average Daily Traffic:	1097
Improvement Cost:	No data
Abutment Foundation:	N - Not Applicable
Pier Foundation:	N - Not Applicable
Sufficiency Rating:	91.20
Deficiency Status:	Not Calculated
Superstructure Rating:	N - Not Applicable
Rail Rating:	N - Not Applicable
APR Rail Rating:	0 - Below Standard
MN Score:	E - CULVERT
Hydraulic Data:	N - Hydraulic Data Not Available

ADA pedestrian inventory for cities and counties

By: Michelle Huettl, Landscape Architect, Operations Division

Under Title II of ADA, 28 CFR Part 35 Sec. 35.105 and Sec. 35.150 all public entities are required complete an inventory and conduct a self-evaluation of its facilities for accessibility. Public entities employing more than 50 are required to develop a Transition Plan detailing how the organization will ensure that all of its facilities, services, programs and activities are accessible to all individuals. This includes an evaluation of curb ramps and sidewalks.

To complete their pedestrian inventory MnDOT developed a list of attributes and a GPS application to conduct its own evaluation and is making the collection routine and equipment available to the cities and counties.

MnDOT has 10 Trimble units to lend to cities and counties, on a first come first served basis, that

would like to conduct their self-evaluations. The employee(s) conducting the collection must attend a two hour training session on how to collect the data and use the Trimble. Training location(s) will be determined based on geography once the cities or counties who are collecting are identified.

The caveat to using MnDOT's program and equipment is that the data must be downloaded within MnDOT's system. Again, depending on location, a convenient location can be set up to download. Ideally the data should be downloaded daily, but weekly downloads are fine as well. The download process takes 15 minutes or less. Once the data collection is complete, each city/county will receive a shapefile with their data, plus any MnDOT data that is within their boundaries.

If you have any questions about the data collection, please contact Michelle Huettl at michelle.huettl@state.mn.us or 651-366-3312.



Employee News

Jim Fenske is the new District 6 DSAA. Jim took over for Rollin Larson who is now the Construction Specialist for Districts 6, 7 and 8. Jim started April 20th and most recently worked as Plans Manager in the D6 Design Office. Jim has experience ranging from surveys, permits, design team manager and ROC 52 design build.

Nancy Stone has filled the Program Support position left vacant by Shannon Geshick Bullen who left in May for an opportunity with the Minnesota Indian Affairs Council. Nancy has worked for MnDOT for

23 years in State Aid and Human Resources, 16 of these have been spent in State Aid. Prior to coming to MnDOT, she also worked for the Department of Public Safety for 13 years.

Julee Puffer, longtime State Aid employee, retired May 3rd after more than 37 years with MnDOT. Julee started with MnDOT in 1979 in the Office of Geometrics. Before starting in State Aid in 1999, Julee also worked in the MnDOT mailroom, Office of Technical Support and Office of Special Provisions.

Don't let the bats drive you batty!

By: Gary Reihl, Federal Aid Project Development

No new changes to the rules or regulations on the Northern Long Eared Bat to report at this time. However, we did make changes to the [Threatened and Endangered Species Review Request](#) (Word). A small section for the bats was added to ask for information about tree removal and possible bridge work.

2017-2020 Local HSIP Solicitation Results

By: Sulmaan Khan, Program Support Engineer

The most recent local Highway Safety Improvement Program solicitation was completed earlier this year. Local projects from greater Minnesota were solicited for state fiscal years 2017-2020. A total of 50 applications were awarded from the solicitation which included 37 counties and one city from across the state. The total federal HSIP funds that were awarded were nearly \$17.2 million. Below is a

breakdown of HSIP project types that were funded from the solicitation.

Both proactive projects, either developed through the County Road Safety Plan process or which have substantial compliance with projects listed in the CRSP, as well as reactive projects, which have a benefit/cost analysis of 1.0 or greater and significant crash

history that includes a fatal and/or serious injury crash, were funded in the solicitation. Additional information on the awarded projects can be found on the [State Aid Traffic Safety webpage](#). Questions about the HSIP program may be directed to Sulmaan Khan at sulmaan.m.khan@state.mn.us or 612-366-3829.

Project Type	Funding Awarded
Chevrons	\$ 220,050
Intersection Modifications	\$ 1,550,000
High Friction Surface Treatment in Curves	\$ 621,000
Intersection Lighting	\$ 181,600
Enhanced Pavement Markings and/or Rumble Strips & Stripes	\$ 7,980,247
2' Shoulder Paving, Rumble Strips & Safety Edge	\$ 2,300,284
Enhanced Pavement Markings and/or Signs at Intersections	\$ 405,810
Upgraded Signs, Pavement Markings and Intersection Lighting	\$ 422,573
Roundabouts	\$ 3,476,200
Total	\$ 17,157,764



State Aid for Local Transportation

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<http://www.dot.state.mn.us/stateaid/>