

NOTICE OF GRANT OPPORTUNITY

Minnesota Department of Transportation (MnDOT)

Local Road Improvement Program Grant Solicitation

2023 Solicitation Guide

Note: This document is available in alternative formats for persons with disabilities by calling the Minnesota Relay Service at 1-800-627-3529 or for persons who are hearing, or speech impaired by e-mailing ADArequest.dot@state.mn.us

This grant announcement does not obligate MnDOT to award a grant, and MnDOT reserves the right to cancel the solicitation if it is considered to be in its best interest.

Responses to this grant announcement will be public information under the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.

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Local Road Improvement Program Solicitation Overview

IMPORTANT NOTES:

- Projects that have received legislatively selected appropriations (“earmarks”) or previous Local Road Improvement Program (LRIP) grants are not eligible for funding under this solicitation.
- Projects that will be awarded and/or under construction before the anticipated LRIP award notifications in March 2024 are not eligible for funding under this solicitation.
- Required design standards. Work on County State Aid Highways and Municipal State Aid Streets are subject to all of the requirements in the state aid rules. For projects on county roads, municipal streets, township roads, and tribal roads, the District State Aid Engineer will determine the appropriate design standards. This could be design standards from the state aid rules, American Association of State Highway and Transportation Official (AASHTO) A Policy on Geometric Design of Highways and Streets, or other design standards. Applicants can contact their [District State Aid Engineer](#) to discuss design standard assumptions during the application process if desired.

MnDOT requests responses for the Local Road Improvement Program (LRIP) solicitation.

The Local Roads Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in [Minnesota Statute 174.52](#). The legislature appropriated \$84,954,000 in general obligation (GO) bonds (of which \$6,000,000 is designated for grants to townships) in Laws of Minnesota 2023, Chapter 72, Article 1, Section 16, Subdivision 2 and \$18,013,000 in general funds for LRIP in Laws of Minnesota 2023, Chapter 68, Article 1, Section 2, Subdivision 4(c)(2). Depending on the number and quality of applications, we intend to award projects to counties, state aid cities, non-state aid cities, townships, and federally recognized Indian Tribes.

The LRIP provides funding for capital construction costs only – LRIP funds cannot be used for engineering, right of way, or other non-construction related costs. The statute describes three types of accounts with a specific intent for the types of local road or Tribal Road projects that can be considered for program.

1. The Trunk Highway Corridor Account provides funds to assist in paying the local or Tribal share of trunk highway projects. For consideration under this account, all of the following conditions must be met, and a letter of support from MnDOT must be submitted.
 - i. There must be a MnDOT trunk highway project in the State Transportation Improvement Plan (STIP). The State Project (SP) number must be provided in the application under Section D1 below.
 - ii. The local agency or tribal agency must have cost sharing responsibility. Only those costs outside of the trunk highway are eligible for LRIP funds.
 - iii. The local or Tribal portions must not be eligible under the Routes of Regional Significance or Rural Road Safety Accounts. If the proposed project is eligible under either of these two other accounts, the project should be submitted for LRIP funding under one of these two other accounts.

Note that funds from this account are for local or Tribal road improvements impacted by trunk highway projects where local agencies or tribal agencies have cost responsibility. LRIP funds cannot be used for improvements or projects on the trunk highway or within the trunk highway corridor right of way that may require local or Tribal cost sharing per MnDOT's Cost Participation Policy. All LRIP funds cannot be used for work on a trunk highway or on trunk highway right of way.

2. The Routes of Regional Significance Account provides funds for the costs of constructing or reconstructing city streets, county highways, town roads, or Tribal roads with statewide or regional significance.
3. The Rural Road Safety Account funds capital safety improvement projects on County State Aid Highways (CSAH) primarily to reduce traffic crashes, deaths, injuries, and property damages. Funds from this account are eligible for use on County State Aid Highways only.

Program Goal

The MnDOT State Aid for Local Transportation Office administers the Local Road Improvement Program with guidance from the Local Road Improvement Program Advisory Committee, as established in statute [174.52 Subd. 3](#). The process and criteria for determining eligibility and prioritizing projects for the solicitation are established in the statute and recommended with guidance and input from the Local Road Improvement Program Advisory Committee. Project grants are approved by the Local Road Improvement Program Advisory Committee with a program goal to provide funding assistance to local agencies and federally recognized Indian Tribes for construction, reconstruction, or reconditioning projects.

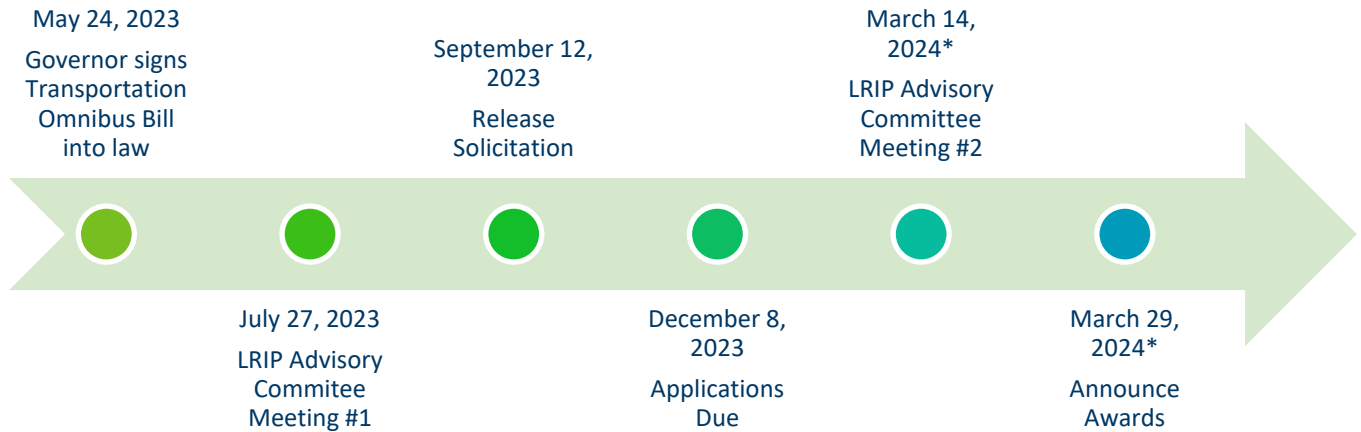
Funding Availability

A maximum of \$1,500,000 may be requested for a project. There is no minimum amount set that must be requested.

LRIP funds may be requested for the full construction cost of a project, up to the maximum amount, or be leveraged with other funding sources on a project.

LRIP funding does not require any local or Tribal match, and grants are paid on a reimbursable basis (the local agency or tribal agency finances 100% of the project cost up front and submits state aid pay requests for reimbursement as costs are incurred).

Solicitation Schedule



*Note that this schedule is subject to change depending on the number of applications submitted and review time required.

Project Requirements

Proposed projects must follow the listed requirements to be considered for grant funding:

1. Eligibility. The project must be a local road (street or highway) or Tribal road construction, reconstruction, or reconditioning project under one of the three accounts established in the LRIP.

Note: LRIP bond funds may not be used for right of way acquisition, engineering, public or private utilities, work on trunk highways, or standalone enhancement projects (landscaping, trails, sidewalks, ADA improvements, etc.).

2. Operations and Safety. Address a transportation deficiency and/or improve safety on local or Tribal roads.
3. Account Specific Considerations
 - i) Trunk Highway: The project must be located on a local or Tribal road owned by the local agency or tribal agency that is impacted by a Trunk Highway project.
 - ii) Regionally Significant. Demonstrate the regional significance of the route by being classified as a major collector or higher unless it meets one of the following criteria; a) identified in a regional plan as a farm-market artery, b) part of a 10-ton route system, c) part of an economic development plan, d) serves as a regional tourist destination, e) provides capacity or congestion relief to a parallel trunk

highway or county road, and f) is a connection to the regional system, trunk highway, or a county road.

iii) Rural Road Safety Account: The project must be located on a rural County State Aid Highway (CSAH).

4. For non-tribal applicants, be supported by agency board or council and other local agencies impacted by the project, including county sponsor.

*Note: Cities that are not a State Aid city (populations less than 5,000) and townships must have a county sponsor and support of the County Board. **A city or township resolution in support of the project and a county board resolution for support and willingness to sponsor the project must be included in the application package.** The sponsor's tasks include but are not necessarily limited to:*

- *Be the fiscal agent on behalf of the community and have funds flow from MnDOT to the county to the contractor*
- *Request SAP/SP number for the project*
- *Ensure the project meets milestones and dates*
- *Assist local agency in execution of a grant agreement*
- *Develop, review and/or approve the plan*
- *Submit plan, engineers estimate, and proposal to the DSAE*
- *Advertise, let, and award the project*
- *Submit pay requests to State Aid*
- *Communicate progress and updates with the DSAEs and State Aid Programs Engineer*
- *Ensure that the project receives adequate supervision and inspection*
- *Assist with project close out*

5. Consider availability of other funding sources.

6. Be non-controversial.

Note: Projects should have minimum problems or issues that could delay the letting and construction such as right of way acquisition, railroad, and historical impacts.

7. Expected useful life. Include permanent elements of the roadway corridor and have a minimum expected life of the project of 10 years. Maintenance type activities such as filling potholes, blading gravel roads, and ditch repairs are not eligible for LRIP.
8. High Impact. Provide letters of support from other local agencies, federally recognized Indian Tribes, or public/private parties impacted by the improvement. For example, letters of support from area businesses regarding the impact and benefit of constructing a road to a 10-ton design standard.
9. Projects would be anticipated for construction letting in years **2024–2026**.

Scoring Criteria

Project selection will consider geographical distribution and distribution among jurisdictions along with other criteria, some of which include:

- The number of people that will be benefited by the project. Generally, the more people benefited by the project, the higher the score. For example, a regionally significant roadway reconstruction project for a road with 2,000 average vehicles per day would benefit the 2,000 daily users 365 days per year. Whereas, a standalone culvert improvement project on a similar regionally significant road with 2,000 average vehicles per day to prevent overtopping associated with localized flooding, would benefit the 2,000 daily users perhaps 5-10 days per year. The first example project would provide greater cumulative benefit when compared to the second project.
- The critical nature of the transportation deficiency that would be eliminated by the project.
- Project readiness. Bond funds are set to expire on December 31, 2027, and general funds are set to expire on June 30, 2027, so we want to fund projects that have a high degree of certainty of being constructed in 2024, 2025, or 2026, with little controversy or potential for the project to be delayed or abandoned.
- Account Specific Considerations.
 - Trunk Highway: The degree to which local or Tribal roads will be impacted by the Trunk Highway project.
 - Routes of Regional Significance: The degree to which a roadway is regionally significant. In general, roadways that are more regionally significant will score higher.
 - Rural Road Safety Account: The degree to which proposed improvements are identified in a County Road Safety Plan and align with elements of the Minnesota Strategic Highway Safety Plan.

Questions

Applicants who have any questions regarding this grant announcement may submit questions by

e-mail to:

Rashmi Brewer

Rashmi.Brewer@state.mn.us.

Questions must be submitted by 4:00 pm CST on December 1, 2023.

Application Overview

The LRIP application is available on the State Aid Local Road Improvement Program webpage - <http://www.dot.state.mn.us/stateaid/lrip.html>. Use the guide below for assistance in filling out the application. Please keep the descriptions clear and concise.

The following will be considered contents and questions asked in the application:

A. Applicant Information

1. Name (First & Last). Provide the name of the contact person at the local agency or tribal agency applying for the funds. This person should be the person to contact with questions about the applications and representing the agency submitting the project. It may be the project sponsor if they are submitting on behalf of a non-state aid city or township.
2. Phone Number. The work phone number of the person at the agency applying for the funds.
3. E-mail. The work e-mail address of the person at the agency applying for the funds.
4. Agency type. Select the appropriate agency type from the drop down that is submitting the application: Township, Non-State Aid City (population < 5,000), State Aid City, County, or federally recognized Indian Tribe.
5. Agency Name. The name of the agency submitting the application.
6. Street Address. The number and street name of agency
7. City. The city where the agency is located.
8. State. This will always be Minnesota.
9. Zip Code. The zip code where the agency is located.
10. As a grant applicant, are you representing a non-state aid city or township? Select the appropriate option.
11. Sponsoring County and County Engineer name (if applicable): Enter the sponsoring county and the county engineer name if the applicant is a township or a city with a population of less than 5,000.

B. Project Location

1. MnDOT District. Select the [MnDOT District](#) that the project is within. If your city or township is not listed, refer to the county your project is located in to determine the appropriate MnDOT district.
2. County. The county that the project is located within.
3. City. Provide the name of the city if a portion or the entire project is on a city road or within the city limits.
4. Township. Provide the name of the township if a portion or the entire project is on a township road.

Note: Cities that are not a State Aid city (populations less than 5,000) and townships must have a County Sponsor.

5. Name/Designation of Road. Route number or name of the road (County State Aid Highway 5, Main Street S, etc.)
6. Type of Road. Select the type of street the project is on from the dropdown (County State Aid Highway, County Road, Municipal State Aid Street, Local Street, Township Road, or Tribal Road)
7. Functional classification. Select the functional classification from the dropdown (principal arterial – interstate, principal arterial – other freeways and expressways, principal arterial - other, minor arterial, major collector, minor collector, or local)

How to find your roadway functional classification:

- I. Browse to the Enterprise MnDOT Mapping Application at EMMA (<http://www.dot.state.mn.us/tda/emma.html>)
 - II. Select Launch Application link at top of page.
 - III. The entire state of Minnesota will appear when the page first loads. Enter target street address or city in upper left to zoom to requested location. Users can alternatively zoom manually using the +/- icons or scrolling with their mouse.
 - IV. Click “Layer List” graphic in upper right corner of window (three stacked pieces of paper)
 - V. Within Layer List window, click “Map Layers” to expand a list of all data that can be displayed via this application.
 - VI. Find “Functional Class” in the layer list and click the open box next to it. It should populate with a white checkmark in a blue box. Now click the arrow to the left of the blue box to expand the map legend. Compare your project location to the colored legend to identify the functional classification of a roadway.
 - VII. Further clarity on the functional classification of a roadway can be identified by clicking on the ellipsis (set of three dots) to the right of “Functional Class” in the “Layer List” and selecting “View in Attribute Table”. This will activate a table at the bottom of your window and allow you to click on any visible roadway to display a textual listing of its classification.
8. Average Daily Traffic Count. The ADT from the most recent traffic count. Note that traffic count must be no more than 5 years old.
 9. Year of ADT Data Collection. The year that the most recent traffic count was conducted. Note that the data must be no more than 5 years old.
 10. Road Authority Type. Identify the agency type (township, non-state aid city [population < 5,000], state aid city, county, or federally recognized Indian Tribe) of the road authority that owns and has jurisdiction of the road the project is on.
 11. Road Authority Name. Identify the agency name of the road authority that owns and has jurisdiction of the road.
 12. Project Termini - From. Provide a short description of the beginning of the project.

13. Project Termini - To. Provide a short description of the ending of the project.
14. Beginning Point Latitude. Provide the latitude of the beginning point of the project in decimal format. For example, the latitude of the Transportation Building is 44.9532 in decimal format.
15. Beginning Point Longitude. Provide the longitude of the beginning point of the project in decimal format. For example, the longitude of the Transportation Building is -93.1047 in decimal format.

To find your project location latitude and longitude:

- a. Browse to Google Maps (maps.google.com)
 - b. Find your project location and right-click.
 - c. A dropdown menu will appear with the latitude and longitude of the location listed at the top in decimal format. Left-click on the latitude and longitude to copy it to your clipboard.
 - d. Note that the latitude and longitude that you will copy to your clipboard are in the format latitude, longitude. You will need to separate the latitude and longitude to enter them in the application form.
16. General Environment. Select the most appropriate general environment that represents the majority of the project from the dropdown (urban, suburban, or rural). From [Minnesota Administrative Rules 8820.0200](#):
- "Urban" means a roadway that includes a curb and gutter and is, or will be in the foreseeable future, located in an area that is sufficiently developed to warrant an urban design.
 - "Suburban" means an area both in a subdivided area or an area in a detailed development process, and where physical restraints are present that prevent reasonable application of the rural design standards.
 - "Rural" means a roadway that includes ditches and is located in an area that is not presently, nor will it be in the foreseeable future, sufficiently developed to warrant use of an urban design.

C. Project Description

1. Type of Project. Select the type of work on this project from the drop-down box. For consistency in use with State Aid Programs the definition of reconstruction and reconditioning are taken from the Local State Aid Route Standards, Chapter 8820, for road projects.
 - **New Construction** – new or re-aligned road
 - **Reconstruction** – the significant full depth replacement or widening of an existing roadway on a similar alignment.
 - **Reconditioning** – includes resurfacing, replacement, or rehabilitation of the pavement structure to extend the life of the roadway and effectively address critical safety and operation needs through minor improvements to the existing facility.

2. LRIP Account requested for funding. Use the drop-down box to select one of the three LRIP accounts your project is eligible for. If you believe your project falls under more than one possible LRIP Account, select the account that is the best fit. Options listed are:
 - **Trunk Highway Corridor Account.** Select this option if funds will be used for local or Tribal costs on local roads or Tribal Roads that are directly or partially related to a trunk highway improvement. This account cannot be used for local or Tribal costs of trunk highway projects as required by MnDOT’s Cost Participation Policy.
 - **Routes of Regional Significance Account.** Select this option if funds will be used to construct or reconstruct city streets, county highways, town roads, or Tribal roads with statewide or regional significance.
 - **Rural Road Safety Account.** Select this option if funds will be used for safety improvement projects on County State Aid Highways (CSAH) primarily to reduce traffic crashes, deaths, injuries, and property damages.
3. Project Description. Provide a description of the proposed project. This should include a description of operational and general safety benefits of the project and a description of the expected useful life of improvements under Section C. Projects seeking funding from the Rural Road Safety Account will need to provide a more detailed description of safety issues and benefits under Section D3.
4. Addressed Deficiencies. Provide a description of any transportation deficiencies the proposed project will eliminate. Pictures can be helpful in demonstrating transportation deficiencies. This should include a description of operational and general safety benefits of the project.
5. Project Expected Useful Life. Projects constructed with LRIP funding must have an expected service life of 10 years minimum. Select yes if to the best of your current knowledge and belief that this requirement will be met. Select no if your project will not meet this requirement and will not be eligible for this program.

D. LRIP Account Considerations and Eligibility

This section will include additional specific project information. The applicant should complete only the appropriate section based on which LRIP funding account is being sought (*i.e.*, D1, D2, or D3). It is possible that a project may meet the eligibility requirements for more than one LRIP Account. If that is the case, complete the section below that is the best fit.

D1. Trunk Highway Corridor Account Considerations and Eligibility

1. For Trunk Highway Corridor Account projects, describe the trunk highway project. Also include a description of how the local or Tribal Road(s) will be impacted by the trunk highway project, why the local or Tribal work is not being funded by state or federal funds, and potential impacts of not completing the local or Tribal work as part of the trunk highway project. If applying under this account, the application must include a letter of support from MnDOT.
2. Trunk Highway Project SP/SAP number. Enter the project SP/SAP number for the associated Trunk Highway project.

Note that funds from this account are for local road or Tribal Road improvements impacted by trunk highway projects where local agencies or federally recognized Indian Tribes have cost responsibility. It is not intended to be used for improvements or projects on the trunk highway or within the trunk highway corridor right of way that require local or Tribal cost sharing per MnDOT's Cost Participation Policy.

D2. Routes of Regional Significance Account Considerations and Eligibility

1. Routes of Regional Significance Criteria. Check all criteria that apply to your project. At least one must be identified to be considered a regionally significant route. More criteria being checked will generally correspond to higher regional significance.
2. Positive Impact. Describe the anticipated number of persons positively impacted by the project and how they will be positively impacted. This should include a quantitative assessment of the number and type of roadway users impacted. This could also include a qualitative description of who uses the facility and how they will benefit from the project, and how multiple local agencies and tribal agencies may benefit.
3. Economic Development. Describe the project contribution to the local, regional, state, or Tribal economy, and economic development or redevelopment efforts. Be specific and reference plans, letters of support, business impacts, and/or community impacts that this project would have in the region.

D3. Rural Road Safety Account Considerations and Eligibility

1. Is this project on a rural County State Aid Highway? The project must be on a rural County State Aid Highway to be eligible for funding under this account.
2. Is this project or components of this project identified in a County Road Safety Plan (CRSP)? All counties have completed CRSPs that identify priority safety projects through a data driven process. These projects on rural County State Aid Highways may be eligible under the Rural Road Safety Account. Use the drop-down box to select yes or no. If yes, provide a brief description of the elements of the project that are included in the CRSP.
3. Minnesota Strategic Highway Safety Plan. This is an effort to align local safety projects with safety priorities identified in the [Minnesota Strategic Highway Safety Plan](#). The plan was completed with a thorough analysis of statewide crash data and trends affecting transporting with various stakeholders. It identified several primary focus areas to help establish safety priorities. Three of the focus areas, intersections, speed, and lane departure include engineering strategies for partners to consider when championing safety projects. Use the drop-down box to select a focus area that your project or safety components of your project align with. The three choices are:
 - **Intersections**
Select if your project makes improvements to an intersection or approaches to an intersection. Sample engineering strategies from this focus area include: improve

visibility of signs/signals, pedestrian countdown timers, clear sight triangle on stop or yield controlled approaches, reduced conflict intersections, or roundabouts. See the full list of strategies from plans and partners in the [Minnesota Strategic Highway Safety Plan](#).

- **Speeding** (over posted speed, too fast for conditions)
Select this choice if your project or components of your projects will look to address speeding. Sample engineering strategies from this focus area include: dynamic speed display signs, automated speed enforcement, or traffic calming measures. See the full list from plans and partners in the [Minnesota Strategic Highway Safety Plan](#).
- **Lane departures** (run-of-road, head-on, sideswipes)
Select this choice if your project will make improvements to address lane departure crashes or minimize damage associated with these crashes. Sample strategies from focus area include: curve speed warning systems, shoulder/centerline rumble strips, improve horizontal curves, guardrails, or remove/relocate objects in the hazardous locations. See the full list from plans and partners in the [Minnesota Strategic Highway Safety Plan](#).

4. **Safety Deficiency.** Describe the crash or safety hazard on the rural County State Aid Highway that you are attempting to address. Transportation deficiencies could include substandard roadway structure, lane or shoulder width, conditions related to certain types of crashes, and other conditions that negatively impact the public. Be specific on how the problem or issues were identified and what harm it presents to the traveling public. Answer this question even if your project is identified in a county safety plan or the Minnesota Strategic Highway Safety Plan.
5. **Improvement.** Describe how the project will address the safety deficiencies, improve safety, and reduce fatal, injury, and/or property damage crashes. Be specific as possible in explaining why the project and safety strategy chosen is the most effective and provides the most benefit, including the expected crash modification factor. Answer this question even if your project is identified in a county safety plan or the Minnesota Strategic Highway Safety Plan.

E. Project Readiness and Ability to Maintain

This section will be used to gauge the readiness of the project. LRIP funds will expire and begin the cancellation process after four years, so it is important that projects selected for LRIP funding can be delivered within that timeframe, with minimal risk of delay.

1. **Estimated Construction Year.** Select the anticipated construction year of the project. Projects should be ready for construction in 2024, 2025, or 2026.
2. **Railroad Impacts.** Select the appropriate option and provide a narrative as necessary to indicate whether your project has railroad crossings or is adjacent to railroad tracks which may require additional coordination and agreements. Choose from the following options:
 - No RR crossings or RR tracks within 600'; or

- Yes. Necessary RR permit(s)/agreement(s) obtained; or
 - Yes. Will obtain RR permit(s)/agreement(s) as needed.
3. Project Status. Select the appropriate option and provide a narrative as necessary to indicate the status of the design work on the project. Design includes any site surveying or study, developing plan sheets, specifications, and engineering estimates. Select from the following choices that best reflects the status of the design work on the project.
- Design work has not started. Select this option if no site survey has been done, project not yet planned/programmed in a Capital Improvement Plan or approved by the local or Tribal jurisdiction.
 - Design in progress. Select this option if site survey has been done, project is approved by local or Tribal jurisdiction to proceed, and plans are being developed.
 - Design completed (plan completed). Select this option if your project is approved by the local or Tribal jurisdiction and the plan is approved by the responsible engineer. The plan is ready to be reviewed and approved by the MnDOT State Aid District Engineer.
4. Federal Funding. Select the appropriate option to indicate whether this project been selected for federal funding. If yes, answer:
- a) Indicate which federal funding program this project has been selected for
 - b) Indicate which STIP version (2023-2026, for example) the project is included in
 - c) Indicate what the Sequence Number(s) are
 - d) Indicate how much federal funding is programmed
5. Right of Way Acquisition. Select the appropriate option and provide a narrative of the status of right of way acquisition, including both permanent and temporary acquisitions, if required. The answer from this question will help gauge the readiness of the project. As a reminder, right of way acquisition costs are not an eligible use for LRIP funds.
- No additional right of way is required
 - Right of way has been acquired
 - Right of way acquisition is underway
 - Right of way acquisition has yet to begin
6. Ability to Operate and Maintain Facility. Describe the local agency's or tribal agency's ability to adequately provide for the safe operation and maintenance of the facility upon completion.

F. Multimodal/Complete Streets

Multimodal Improvements. Depending on where and how local roads or Tribal Roads are improved, vehicle traffic, multi-modal, and non-motorized bike and pedestrian movements may benefit. Identify other users of

the roadway and describe multi-modal/non-motorized improvements included on the project and how they align with elements of Complete Streets. Note that adoption of a Complete Streets policy is not required for grant eligibility.

G. Estimated Project Construction Cost (only include construction costs):

Source of Funding. Provide estimated costs for construction from each funding source, including the amount of LRIP funds requested. Cost estimates should be based on planning and engineering principles. All costs listed as coming from agencies other than the applicant must be committed funds as reflected in a letter of support (agency has agreed to provide these funds for the project). Additional local or Tribal funds that may be required from the applicant need to be committed to the project as well. Do not include costs for studies, design, right of way acquisition, construction engineering, or soft costs such as staff time. These costs will need to be paid by sources other than LRIP.

LRIP funds will be capped at \$1,500,000 per project for counties, state aid cities, non-state aid cities, townships, and federally recognized Indian Tribes. Projects with total project cost estimates less than the capped amount are not required to provide a match provided that all of the construction items are LRIP-eligible.

Items that are eligible for LRIP funds include reasonable elements associated with roadway construction, including basic landscaping and turf establishment. Landscaping planters, benches, bike racks, decorative fences, ornamental lighting, and other aesthetic treatments above the standard are generally not eligible. Other items that are not eligible include engineering, construction administration and inspection, right of way acquisition, and water main, sanitary sewer, or private utility work. Additionally, work on trunk highways or on trunk highway right of way is typically not eligible.

Funding Commitments. Indicate if funds from all sources are committed. If no, provide a narrative describing which sources are not committed and a plan to get funds committed.

H. Attachments:

The following attachments must be included with the application:

- At least one project location map with routes and project termini labeled
- Itemized construction cost estimate based on engineering and planning principles
- Project schedule
- For non-tribal applicants, local agency resolution approving project and pledging support to fund engineering, right of way, inspection, and other non-LRIP eligible costs, as well as LRIP-eligible items in excess of the LRIP grant amount.
- Resolution of support from sponsoring county agreeing to be sponsor and agreeing to perform sponsor tasks as identified above in section "Project Selection" (required for applications by townships and cities under 5,000 population)
- County Road Safety Plan (CRSP) (submit if applying for the Rural Road Safety Account and proposed project is included in a CRSP)

- Other letters of concurrence or support from MnDOT, other cities/counties/federally recognized Indian Tribes that may benefit, businesses, local legislators, and/or other benefiting parties, if applicable.

Application Submittal

This application is submitted as an online form, which can be accessed on the [LRIP website](#). The online form may not be available until the call for full applications on September 12, 2023. All prompts and questions on the online form will be the same as in this solicitation guide. A link may be generated to save responses until the whole form is submitted. This link will be valid for 30 days. MnDOT staff cannot retrieve information from an expired link. The final time and date to submit the full application form is 4:00 p.m. CST on December 8, 2023.

More information is available at:

- [LRIP website](#)
- [Webinar on LRIP 2023 Solicitation](#)

If you have questions regarding this solicitation, contact Rashmi Brewer at Rashmi.Brewer@state.mn.us.

Proposal Evaluation

Representatives of MnDOT will evaluate all responses received by the deadline. In some instances, an interview may be part of the evaluation process. A 100-point scale will be used to create the final evaluation recommendation. The factors and weighting of application scoring are broken down in the following table:

Rating Factor ¹	Weighting Percentage
Transportation Operational and/or Safety Deficiencies	35%
Account Specific Considerations	35%
Project Readiness and Ability to Maintain	25%
Complete Streets Considerations	5%

¹ Geographic and agency equity will be considered in grant awards.

NOTE: MnDOT anticipates that the evaluation and selection will be completed by March 29, 2024, though this schedule is subject to change depending on the number of applications submitted and review time required.

General Information

Responders must adhere to all terms of this RFP. All costs incurred in responding to this RFP will be borne by the responder.

MnDOT Not Obligated To Complete Project

This RFP does not obligate MnDOT to award a Contract or complete the project, and MnDOT reserves the right to cancel the solicitation if it is considered to be in its best interest.

Proposal Certifications

By submitting a Proposal, responders warrant that the information provided is true, correct, and reliable for purposes of evaluation for potential Contract award. The submission of inaccurate or misleading information may be grounds for disqualification from Contract award and may subject the responder to suspension or debarment proceedings, as well as other remedies available to MnDOT, by law.

Public Data

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by MnDOT as part of the evaluation process (except trade secret data as defined and classified in [§ 13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

Conflicts of Interest

Responders must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this RFP. This list should indicate the name of the

entity, the relationship, and a discussion of the conflict. Responders must complete the attached “Conflict of Interest Checklist and Disclosure Form” and submit it as part of the proposal.

Organizational Conflicts of Interest

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to MnDOT, or the successful responder’s objectivity in performing the Contract work is or might be otherwise impaired, or the successful responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to MnDOT, which must include a description of the action, which the successful responder has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MnDOT may, at its discretion, cancel the Contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the Contract and did not disclose the conflict to MnDOT, MnDOT may terminate the Contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve MnDOT’s rights.

Financial Review Process

All Non-Governmental Organizations (NGO’s) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher. In order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#)

Please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

Pre-Award Audit Process

The successful responder will be required to submit pre-award audit information and comply with audit standards. Failure to do so may result in disqualification. The Office of Audit reviews various financial documents to assess the financial strength of a grantee or subrecipient.

Post Award Audit Process

The final payment will be based on actual acceptable costs as determined by an audit conducted by the state. The audit will be conducted using the cost principles and procedures set forth in 2 Code of Federal Regulations – (CFR) part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The state will pay the final payment due within 30 days of completion of the audit.

Title VI Notice

MnDOT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) other nondiscrimination requirements and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.

Sample Contract

You should be aware of MnDOT's standard Grant Contract terms and conditions in preparing your response. A sample [State of Minnesota Grant Contract](#) is available for your reference. [Federally recognized Indian Tribes should refer to this sample grant contract](#). Much of the language reflected in the Contract is required by statute. If you take exception to any of the terms, conditions or language in the Contract, you must indicate those exceptions in your response to this RFP; certain exceptions may result in your response being disqualified from further review and evaluation. Only those exceptions indicated in your response to this RFP will be available for discussion or negotiation.

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CONFLICT OF INTEREST CHECKLIST AND DISCLOSURE FORM

Purpose of this Checklist This checklist is provided to assist responders in screening for potential organizational conflicts of interest. The checklist is for the internal use of responders and does not need to be submitted to MnDOT, however, the Disclosure of Potential Conflict of Interest form should be submitted in a separate envelope along with your proposal.

Definition of “Responder” As used herein, the word “Responder” includes both the potential Grantee and any sub grantees.

Checklist is Not Exclusive Please note that this checklist serves as a guide only, and that there may be additional potential conflict situations not covered by this checklist. If a responder determines a potential conflict of interest exists that is not covered by this checklist, that potential conflict must still be disclosed.

Use of the Disclosure Form A responder must complete the attached disclosure form and submit it with their Proposal (or separately as directed by MnDOT for projects not awarded through a competitive solicitation). If a responder determines a potential conflict of interest exists, it must disclose the potential conflict to MnDOT; however, such a disclosure will not necessarily disqualify a responder from being awarded a Contract. To avoid any unfair “taint” of the selection process, the disclosure form should be provided separate from the bound proposal, and it will not be provided to selection committee members. MnDOT’s Contract Management personnel will review the disclosure and the appropriateness of the proposed mitigation measures to determine if the responder may be awarded the Contract notwithstanding the potential conflict. MnDOT’s Contract Management personnel may consult with MnDOT’s Project Manager and Department of Administration personnel. By statute, resolution of conflict of interest issues is ultimately at the sole discretion of the Commissioner of Administration.

Material Representation The responder is required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, either that no potential conflict exists, or identifying potential conflicts and proposing remedial measures to ameliorate such conflict. The responder must also update conflict information if such information changes after the submission of the proposal. Information provided on the form will constitute a material representation as to the award of this Contract. MnDOT reserves the right to cancel or amend the

resulting Contract if the successful responder failed to disclose a potential conflict, which it knew or should have known about, or if the responder provided information on the disclosure form that is materially false or misleading.

Approach to Reviewing Potential Conflicts MnDOT recognizes that responder’s must maintain business relations with other public and private sector entities in order to continue as viable businesses. MnDOT will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not MnDOT’s intent to disqualify responders based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the responder’s ability to provide objective advice to MnDOT. MnDOT would seek to disqualify responders only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, MnDOT must follow statutory guidance on Organizational Conflicts of Interest.

Statutory Guidance Minnesota Statutes §16C.02, Subdivision 10 (a) places limits on state agencies ability to Contract with entities having an “Organizational Conflict of Interest”. For purposes of this checklist and disclosure requirement, the term “Vendor” includes “Responder” as defined above. Pursuant to such statute, “Organizational Conflict of Interest” means that because of existing or planned activities or because of relationships with other persons: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired; or (3) the vendor has an unfair advantage.

Additional Guidance for Professionals Licensed by the Minnesota Board of Engineering The Minnesota Board of Engineering has established conflict of interest rules applicable to those professionals licensed by the Board (see Minnesota Rules Part 1805.0300) Subpart 1 of the rule provides “A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest”.

An organizational conflict of interest may exist in any of the following cases:

- The responder, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract.

- The responder is providing services to another governmental or private entity and the responder knows or has reason to believe, that entity’s interests are, or may be, adverse to the state’s interests with respect to the specific project covered by this contract. **Comment:** the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on a MnDOT project if a local government has also retained the responder for the purpose of persuading MnDOT to stop or alter the project plans.
- The Contract is for right-of-way acquisition services or related services (e.g. geotechnical exploration) and the responder has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the Contract.
- The responder is providing real estate or design services to a private entity, including but not limited to developers, whom the responder knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this Contract, when the value or potential uses of such property may be affected by the responder’s performance of work pursuant to this Contract. “Property affected by the project” includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity’s property may be affected by the responder’s work pursuant to the Contract when such work involves providing recommendations for right-of-way acquisition, access control, and the design or location of frontage roads and interchanges. **Comment:** this provision does not presume responders know or have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the responder has reason to believe that its performance of work under this Contract may materially affect the value or viability of a project it is performing for the other entity.
- The responder has a business arrangement with a current MnDOT employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the responder being awarded this Contract. This item does not apply to pre-existing employment of current or former MnDOT employees, or their immediate family members. **Comment:** this provision is not intended to supersede any MnDOT policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a responder may have unfair access to “inside” information.
- The responder has, in previous work for the state, been given access to “data” relevant to this procurement or this project that is classified as “private” or “nonpublic” under the Minnesota Government Data Practices Act, and such data potentially provides the responder with an unfair advantage in preparing a proposal for this project. **Comment:** this provision will not, for example, necessarily disqualify a responder who performed some preliminary work from obtaining a final design Contract, especially when the results of such

previous work are public data available to all other responders. Rather, it attempts to avoid an “unfair advantage” when such information cannot be provided to other potential responders. Definitions of “government data”, “public data”, “non-public data” and “private data” can be found in Minnesota Statutes Chapter 13.

- The responder has, in previous work for the state, helped create the “ground rules” for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.
- The responder, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.

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DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the responder hereby indicates that it has, to the best of its knowledge and belief:

_____ Determined that no potential organizational conflict of interest exists

_____ Determined a potential organizational conflict of interest as follows:

Describe nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:

Signature

Date

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with MnDOT Contract personnel.

Name

Phone: