

## MEMORANDUM

TO: Project Management Group, District Engineers

FROM: Sustainable Transportation Program

CC: Dallas Hammit, Steve Boschen, Jesse Gutierrez, Paul O'Brien

DATE: 10/14/2015

RE: Excellence in Advancing Sustainable Project Development Award Program (EASPD)

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The EASPD award program was approved by the State Engineer's Office (SEO) in the fall of 2014. A pilot effort was undertaken during FY15 resulting in two project awards. The SEO has issued those awards, Prescott District State Route 89 & Perkinsville Road Roundabout Project - 089 YV 329 H8330 01C and Statewide Project Management Phoenix – Globe Highway (US 60) Silver King Section & Superior Streets Project - 060 PN 222 H7900 01C. Both these projects were highlighted in ADOT's nationally released June 2015 ADOT Sustainable Transportation Final Report.

The Intermodal Transportation Division (ITD) award program submittal steps follow below.

It is envisioned that no more than two (2) awards a year will be approved.

The award submittal process is as follows:

- Step 1. Any District, Statewide, or Urban Project Manager (PM) shall submit a request to [sustainabletransport@azdot.gov](mailto:sustainabletransport@azdot.gov) requesting a project be considered for the award. At minimum, a project submittal will need to have been programmed for construction funding and have a District Engineer or Group Manager cc'd on the email.
- Step 2. A designated reviewer will send a confirmation email to the submitter with a request to schedule a project review and/or visit. The email will include if the project is to be considered during the Quarters 1-2 or Quarters 3-4 time period.
- Step 3. The project review and/or visit would assist the PM with preparing the project for the award process and subsequent Infrastructure Voluntary Evaluation Sustainability Tool (INVEST) scoring by the project representative(s). If no such scorer exists assistance will be provided. An explanation of the award methodology will also be discussed at this review and/or visit.
- Step 4. The PM makes a 2<sup>nd</sup> submittal to [sustainabletransport@azdot.gov](mailto:sustainabletransport@azdot.gov) that includes the project INVEST score pdf and a one-page summary pdf of how the project's Best Management Practices (BMPs) and Collaborative Efforts went above and beyond standard practice.

**Approved Methodology**

INVEST Score	40%
Best Management Practices (above and beyond)	40%
Collaborative Efforts	20%

- Step 5. A designated reviewer will take the submitted information, along with the notes taken during the project review and/or visit, and complete a second INVEST scoring effort.
- Step 6. INVEST scoring discrepancies will be discussed with the project team and clarification will be gathered. A final INVEST score is established by averaging the two scores.
- Step 7. The INVEST score and the one-page summary will be submitted by the reviewer to the ADOT Excellence in Sustainable Project Development Award Committee.
- Step 8. All submitted projects for Quarters 1-2 or Quarters 3-4 will then be reviewed by the Committee.
- Step 9. A “best in class” project will then be selected by the Committee for an Excellence in Advancing Sustainable Project Development Award. The reasoning and methodology will be sent to the SEO for finalization of the award winner.
- Step 10. The SEO will issue the award to the winning project.

All submitted projects are anticipated to be summarized in the annual sustainability report.