

DATE: March 7, 2013

TO: Region Engineers
Region Associate Operations Engineers
Region Construction Engineers
TSC Construction Engineers
TSC Managers

FROM: Gregory C. Johnson, P.E.
Chief Operations Officer

Randel R. Van Portfliet, P.E.
Bureau Director of Field Services

SUBJECT: Bureau of Highway Instructional Memorandum 2013-04
Construction Oversight of Local Agency Force Account Projects

The Michigan Department of Transportation (MDOT) is charged with overseeing local agency construction projects to ensure compliance with federal funding requirements. There are four distinct types of local agency projects involving federal funding that involve MDOT staff oversight. These project types with their letting process are noted below.

1. MDOT Letting Process
 - a. Local Agency Projects for Road, Bridge, and/or Enhancement Work
2. Local Agency Letting Process
 - a. Local Agency Projects for Enhancement Work
3. Non Letting Process
 - a. Economic Development Direct Grant Projects
4. Non Letting Process
 - a. Local Agency Force Account Construction Projects (Direct Force)

Oversight requirements for local agency construction projects 1a through 3a are defined in Bureau of Highway Instructional Memorandum (BOH IM) 2009-06. This BOH IM provides a supplement to those requirements for projects in the 4a category, Local Agency Force Account Construction Projects.

Non-Letting Process, Local Agency Force Account Construction Projects (Direct Force)

The oversight requirements for projects in this category are described in *Appendix III - Oversight, Inspection, and Materials Acceptance Requirements for Federally Funded Local Agency Transportation Projects* of the *Updated Guidance for Construction of Federally Funded*

Local Agency Projects by Non-Competitive Bid Contract (Force Account), September 2012 document located at the following web site:

http://www.michigan.gov/documents/mdot/Updated_Force_Account_guidance_FINAL_052411_353826_7.pdf

The final inspection requirements for local agency force account projects note that the completed 1120 form, *Final Inspection/Acceptance and Certification Report*, is to be placed into the project files. The project files are maintained by the local agency and the local agency must maintain the original 1120 form for auditing purposes. The distribution of this form will be as follows and will not follow the distribution shown on the form:

Original Form:

- Local Agency Project Files

Copies:

- Region Construction Engineer (RCE)
- Local Agency Program – Staff Engineer
- Transportation Service Center (TSC) Construction Engineer
- Designated Representative at TSC (per BOHIM 2009-06)

Please share this information with local agencies within your area.

Chief Operations Officer

Bureau Director of Field Services

FHWA Approval: 01/31/2013

BOFS:CFS:SG:mnn

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