

MANISTEE COUNTY ROAD COMMISSION
Policies for Standard Operating Procedures

Policy # A-17

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Amended: June 11, 2009

Amended: January 9, 2019

Revised: 4-13-22

COST SHARE PROGRAM FOR ROAD AND DRAINAGE PROJECTS

SUBJECT: MANISTEE COUNTY ROAD COMMISSION COST-SHARE PROGRAM WITH TOWNSHIPS AND OTHERS FOR ROAD IMPROVEMENTS AND PRESERVATION, AND BRIDGE AND CULVERT REPLACEMENT OR REHABILITATION

It is the policy of the Manistee County Road Commission (MCRC) to establish a Cost-Share Program for road improvements and preservation, and bridge and culvert replacement or rehabilitation within the County Road system.

The Cost-Share Program shall be as follows for the various types of projects and work:

<u>Road Classification & Type of Work</u>	<u>Road Commission Share</u>	<u>Township (or other sources) Share</u>
Primary Roads		
Primary Road Reconstruction with Hot Mix Asphalt (HMA) surface (<u>Eligible</u> for Federal and/or State funding)	100%	0%
Primary Road Reconstruction with Hot Mix Asphalt (HMA) surface (<u>Not eligible</u> for Federal and/or State funding)	70%	30%
Primary Road HMA Resurfacing (<u>Eligible</u> for Federal and/or State funding)	100%	0%
1. New HMA Pavement		
2. HMA wedging & Overlay		
3. HMA base crushing & shaping & HMA resurfacing		
4. Intermittent HMA wedging & paving		

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<u>Road Classification & Type of Work</u>	<u>Road Commission Share</u>	<u>Township (or other sources) Share</u>
Primary Roads		
Primary Road HMA Resurfacing (<u>Not eligible</u> for Federal and/or State funding)	70%	30%
1. New HMA Pavement		
2. HMA wedging & Overlay		
3. HMA base crushing & shaping & HMA resurfacing		
4. Intermittent HMA wedging & paving		
Primary Road Preservation (Regardless of the funding sources)	100%	0%
1. Chip sealing & fog sealing with or without HMA wedging & paving		
2. HMA ultra-thin overlays with or without HMA wedging & paving		
3. HMA wedging only		
4. Other preservation treatments		
Primary Road HMA Crack Sealing (See Note #6 under "Miscellaneous")	100%	0%
Primary Road Ditching Projects	100%	0%
Primary Road Bridge Replacement, Rehabilitation and Preventative Maintenance or New Bridge Construction; 20' Span length or Greater (Assuming 95% MDOT Local Bridge Funding for construction cost)	5%	0%
Primary Road Bridge Replacement, Rehabilitation and Preventative Maintenance or New Bridge Construction; Less than 20' Span length (Small Bridge/Large Culvert, etc.) (<u>Not eligible</u> for MDOT Local Bridge Funding)	100%	0%

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<u>Road Classification & Type of Work</u>	<u>Road Commission Share</u>	<u>Township (or other sources) Share</u>
Local Roads		
Local Road Reconstruction with Hot Mix Mix Asphalt (HMA) or Gravel Surface	50%	50%
Local Road HMA Resurfacing	50%	50%
1. New HMA Pavement		
2. HMA wedging & Overlay		
3. HMA base crushing & shaping & HMA resurfacing		
4. Intermittent HMA wedging & paving		
Local Road Preservation	50%	50%
1. Chip sealing & fog sealing with or without HMA wedging & paving		
2. HMA ultra-thin overlays with or without HMA wedging & paving		
3. HMA wedging only		
4. Other preservation treatments		
Local Road HMA Crack Sealing (See Note #6 under "Miscellaneous")	100%	0%
Local Road Ditching Projects (500' or more in ditch length)	50%	50%
Local Road Graveling/Re-graveling (Regardless of Township/Location)	Labor & Equip. Costs	Material Cost
Local Road Bridge Replacement, Rehabilitation, and Preventative Maintenance or New Bridge Construction; 20' Span length or Greater (Assuming 95% MDOT Local Bridge Funding for construction cost)	5%	0%

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<u>Road Classification & Type of Work</u>	<u>Road Commission Share</u>	<u>Township (or other sources) Share</u>
Local Roads		
Local Road Bridge Replacement, Rehabilitation and Preventative Maintenance or New Bridge Construction; Less than 20' Span length (Small Bridge/Large Culvert, etc.) (<u>Not eligible</u> for MDOT Local Bridge Funding)	50%	50%
Seasonal Road Upgrades in accordance With MCRC Policy #A-22 (For taking a road off Seasonal designation)	25%	75%
Primary or Local Road Cross Road Culvert Replacement 36 inch Diameter and Smaller	100%	0%
Primary or Local Road Cross Road Culvert Replacement over 36 inch Diameter	100%	0%
Standard Road and Bridge Regulatory, Warning, and Guide Signs (Stop, speed limit, curve signs, etc.)	100%	0%
Road Name Signs	100%	0%
Non-standard Special Signs when approved by the MCRC (Including all costs for materials, labor and equipment)	0%	100%

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Miscellaneous:

1. This Cost-Share Program only pertains to roads and bridges/culverts on roads that are certified by and under the jurisdiction of the Manistee County Road Commission under Act 51 and does not apply to “non-MCRC certified roads” (City or Village certified roads and streets, private roads, etc.).
2. Road classifications are based on the most current Michigan Department of Transportation (MDOT) approved MCRC Act 51 Road Mileage Certifications and Certification Maps.

Note:

The MCRC will not request changes in the classification of county roads from local roads to primary roads for the purpose of reducing or eliminating the amount of the required cost share for Townships or other sources.

3. Townships will not be responsible for a cost share of the construction cost, design engineering (PE), or construction engineering and administration (CE) for primary road projects and bridge projects (on primary or local roads) that are eligible for and receive federal and or state construction funding for major projects (Federal Rural and Urban STP funds, State TEDF Category D funds, Federal or State Local Bridge Program funds, Federal or State Safety funds, etc.). Road projects that are typically eligible for federal and state funding must be on roads that are classified as a rural or urban major collector under the National Functional Classification (NFC).

The MCRC local construction cost for approved eligible federal and/or state funded road projects is typically 20% and the MCRC local construction cost for approved eligible federal and/or state funded bridge projects is typically 5%.

4. The townships or others cost share will also include the cost of the PE and CE services for the following projects:
 - A. Local road reconstruction projects
 - B. Primary road reconstruction and resurfacing projects (Not eligible for Federal and/or State funding)
 - C. Bridge projects on local bridge system (Not eligible for MDOT Local Bridge Funding)
5. The townships or others cost share will also include the cost of CE services for the following projects:
 - A. Local road resurfacing projects
 - B. Local road preservation projects

Note: The MCRC will pay for the cost of the PE services for these projects

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Miscellaneous:

6. Crack sealing will only be performed on paved roads that are candidates for crack sealing (as determined by the MCRC) and typically will not be performed on paved road that are in severely poor condition with excessive cracking. The amount of crack sealing performed each year will vary based on available funding, staffing, and needs.
7. In the event of an extreme emergency or natural disaster the MCRC may suspend this Cost-Share Policy if it deems that it is in the interest of public safety and to direct all or a portion of the MCRC Cost-Share funds to address the needs.

Locally Funded Project Process and Deadlines:

1. The MCRC will submit a “Call for Capital Improvement Projects” to all Townships in June (or earlier) each year for potential projects to be constructed in the following year or in subsequent years on the county local or primary road systems.
2. The Townships need to respond to the MCRC in writing by the first week in August if they are interested in participating in the cost of a locally funded project (road resurfacing, road preservation, road graveling & re-graveling, crack sealing, etc.) with a Cost-Share during the following year. The MCRC will then forward an estimate of costs to the township for consideration.
3. The Townships will then need to make a written commitment to the MCRC to proceed with the project design and bidding phase by the first week in October if they are interested in participating in the cost of a locally funded road resurfacing, or road preservation project during the following year so the project design can be performed and a bid package prepared.
4. The MCRC requires a minimum of twelve (12) months lead time from the township project commitment date to the bid advertisement date for road reconstruction projects to allow for adequate time for the project design and bidding process (survey, soil borings, design, plan preparation, bid specifications, and bid documents and advertisements, bid opening, and permits if any).

Note:

If the township changes its mind and decides not to proceed with construction for a local or primary road reconstruction project the township will be responsible for 100% of the cost of all preliminary engineering work completed to date and will be billed for the work.

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Locally Funded Project Process and Deadlines:

5. Key preferred deadlines/schedule for most projects:

<u>Advertise Project for Bids</u>	<u>Bid Opening</u>
Early January	Early February

Note: Early bid advertisements and bid openings generally result in the best bid prices for projects.
6. The MCRC will submit Agreements with estimated costs to the Townships for the projects for approval after the bids are obtained and tabulated. The MCRC will proceed with the scheduling and construction of the projects or work after executed Agreements are received from the Townships.
7. The MCRC will typically submit Agreements with estimated costs to the Townships for projects that will be constructed by MCRC forces (road graveling/re-graveling, minor road projects, ditching projects, etc.) at the same time that a cost estimate is submitted to the township. The MCRC will proceed with the scheduling and construction of the projects or work after executed Agreements are received from the Townships.

Primary Road/Bridge/Culvert Funding and Priorities:

1. The MCRC will determine what road, bridge, and culvert projects will be completed on the County primary road system on an annual basis based on the County-wide road, bridge, and culvert conditions, needs and priorities. All projects and work is subject to available MCRC and other funding sources and funding amounts and the overall MCRC budget.
2. The MCRC will also consider requests from townships for projects to be completed on the primary road system when a Cost-Share is required as noted in this policy.
3. Based on the current funding levels and conditions of the existing paved primary roads, the MCRC's main priorities are the preservation of existing paved primary roads that can be preserved and the resurfacing of key paved primary roads that are in failed, very poor, and poor condition instead of constructing new roads.

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Local Road/Bridge/Culvert Funding and Priorities:

1. A maximum of \$400,000 of MCRC funds will be available for the MCRC match for projects and other work on the Local Road system beginning with fiscal year (FY) 2019 and the MCRC match funds will be used on a first come-first served basis. The amount of MCRC available funding is subject to change annually at the discretion of the MCRC based on the MCRC annual budget, funding levels, etc. and this policy will be updated as needed typically after a new MCRC FY budget is prepared and adopted.
2. All townships will be given the opportunity to have projects completed under this Cost-Share Program. The townships are encouraged to submit potential projects to the MCRC and to commit to the projects within the required time constraints as noted elsewhere in this policy.
3. Multiple townships can split the cost of the township share for projects that are located on a section line road that borders two or more townships at their discretion and agreement. Each township will need to approve an Agreement with the MCRC prior to the start of construction on the project.
4. The township and MCRC need to concur on the project needs, treatments, and priorities.
5. Based on the current funding levels and conditions of the existing paved local roads, the MCRC's main priorities are to work with the townships on the preservation of existing paved local roads that can be preserved and the resurfacing of key paved local roads that are in failed, very poor, and poor condition, and graveling/re-graveling of existing main gravel and dirt roads instead of constructing new roads, paving existing gravel roads, or upgrading Seasonal Roads.

Responsibility:

1. The MCRC manager is responsible for administering this policy.
2. This policy shall supersede all previous Cost-Share policies for road improvements and bridge and culvert replacements.