

Macomb County Department of Roads

Non-Motorized Policy Guide



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HNTB Michigan, Inc.
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INTRODUCTION

The Macomb County Department of Roads (MCDR) Non-Motorized Policy Guide is intended to align and govern the planning, development, operation, and maintenance of non-motorized facilities in MCDR public right-of-way. MCDR's goal is to foster greater interagency collaboration and help focus external partner advocacy with local municipal governments to develop safe and efficient non-motorized transportation facilities throughout Macomb County. MCDR also seeks to help better position non-motorized facility owners for federal and state funding for projects approved for development within MCDR right-of-way (ROW) by pooling local matching funds with limited MCDR program funds. Non-motorized facilities will ultimately be the responsibility of the local municipalities, but the fiduciary responsibility will remain with MCDR. As such, this process is intended for projects that will use MCDR funding. In addition, MCDR seeks improved transparency in its permitting process along with consistent understanding and application of MCDR policy requirements by planners, engineers, developers, local stakeholders, and facility advocates.

MCDR recognizes the value of non-motorized facilities while simultaneously acknowledging the necessity of working within applicable funding requirements and limitations and the competing needs of other public use considerations. Such consideration includes utilities, engineering issues such as proper drainage, safety, ROW dimensions, as well as the competing interests of all MCDR right-of-way users---passenger and freight vehicles, motorcyclists, pedestrians, joggers, runners, strollers, and bicyclists. All of these community and administrative interests should be valued appropriately in facilitating the development of a non-motorized policy and process.

MCDR also recognizes the most significant opportunity for input and collaboration is in the early planning stages for projects. MCDR annually publicizes countywide primary road capital improvement plan projects in order to align local municipalities to create a seamless non-motorized network. MCDR also participates in regional non-motorized planning discussions. A municipality should consider the countywide non-motorized network during the planning stages of a non-motorized project.

MCDR's policy is that the planning, design, construction, operation, and maintenance of non-motorized facilities as lawfully permitted within its statutory right-of-way is the responsibility of the local unit of government in which it will be located. MCDR may be involved in certain instances in providing in whole or in part similar non-motorized facilities as the agency may determine. As an Act 51 Agency, MCDR has a fiduciary responsibility for the proper usage and administration of Michigan Transportation Funds (MTF) distributed to MCDR as provided for in Public Act (PA) 51 of 1951, MCL 247.660. Under MCDR's Non-Motorized Policy, MCDR has established limited funding in its annual budget for non-motorized facilities within MCDR right-of-way. This policy is intended for projects subsidized through state and federal funding and within MCDR right-of-way. MCDR will award funding to successful applicants at its sole discretion through an annual process in which any municipality in Macomb County can participate in the application and approval process which are accomplished in two steps: initial concept and final. If a non-motorized path project is a border between two communities, both municipalities must participate in the application process, and all agreements included within. Project funding and permit applications must meet Act 51 and MCDR policy requirements. These requirements will be further discussed and detailed in the following sections.

NON-MOTORIZED PATHS

A non-motorized path is considered to be a facility that is separated from the motorist-traveled portion of the roadway. It is also considered to be different from a sidewalk, in that sidewalks have specific statutory status, especially as it pertains to construction and liability matters.

Such non-motorized paths will not be signed or designated as "exclusive" bike paths because they are intended for multiple non-motorized uses. All users should be encouraged to use the facility rather than the roadway. In the event an existing sidewalk is proposed to be used as part of a non-motorized path alignment, it should be modified to meet non-motorized path standards. Design standards for non-motorized paths are described in the following sections and illustrated in Appendix A.

Logical Termini and Independent Utility

Upon the identification of individual project segments along the preferred corridor, logical termini and segment independent utility must be considered. Since federal and state funding opportunities rely on projects meeting federal requirements, this MCDR policy will frequently reference standards developed and promulgated by the Federal Highway Administration (FHWA). FHWA outlines logical termini and independent utility as follows: In order for a project to have independent utility, it must be "usable ... even if no additional transportation improvements in the area are made" (FHWA, 1993).

Logical termini are defined as "rational endpoints for a transportation improvement" (FHWA, 1993). Typical logical termini for non-motorized path facilities include, but are not limited to:

- Connection with another facility (e.g., sidewalks, bicycle lanes, or shared-use path)
- Delivery to a destination (e.g., entrance to a park, recreational facility, school, or community facility)

Width and Clearance

The paved width and operating width are primary considerations. A facility intended for two-way traffic should have a minimum width of ten (10) feet, or for one-way traffic, minimum width of five (5) feet, in order to accommodate bicycle traffic as well as other non-motorized uses.

A two (2) feet wide (minimum) clear graded area is required along both sides of the paved path. Vertical clearance to overhead obstructions should be a minimum of eight and one-half (8 ½) feet. All bridges, culverts, etc., needed to accommodate these facilities should provide for these same minimum standards.

A wide separation between the facility and the adjacent roadway is desirable for safety reasons. The facility should typically be located starting a minimum of one (1) foot off the outer edge of the MCDR right-of-way and provide minimum clearances of six (6) feet from the back of curb on roads with curb and gutter; ten (10) feet from the edge of roadway pavement (where there is no ditch), or one (1) foot behind the top of drainage backslope (where ditch exists), whichever is greater. These clearances shall also be used as a guide for allowing deviations from the location starting one (1) foot off the outer edge of MCDR right-of-way.

Where these minimum requirements cannot be obtained or where there is evidence that a roadway will require future widening, consideration must be given to acquiring additional right-of-way to accommodate the proposed non-motorized path, the facility, and the minimum clearances and widths stated.

Pavement and Structures

The type of material, the thickness of the surface, and the base are of primary importance, as is the proper design of all structures needed to accommodate the facility. MCDR recommends all non-motorized paths to be Hot Mix Asphalt (HMA); however, concrete paths may be approved with proper justification, such as network continuity, aesthetics, feasibility, or engineering considerations. The pavement should be a minimum of four (4) inches concrete or four (4) inches HMA surfaces over six (6) inches of engineered aggregate base. A cross slope not to exceed two (2) percent should be provided to allow for proper drainage. However, path-specific pavement and structure designs should be determined by engineers after an analysis of soils, wheel loads, and other site-specific requirements are

considered. Sidewalk and facility ramps must meet the guidelines of the Americans with Disabilities Act (ADA), Rehabilitation Act (Section 504), and the current MDOT Standard Plans for such facilities.

Signing and Marking

Good signing and marking are an essential safety consideration. General guidance is provided in the Michigan Manual of Uniform Traffic Control Devices.

Signing and marking requests must be in writing using the MCDR right-of-way permit application and shall be reviewed by the MCDR's Engineering and Traffic Department. All approved signage and marking related to installation and maintenance costs are the responsibility of the requesting party. Only signing necessary for safety/regulatory purposes should be installed so as not to create confusion or restrict vision. Special signage may be permitted to facilitate safety and wayfinding.

Design Speed, Grades, and Alignment

Many other factors must be considered in the design of the facility. Design speed should not exceed twenty (20) miles per hour (mph) and should be suitable to surrounding land uses. Grades and pavement elevations should be given special consideration in relation to the roadway facility and adjoining properties so as to cause minimal concern for safety, drainage, driveways, yards, etc. Profiles of the curbs and roadway should be utilized as a guide for such determination. Changes in alignment and curves to accommodate such changes should be adequate to provide for the design speed selected and the safety of users of the facility.

Intersections

Where the facility crosses a roadway, special consideration for selecting the proper location and placing adequate controls must be given. The facility must utilize existing roadway intersections, both controlled and uncontrolled, whenever possible. Mid-block crossings or new roadway intersections are not recommended. Project sites shall be reviewed and approved by MCDR's Engineering and Traffic Department.

Operation and Maintenance

The agency responsible for the control, maintenance, and policing of non-motorized paths will be established prior to construction approval. Maintenance, including winter maintenance, will be the sole responsibility of the requesting municipality. A written agreement specifying local responsibility for maintenance, repair, and restoration of the path and stating the local community will hold harmless, indemnify, and defend the MCDR for all related claims in perpetuity must be executed prior to issuance of a permit or non-motorized facility approval by the MCDR, see Appendix D.

MCDR will be responsible only for reviewing plans to assure conformance to the guidelines set forth above relative to geometrics within the right-of-way and for issuance of a permit or facility approval.

Attached as Appendix D is a sample agreement that could be used and modified, if necessary, to clearly establish responsibilities for such facilities in the MCDR road right-of-way. This formal Agreement is intended to be preceded by a Memorandum of Understanding (MOU) during the initial concept phase of the application process.

Design Exceptions

This policy is intended to provide to the general public, businesses, utilities, and governmental entities MCDR guidelines for construction, operation, maintenance, use, and removal of non-motorized facilities within the county road right-of-way. Requests for a variance from these guidelines must be in writing and should include sufficient

detail to support a reasonable justification for the request so that MCDR can determine if the variance should be granted. Individual requirements or specifications required by applicable law, regulation, or MCDR policy may be waived or modified in cases considered meritorious at the MCDR's discretion.

PROGRAM FUNDING AND MATCH REQUIREMENT

Municipalities within Macomb County are eligible to apply for MCDR program match funding to aid in the development of non-motorized facility projects. The maximum match from MCDR is limited to \$300,000 for construction per project. Should any project exceed this amount, the city, village, or township would be required to cover any additional costs above the program match. The priority for this funding is to match in equal share local funds to compete for federal and state grants to fund local non-motorized projects within Macomb County to improve non-motorized network connections to support the County or Regional Master Plan. MCDR funding may only be used for direct construction costs. All other project costs, such as planning, engineering, and administrative costs, are ineligible for MCDR funding. MCDR funds cannot be used for the maintenance of non-motorized facilities. MCDR will prioritize projects that are separated non-motorized paths adjacent to or within MCDR roadway right-of-way, not sidewalks or bike facilities in the right-of-way of a municipality. Projects submitted to MCDR will be reviewed on a case-by-case basis against an established set of criteria.

FUNDING CRITERIA

MCDR will prioritize consideration for funding projects that meet the following criteria:

- The non-motorized design should follow AASHTO's Guide for Development of Bicycle Facilities, MDOT's Transportation Alternative Program (TAP) requirements (if applicable), and ADA requirements with the inclusion of ADA ramps
- Project 5323 form (MDOT Local Agency Program) is completed
- Project application includes identification of any tree removals with a corresponding schedule
- Project application includes sufficient right-of-way information to confirm the project does not lead to a gap in the right-of-way, that right-of-way is owned by a government entity that will allow the non-motorized path to cross (if applicable)
- Project application includes a soil report of impacted non-motorized path area
- Project design is constructible according to MCDR's standards
- Submission of Memorandum of Understanding and Cost-Sharing and Maintenance Agreement to ensure alignment of parties and mutual understanding of project and facility responsibilities
- Project application includes identification of planning and engineering resources needed to successfully complete project development (e.g., consultants with relevant and applicable experience preferred)

MCDR does not consider the following investments as priorities for its non-motorized program:

- Bike lanes on MCDR right-of-way
- Enhancement projects or ancillary elements, including but not limited to streetscaping, park benches, trash receptacles, water fountains, food trucks, art, etc.
- Wayfinding sign upgrades on an existing non-motorized path
- Trailhead parks as a stand-alone project
- Request for engineering or maintenance funds
- Projects that impact roadway geometry or capacity
- Structure crossings reviewed on a case-by-case basis with an emphasis on safety, mobility, and program coordination.

Project Consideration Criteria

Factors that may be considered before MCDR grants or denies approval of a project, and which may vary based on the funding source, include, but are not limited to, the following:

- The expected level of service
 - Average Daily Traffic (ADT) count on the adjacent roadway and projected facility demand (provided by MCDR)
 - Adjacent Road classification (Federal, State, All-Season, etc.)
 - Public Support
- Connectivity
 - Connection to Huron-Clinton Metroparks and other local parks
 - Coordination with local projects such as the Iron Belle Trail, projects listed in the Macomb County Trail Master Plan, or other projects listed in local master plans
 - Coordination with regional plans, such as SEMCOG's Regional Transportation Plan
- Project Construction, Cost, and Maintenance
 - Construction timeline coordination with a roadway or bridge reconstruction project
 - Cost estimates are reasonable for the project scope
 - Project's long-term maintenance
- Project Impacts
 - Potential environmental impacts and constraints
 - Impact on existing land usage
 - Impact on drainage, utilities, and existing right-of-way
 - Impact on existing non-motorized facilities and network connectivity
 - Impact on corridor and vicinity safety and mobility

NON-MOTORIZED FACILITY APPLICATION

Process

To establish adequate planning, communication, and coordination of local and MCDR projects, MCDR has developed an application process for approval of non-motorized facilities that are in or adjacent to MCDR roadway right-of-way. Projects should be identified as part of the Macomb County Trail Master Plan or other local master plans or regional plans (such as the Iron Belle Trail project and SEMCOG regional plans).

MCDR will consider the American Association of State Highway and Transportation Officials (AASHTO) guidelines, standards outlined in the Americans with Disabilities Act (ADA), and other resources utilized for planning, designing, and constructing non-motorized facilities.

MCDR will prioritize non-motorized facility requests that are non-motorized paths (separated from the roadway). Project applications will be reviewed according to established eligibility criteria as described herein. It is important to recognize there are limited funds available, and MCDR may not be able to accommodate all requests for non-motorized facilities.

All projects are unique and present their own challenges, constraints, funding sources, and opportunities. Therefore, it is understood that the methods of accommodation will vary from project to project, and what works in one area may not work in another. Every community MCDR serves has its unique perspective on non-motorized facilities, and therefore partnerships in this area will vary. Each community should consider non-motorized facilities as part of land use and development, specifically for ecotourism and environmental recreation purposes.

All costs associated with any non-motorized facility must be fully funded, including the application review and development, design and construction engineering, project construction, and any future maintenance.

Appropriate written agreements will be required as a provision of the application request (the application form is attached as Appendix C). Attached as Appendix D is a sample agreement that can be modified to be application project-specific in order to establish cost-sharing and maintenance responsibilities for such non-motorized paths in MCDR's right-of-way.

As the design progresses, the opportunity for input decreases. There are two application stages to help ensure the project scope is reasonable given the funds available. The first stage is at initial project concept. The initial application, project scope, and draft Memorandum of Understanding (MOU) are due in mid-June for MCDR to review and approve for continued application and project development. Upon conditional approval, applicant municipalities enter the final planning and preliminary engineering stages of the project, which entails developing the final design concept, developing engineering plans, and holding a public meeting to document public support. This will typically take the process into the second or third year. Applicant municipalities will then submit final project applications with a statement of public support along with plans, specifications, estimates and a draft Cost Participation and Maintenance Agreement in mid-October of the fiscal year in which MCDR final construction funding approval is sought.

This timing of the final application for MCDR funding is intended to align the project application process with the MDOT and SEMCOG funding application process, since MCDR funding is intended to be prioritized for funding opportunities for state and federal TAP grants. Municipalities will closely coordinate with MDOT and SEMCOG as needed throughout the entire process. The non-motorized project application process is further described in Appendix B.

Application Requirements

The MCDR Non-Motorized Program Funding Application is to be completed by interested Macomb municipalities for each project per fiscal year. Applications should be filled out thoroughly, and appropriate attachments must be provided to support the application. It is MCDR's intention that the application, review, and approval process be 100% electronic with the exception of any documents requiring wet signatures, as required by state or local statute or MCDR policy. MCDR may seek to partner with municipal applicants to pilot the policy and process through the initial phase of the new policy period.

Documents required for Conditional Project Application Approval include:

- Initial Project Application
- Letter from an elected official or head of a department in the municipality that states that they have funds reserved for the project and are responsible for all cost overruns
- Draft MOU to confirm applicant understands program cost participation, facility maintenance and ownership policies and its responsibilities in this regard
- Preliminary Project Scope Definition and statement of intent to develop full final engineering-grade drawings by a qualified and Michigan-based licensed Professional Engineer, with unit costs, specifications and estimates for all materials meeting MDOT requirements
- Statement of intent to apply for a state/federal TAP Grant (if applicable) and to meet all applicable requirements

Documents required for Final Project Application submission include:

- Final Project Application
- Upon hosting a public meeting, the municipality obtains a Public Interest Statement
- Final Project Scope Definition

- Preliminary Plans, Specifications, and Estimates prepared by a Professional Engineer licensed in Michigan listing applicable qualifications
- Geotechnical/engineering reports of subsurface conditions
- Applicable traffic, safety, geometric design data and analyses
- Documentation of a feasibility and constructability review to assure the project can be constructed using standard means and methods within the budget established for the project

Approval Process

MCDR will establish an Application Review Committee (ARC) to review all applications over a 2-month period. Each application will be reviewed for completeness and criteria approval and to verify feasibility and constructability checks have been performed. Following the final application period, the ARC will hold an internal meeting to discuss project approval status. Decisions will be based on the project's ability to meet the eligibility criteria (as described in the Consideration for Funding Criteria section of this document) and the feasibility/constructability of the project. Incomplete applications will be returned to the applicant for review, completion, and resubmittal. MCDR will notify applicants of the results of the review in accordance with the timing noted in Table 1, which also outlines the MCDR Non-Motorized Project Application Process and Roles and Responsibilities.

Timeline

Projects to be considered for MCDR approval and funding should ideally be submitted a minimum of two (2) to five (5) years in advance of the desired construction year and in advance of any final design engineering, especially for federal projects. The application process timeline for MCDR's program is intended to be aligned with the schedule of the TAP Grant application from MDOT and SEMCOG whenever possible. Table 1 summarizes the deadlines for the applicable funding year application period. The schedule is aligned with the deadlines of MDOT and SEMCOG's grant timelines to help municipalities streamline their application processes for non-motorized grants and to maximize the opportunity for local TAP Grant Applications to secure state and federal funding. Refer to Appendix C for more information on the application timeline.

Table 1 - MCDR Non-Motorized Application Process and MDOT's Non-Motorized Application Process For 2021

Process Step	MCDR			MDOT			SEMOG	
	Responsibility	Time Span*	Deadline	Responsibility	Date '21-'22		Responsibility	Date '21-'22
<i>Project Planning and Development</i>								
<i>Annual Informational Kickoff Meeting with Local Municipalities</i>	MCDR		Annually	-	-		-	-
<i>Preliminary Project Concept and Application with Memorandum of Understanding</i>	Municipality	1 – 3 years	-	-	-		-	-
<i>Preliminary Project Coordination: Secure Funding & Ensure the Project Is in an Existing Regional Master Plan</i>	Municipality	1 – 2 years	-	-	-		-	-
<i>Conditional Approval Application Submission</i>	Municipality	-	6/15/21	Municipality	3/31	7/21	-	-
<i>Conditional Application Review with Grant Coordinator</i>	Municipality & MCDR	-	6/30/21	-	-		-	-
<i>Conditional Approval of Project Scope</i>	MCDR	-	7/1/21	-	-		-	-
<i>Develop of Final Application and Obtain ROW Permits</i>	Municipality	1 – 9 months	-	-	-		-	-
<i>Public Meeting</i>	Municipality	1 – 3 months	-	-	-		-	-
<i>Feasibility and Constructability Check of Project</i>	Municipality	1 – 3 months	-	-	-		-	-
<i>Application Deadline</i>								
<i>Program Application with Public Interest Statement</i>	Municipality	-	10/15/21	Municipality	6/23	10/13	Municipality	7/1 11/1
<i>Application Review Period</i>								
<i>Quality Assessment on Feasibility and Constructability Check</i>	MCDR	-	12/15/21	-	-		-	-
<i>Application Review Committee Meeting</i>	MCDR	-	1/14/22	MDOT	8/25	12/15	-	-
<i>Tentative Funding Decision Date</i>	MCDR	-	1/29/22	MDOT	11/17	3/9	-	-
<i>Final Application Approval</i>	MCDR	-	1/29/22	-	-		-	-
<i>Construction</i>								
<i>Maintenance Agreement and Cost-Sharing Agreement</i>	Municipality & MCDR	-	2/29/22	-	-		-	-
<i>Construction Letting Date</i>	Municipality	-	Varies	-	-		-	-
<i>Municipality Contracts Award</i>	Municipality	-	Varies	-	-		-	-
<i>Construction Contract Administration</i>	Municipality	-	Varies	-	-		-	-
<i>Project Construction</i>	Municipality	Varies	-	-	-		-	-
<i>Quarterly External Check-Ins with MCDR via Check-In Forms</i>	Municipality	-	Quarterly	-	-		-	-
<i>Project Construction End Date</i>	Municipality	1 – 5 years	Varies	-	-		-	-
<i>Project Construction Close-Out Form to MCDR</i>	Municipality	-	Within 90 days of completion	-	-		-	-
<i>Post Construction Audit</i>	MCDR	Varies	-	-	-		-	-

* Timing of process steps may overlap and steps may be done consecutively

NON-MOTORIZED FACILITY PROJECT CONSTRUCTION

Projects must follow the parameters that were described in the approved project application and perform project work in accordance with the terms agreed to in the Cost-Sharing and Maintenance Agreement. It is the responsibility of the municipality to ensure the project is within scope and on budget. To maintain construction transparency with MCDR, the municipality will submit a Quarterly Check-In Form (see Appendix E) as a project status report. MCDR will use the Quarterly Check-In Forms to track the project. Upon construction completion, the municipality will submit a Construction Termination Form (see Appendix F) to notify MCDR that construction is finished, and the project is ready for audit.

MDOT REQUIREMENTS AND COST SHARING AND MAINTENANCE AGREEMENT

Each Macomb County local project that receives state or federal transportation funding is required to have an Act 51 Agency (County or City receiving PA 51 transportation funding) assume a fiduciary role with respect to the state and federal funding used. For projects constructed inside or along MCDR ROW, this will typically mean that MCDR will need to sign an agreement with MDOT to secure state and federal funds used and to assure that upon completion, MCDR will maintain or cause to be maintained the facility constructed. MCDR's policy is to transfer this responsibility to the municipality via a Cost Sharing and Maintenance Agreement with terms that mirror those in the MDOT-MCDR agreement, and to take such actions necessary to assure fulfillment of this responsibility at the municipal level.

MACOMB COUNTY DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT COORDINATION

The Macomb County Department of Planning and Economic Development (Planning Department) is responsible for the overall planning and coordination of the County Trailways Master Plan and can provide planning and grant application/coordination assistance to municipalities. Municipalities may seek assistance from the Planning Department in the planning, coordination, and development of applications for MCDR Non-Motorized Program funding. The Planning Department will also have a non-voting representative on the Application Review Committee to provide input and advise on funding application approvals.

Contact information for the Planning Department liaison for the MCDR Non-Motorized Program is shown below.

EXECUTIVE OFFICE COORDINATION

MCDR will coordinate its program application and review process closely with the Macomb County Executive Office to ensure alignment on overall County goals and priorities and communicate any changes in program funding criteria or policy changes with local stakeholders during the annual coordination meetings. MCDR will also coordinate with County Planning staff with respect to local advocacy efforts and priorities to help ensure a 'one-stop shop' for municipality non-motorized advocates and interested parties.

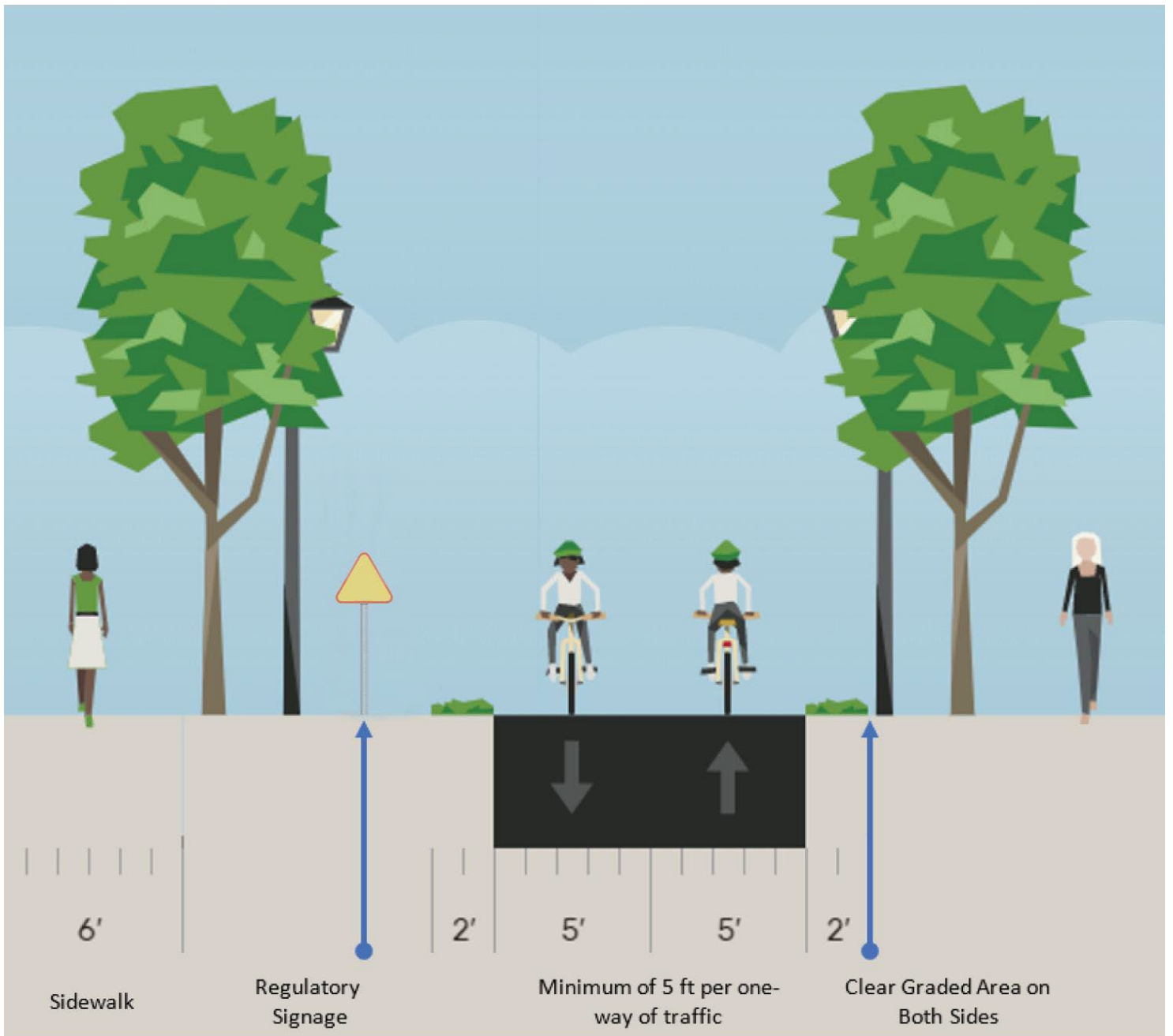
MCDR will work with County Planning to identify a non-motorized planning point of contact for municipality entities and stakeholders to facilitate overall program planning efforts.

CONTACT INFORMATION

For all inquiries related to the Non-Motorized Project Application process, contact
John Crumm, Director of Planning for the Macomb County Department of Roads
✉ jcrumm@rcmcweb.org

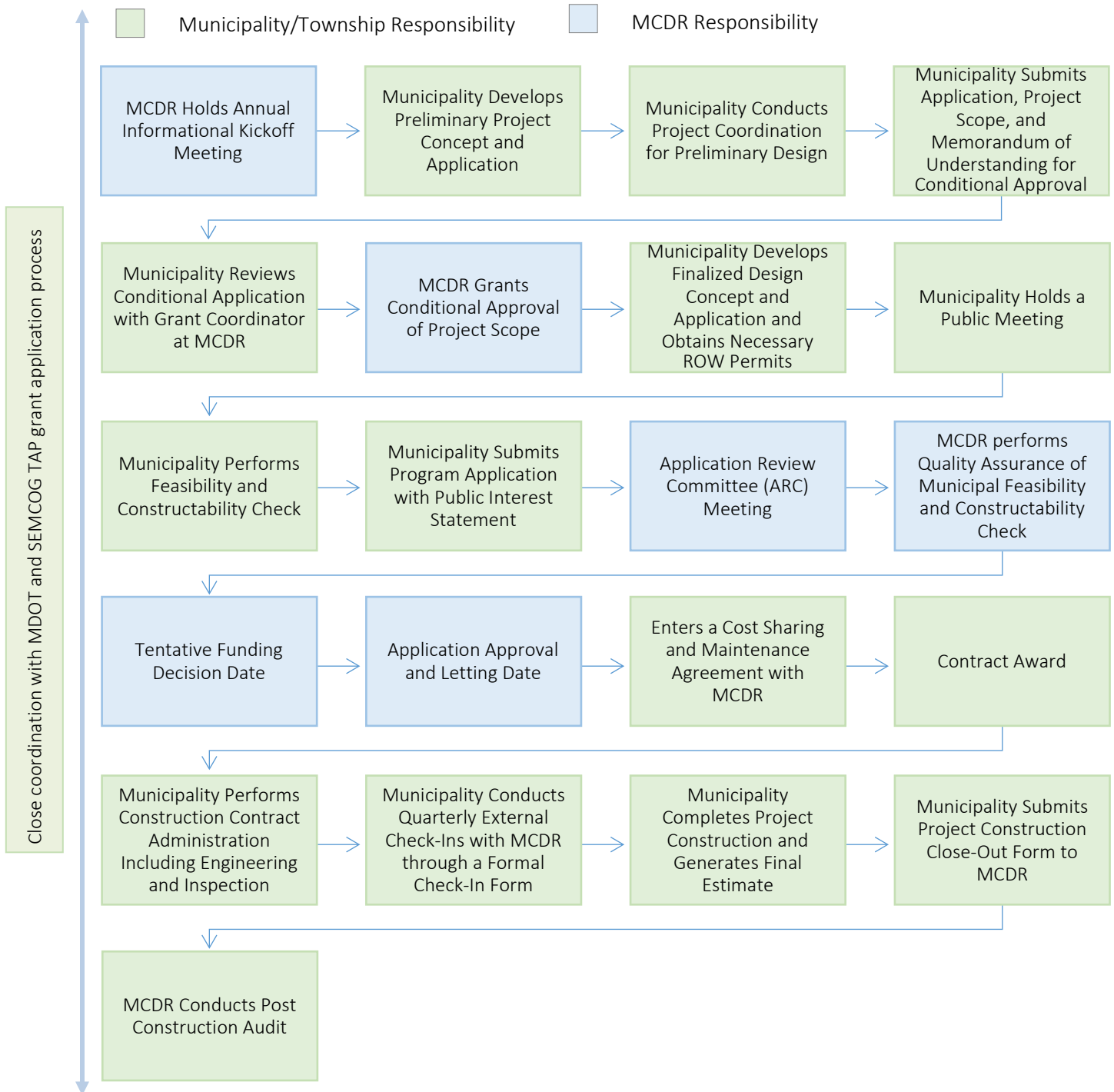
For all inquiries regarding County Master Plans, assistance with MCDR funding applications, and other County Planning initiatives, contact
Amanda Minaudo, Program Director, Department of Planning and Economic Development,
✉ Amanda.Minaudo@macombgov.org

APPENDIX A: CONCEPTUAL DESIGN STANDARDS



**Include 5-foot separation from the road or hardened barrier where possible*

APPENDIX B: MCDR NON-MOTORIZED PROGRAM APPLICATION PROCESS



APPENDIX C: APPLICATION

Applicant Information			
Date of Application:		Applicant Name:	
Phone Number:		Applicant Email:	
Project Identification			
Target Construction Year:		Municipality/ Township:	
Project Name:		Project Type:	
Project Location:			
Project Limits:			
Project Description			
Is this project planned with a scheduled road project?	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No	Is the project in the Macomb County Trail Master Plan?	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Is the project in a current or future plan development?	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No	Connected to a local park or a trail that leads to a local park?	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Is the project connected to a Huron-Clinton Metroparks entrance?	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No		
Describe the project's impact on safety:			
Describe the project's impact on the county and regional trail network:			
Project Construction Cost Estimate			
Total Project Cost:		Local/State/Other Cost:	
Federal Cost:		Match Percent:	
Is the match already identified? <i>The maximum match from MCDR is limited to \$300,000 for construction per project. Should any project exceed this amount, the city, village, or township would be required to cover any additional costs above the program match.</i>	<input type="checkbox"/> Yes If Yes, source: <input type="checkbox"/> No		
Project Construction			
Does the project meet the current AASHTO <i>Guide for Development of Bicycle Facilities</i> and TAP requirements, including 10 ft path, 2 ft clearance either side, logical termini, and asphalt type surface?	<input type="checkbox"/> No <input type="checkbox"/> Yes If no, please explain:		

Is the design of the trail in accordance with MCDR and MDOT construction standards as determined through MCDR review?	<input type="checkbox"/> No <input type="checkbox"/> Yes If no, please explain
If funds will be used to pay for safety signage and intersection improvements, is it an existing trail or connected to one?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please describe
Has the project planning team reviewed the MCDR plan to coordinate project development with MCDR's bridges and/or roadways?	<input type="checkbox"/> No <input type="checkbox"/> Yes If no, please explain
Does the project have environmental clearance?	<input type="checkbox"/> No <input type="checkbox"/> Yes If no, please explain
Does the project include bridge construction?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please describe
Does the project intersect with MCDR right-of-way or MDOT right-of-way?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please describe
Is the proposed trail on a MCDR road that is a border between two communities?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what communities: If yes, describe the planned coordination between the two communities over construction and management:
Supplemental Material Checklist	
Did you submit the ROW Permit Form?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Did you submit Form 5323?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Did you submit all relevant Design Plans?	<input type="checkbox"/> No <input type="checkbox"/> Yes

APPENDIX D: COST-SHARING AND MAINTENANCE AGREEMENT

Sample Non-Motorized Facility Cost-Sharing and Maintenance Agreement

WHEREAS, the _____ (hereinafter referred to as TOWNSHIP) is a municipal corporation organized under the laws of the State of Michigan, and is in the County of Macomb, State of Michigan, and:

WHEREAS, the Macomb County Department of Roads (hereinafter referred to as "MCDR") is a public body corporate, located within the County of Macomb, State of Michigan, and;

WHEREAS, the TOWNSHIP desires to build separated non-sidewalk non-motorized transportation facilities, or bicycle trail paths (hereinafter referred to as "non-motorized path") in accordance with plans and designs prepared by its consultant/engineer within the county road right-of-way, more specifically:

WHEREAS, because the intended location of the non-motorized path is within the county road right-of-way, it is necessary to obtain the consent of MCDR prior to commencing construction of the non-motorized path, and;

WHEREAS, it is the desire and objective of the parties hereto, to set forth their mutual understanding with respect to the conditions under which MCDR will grant its consent to construct a non-motorized path within the county road right-of-way;

NOW, THEREFORE, in consideration of the premises and in furtherance thereof, it is hereby mutually agreed as follows:

I. Responsibility for Project Costs

It is estimated that the PROJECT COST for reimbursable work will be \$ _____, as shown in Appendix A, attached hereto. Federal funds are anticipated to be provided for eligible items at a participation ratio of approximately _____% of total PROJECT COST up to an amount not to exceed \$ _____. The balance of the unpaid reimbursable PROJECT COST, approximately \$ _____, shall be paid by the TOWNSHIP. Costs for non-reimbursable work to be performed as part of the PROJECT shall be paid by the TOWNSHIP. Any items of PROJECT COST not reimbursed by Federal funds, which may be disallowed after an audit, shall be reimbursed to MCDR by the TOWNSHIP. For increased or extra items that may not be eligible for other funding, the TOWNSHIP shall generate a Work Order for MCDR review prior to PROJECT construction. MCDR will invoice the TOWNSHIP the amount of the Work Order as soon as it is determined. The amount of the Work Order is due within thirty (30) days of the invoice.

The TOWNSHIP shall be responsible for all non-reimbursable costs. Such costs are anticipated to include, but not be limited to, preliminary engineering and construction engineering and cost overruns or unanticipated costs, should they occur.

The TOWNSHIP represents and warrants to MCDR that it has sufficient funds available to pay its obligations under this AGREEMENT.

II. Responsibility of Maintenance

As the owner of the facility, the TOWNSHIP agrees to assume or assign to third parties as applicable, total and exclusive responsibility for maintenance, winter maintenance (including, but not limited to snow removal), signage, repair, and restoration of the non-motorized path for so long as the non-motorized path may exist. MCDR reserves the right to require the removal of the non-motorized facility when necessary to accommodate a roadway improvement of MCDR. In such an instance, the TOWNSHIP shall be responsible for all costs associated with the removal and relocation of the non-motorized facility and for the restoration of the county road right-of-way where the non-motorized path is located, to a condition reasonably similar to that in effect prior to the construction of the non-motorized path.

APPENDIX E: QUARTERLY CHECK-IN FORM

PE Consultant

- Not Applicable
- RFP Advertised
- Consultant Selected
- Pre-award audit complete

Contractor

- Project Advertised
- Recommended award to MDOT
- Construction award awarded

Environmental

- Not Applicable
- Preparing NEPA document
- NEPA document approved

Construction

- Project under construction

Right-of-Way

- Requested authorization from MDOT
- ROW permit approval
- Utility relocation complete
- ROW certification complete

Project Completed

- Requested final inspection
- Final inspection complete
- Final project done

Project Cost Accounting

Cost to Date in USD:

Current Cost Allocation in USD from:

Federal:

State:

County:

Describe any construction overruns and document overrun amount in USD:

Progress Report

Provide a brief description of progress made since the last report:

Explain any delays experienced and efforts made to correct them:

Describe anticipated work efforts over the next three months:

Completed by:

Name:

Position:

Signature:

Date:

APPENDIX F: CONSTRUCTION COMPLETION FORM

Project Completed

- Requested final inspection
- Final inspection complete
- Final project done

Project Cost Accounting

Cost to Date in USD:

Current Cost Allocation in USD from:

Federal:

State:

County:

Describe any construction overruns and document overrun amount in USD:

Construction Termination Report

Provide a brief description of progress made since the last report:

Explain any delays experienced and efforts made to correct them:

Describe anticipated work efforts over the next three months:

Explain any differentiations from the original project scope to the final project as constructed:

Project Report

Provide a brief description of how the non-motorized facility will immediately serve the residents of Macomb County:

Completed by:

Name:

Position:

Signature: x

Date