

Contract Administration Process & Procedures

Understanding “Why”, “What?”, and “How?” Contracts are Administered



ADOT Engineering Consultants Section (ECS)

- *Michael DenBleyker, P.E. – Manager*

- *Sanja Katic-Jauhar – Contract Compliance Unit Manager*

Introduction

So, why are we here?

1. Improve communication and understanding of the ADOT contract selection, negotiation and administration process.
2. Strengthen our partnership between ADOT and the Local Public Agencies.
3. Introduce the benefits of utilizing ADOT's Project Development On-Call Contract.

Topics for Discussion:

1. How to Procure a Consultant
 - Key Terms and Information
 - Contract Initiation
 - Contract Administration
2. ADOT's Project Development On-Call Contract
 - Key Stakeholders
 - Scope of Work
 - Use of On-Call Contract
 - Assignment
 - Negotiation
 - Administration

Contract Administration Process & Procedures



Introduction

Who are our partners during the contract lifecycle?



Introduction

So...Who are we?

ADOT Engineering Consultants Section (ECS)

- Prescribe and Administer the procedures to advertise, select, monitor and manage professional services contracts, which are exempt from the State Procurement Code.
- Process is applicable to all state administered, federally and non-federally funded projects.
 - *\$1 of federal funds used on a contract federalizes the contract. (Example: PDS)*

Exemptions from the State Procurement Code

- LPA's and ADOT must adhere to the provisions of the Arizona Procurement Code (ARS Title 41, Chapter 23).
- Exemptions to the Procurement Code exist for projects associated with the design and construction/reconstruction of transportation or highway facilities (A.R.S. 41-2501)
- ECS Administers Contracts for projects exempt from the State Procurement Code.
- Local Agencies must contact ADOT LPA Section, who with assistance from ADOT Procurement and ECS, will determine whether a given LPA project is exempt or nonexempt (refer to the ADOT LPA Manual).

Introduction

How do we work with you?

For Self Administered Contracts (prior approval required)

- When procurement and administrative activities of Federal-Aid Highway Program funded engineering consultant contracts are performed by Local Governments, their own procedures may be followed, provided they are in compliance with the Federal Regulations and their processes are approved and monitored by ADOT.
 - In accordance with 23 CFR 172.9, ADOT shall concur with the written procedures and revisions to the local's process based on ADOT's Guidelines for securing consultant services.
 - ADOT LPA and ECS work with you to review contract documentation for adherence to the ADOT LPA Manual, State and Federal Regulations LPA's should budget about 6-8 weeks to complete this task).
 - ADOT will continue to review PS&E

For ADOT Administered Contracts

- If ADOT administers the contract for consultant services on an LPA project, ADOT will be responsible for the advertisement, selection, negotiation, execution and administration of the federally funded contract. In partnership with the ADOT Statewide or Urban Project Management Group, ECS will administer the:
 - ADOT Project Development On-Call Contract
 - Project Specific Contract

Benefits for using ADOT Administered Contracts

- Reduces time to secure needed consultant services.
- Ensures compliance with all applicable state and federal regulations.
- Provides access to ADOT ECS on-call list of A&E consultants.

On-Call Contracts vs. Project Specific Contracts

On-Call Contracts

- Contract is advertised and negotiated with no defined scope or fee.
- Costs are negotiated prior to Notice to Proceed (direct and indirect costs)
- Task Orders are assigned to each contract
 - Utilize already established Negotiated Costs & Teams
 - Costs and Scope are negotiated based on assigned Task Order
- Multiple Task Orders can be assigned to each contract, but Task Orders must be distributed equally (volume and revenue)
- Reporting to ADOT & FHWA on distribution of tasks, cost growth and Task Orders exceeding \$500,000.
- For use on tasks with a contract budget less than \$500,000.
 - For LPA administered On-Call contracts, contract budget limit is \$250,000/task.
- FHWA approval required for Task Order assignments which have budgets exceeding \$500,000 and contracts exceeding \$2mil.

Project Specific Contracts

- Contract and Selection process are specific to an individual project.
- Contracts with defined scope of work and deliverables
- Contracts with a negotiated fee/cost
- Contracts with a contract budget greater than \$500,000

Introduction

Quick Comparison:

Project Specific

- Costs are negotiated prior to NTP.
- Established Scope of Work for Project & Contract.
- Established DBE Goal for the Contract.
- Project and Funds are Authorized by ADOT and FHWA prior to Advertisement.
- Changes to the established scope of work can be made by Contract Modification.

On-Call Contract

- Costs are negotiated prior to NTP
- Task Orders are assigned, each with its own separate scope of work.
- ★ • Established DBE Goal for the Contract
 - Applied to each Task Order
- ★ • Project and Funds are Authorized prior to execution of Task Order Modification.
- Changes to the established scope of work can be made by Contract Modification.

Introduction

Key Terms, Acronyms and Information associated with the contract lifecycle:

Brooks Act – Public Law 92-582 (40 USC 1104):

- *Selection of firms and individuals to perform architectural, engineering and related services based on demonstrated competence and qualifications for the type of professional services required.*
- *Cost/Value are not a factor in a decision*
- *Location of a Firm/Team is not a factor in a decision (no location preference is allowed).*
- *The agency shall negotiate a contract with the highest qualified firm at compensation which the agency head determines is **fair and reasonable**.*

49 CFR Part 26

- *Regulations for participation by Disadvantaged Business Enterprises in federal DOT financial assistance programs. This also includes all required reporting and documentation.*

ECS Contract Award and Administration Procedures

- *Rules and Procedures that govern ADOT's Engineering Consultants Section's award and administration of professional services contracts.*

ADOT Local Public Agency Projects Manual

- *Rules and Procedures that govern LPA's administration of federally funded projects*

FAR – Federal Acquisition Regulations

USC – United States Code

- *Basis for accepted accounting principles and regulations, as well as contract administration rules.*

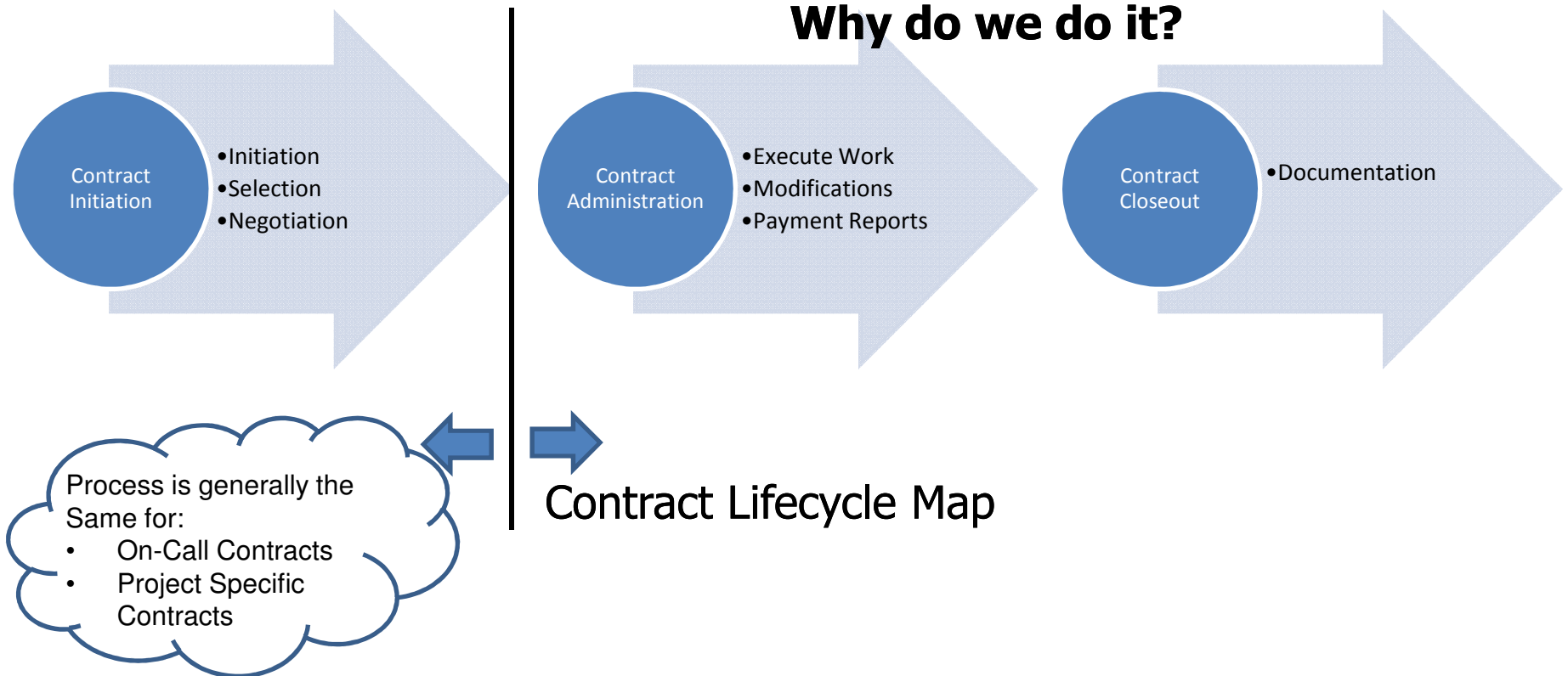
ARS 41-2501 – Exemption to Procurement Code

Introduction

What do we do?

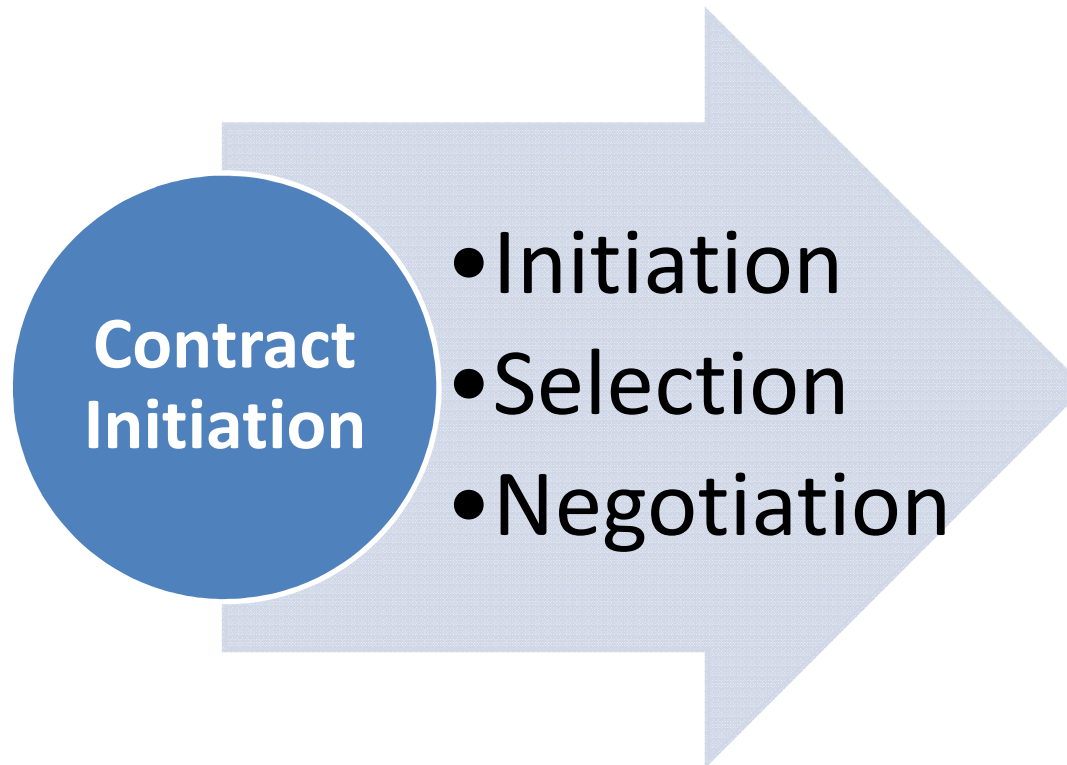
How do we do it?

Why do we do it?



Contract Initiation

The contract lifecycle begins.....



Contract Initiation

Initiation of Contract

1. Development of the Project's Scope of Work and Need
2. Development of the Contract and Project Schedules
3. Establishment of DBE Goals
 - **Each Contract is assessed a DBE Goal** – 49 CFR Part 26
 - *This applies to both Project Specific and On-Call Contracts*
 - Goal is established prior to contract advertisement based on:
 - a. The anticipated scope of work to be performed under the contract.
 - b. The availability of resources that can perform a commercially useful function.
4. Documentation of Selection/Evaluation Criteria
5. Authorization of Funds for the Project
 - Five-Year Transportation Facilities Construction Program
 - FHWA Authorization of Funds
 - IGA

Contract Initiation

Advertisement & Submittals

1. Approval to Advertise
2. Advertisement of Request for Qualifications
 - Public Notices – Free and Open Competition
 - Selection and Evaluation Criteria are clearly documented.
 - SOQ Requirements are clearly documented.
3. Communication
 - Internal and External
 - Consistency
 - Confidentiality
4. Submittals
 - Defined Schedule and Instructions for Submittals



Contract Administration Process & Procedures



Contract Initiation **Consultant Selection Process**

1. Selection Panel Convenes

- Panel Composition
- Review of Project Scope
- Review of Evaluation Instructions and Criteria
 - *Evaluation Criteria must be included in the Contract Advertisement Documents (RFQ)*
- Confidentiality



2. Selection Panel Evaluates and Scores SOQ's based on established criteria.

- Project Understanding and Approach
 - Project Team
 - Firm Capabilities
- It is essential that the integrity and transparency of the selection process is maintained to:
- Ensure that the Agency is selecting the most qualified consultants.
 - Avoid public perception of favoritism or partiality in contract awards.
 - Ensure that each consulting firm is given fair and equal consideration.



3. Selection Panel Meets and the "Best Qualified Firm" is agreed upon by consensus.

4. Selected Firm is Notified

Contract Administration Process & Procedures



Contract Initiation

Consultant Selection Process – Quick Tips

1. Documentation

- Records of Panel Comments & Scores
- Records of Consultant Entries
- Evaluation & Scoring Criteria

2. Transparency & Fairness

- Confidential yet Transparent Process
- Public Notices – Free and Open Competition
- Impartiality – Conflicts of Interest, Bias or Preferences cannot be present in the selection process.
- Qualifications Based Selection – Cost/Value are not part of the evaluation and selection criteria.



"WHY?"

To ensure that your selection process was fair, consistent, and defensible.

Contract Initiation

Congratulations on your selection! So now what??

1. Pre-Negotiation Phase
2. Cost Proposal Negotiations
3. Notice to Proceed
4. Execution of Work

Successful negotiation of a contract involves the active participation of the following stakeholders:

- ADOT Project Manager & Consultant
- ADOT Audit & Analysis
- ADOT Business Engagement & Compliance Office (BECO)
- ADOT Engineering Consultants Section (ECS)
- Consultant(s)

Contract Initiation

Preparation & Submittal of Cost Proposal

1. Pre-Negotiation Meetings
2. Submittal of required Financial Reports to ADOT Audit & Analysis
 - *Firms must have FAR Compliant Accounting Systems*
3. Development of the Project's Scope of Work & Cost Proposal
4. Submittal of Required Documentation through eCMS.
 - ECS's Review includes:
 - a. Completeness and accuracy of documentation.
 - b. Standardization of Contractual Terms & Conditions
 - c. Appropriateness of Proposed Labor Classifications (IB 13-02)
 - d. Completeness of Entry in System
 - e. Initial Review and determination of Cost Allowability, Reasonableness, Overhead Rates, Insurance Requirements
 - f. Documentation of contractual DBE requirements and application of appropriate overhead and unit rates.

Contract Initiation

Cost Proposal Negotiations

The Negotiation of a Contract is based on:

1. Scope of Work
2. Qualifications of Professional Services
3. Reasonableness and Allowability of Costs (All Costs Are Reviewed)
 - *All costs require supporting documentation.*
 - *Payroll and Rates*
 - *Unallowable or un-allocable costs may jeopardize eligibility for federal funding.*

Responsibilities:

- Project Manager: Preparation of Independent Cost Estimate. Review and Negotiation of Scope and Hours. Assist in Coordinating responses, submittals, etc. through the contract lifecycle.
- Audit & Analysis: Review rates and costs to determine fairness, reasonableness, allocability and allowability.
- Consultant: Complete and timely submittals of required contract documentation.
Consistency with Qualifications Submittal.
- ECS: Complete and timely reviews and negotiations of contract documentation.
- BECO: Reviews and approves DBE Affidavits and Good Faith Efforts.

Contract Initiation

Cost Proposal Negotiations

- ADOT endeavors to negotiate scope, rates and costs that are fair and reasonable in accordance with **40 USC 1104**. (*consistent with the Brooks Act*)
- Pursuant to **23 USC 112 (B)(2)**, contracts for engineering services shall be performed and audited in compliance with cost principles in **Part 31** of the Federal Acquisition Regulation (FAR).
- Contract funds are encumbered prior to issuing a Notice to Proceed (NTP).

Contract Administration Process & Procedures



Contract Initiation

Notice to Proceed

- The consultant is issued a “Notice to Proceed” (NTP) once the terms of the contract are agreed upon (negotiations are complete) and upon receipt of FHWA Funding Authorization. *** No verbal or email authorizations are allowed.*
- An Advanced Notice To Proceed (ANTP) or Advanced Authorizations (AA) may be issued if it is determined and agreed upon that a consultants work must start while the contract negotiations are being finalized.
 1. Emergency Situations
 2. Time Constraints*** No verbal or email authorizations are allowed.*

Contract Initiation

Contract Negotiation Process – Quick Tips

1. Documentation

- Independent Cost Estimate – of Work to be performed.
- Records of Negotiations
- Basis for Negotiations
- Supporting Documentation – Direct/Indirect Costs

2. Transparency & Fairness

- Fair, Reasonable, Consistent
- Impartiality – Conflicts of Interest, Bias or Preferences cannot be present in the negotiation process.



"WHY?"

To ensure that your negotiation process was fair, reasonable, consistent, and defensible.

Contract Initiation

Preliminary Plan & Schedule

- **Contract Initiation**

1. Development of the Project's Scope of Work and Need: 2-4 Weeks
2. Development of the Advertisement and Contract Documentation: 3 Weeks
3. Establishment of DBE Goals: 1-2 Weeks
4. Authorization of Funds for the Project: 2-3 Months

- **Consultant Selection Process**

1. Contract Advertisement: 3-6 Weeks
2. SOQ Evaluation & Scoring: 4-6 Weeks
3. Selection Meeting & Ranking : 1-2 Weeks
4. Notification: 1 Week

- **Contract Negotiation Process**

1. Preparation & Submittal of Cost Proposal Documents: 3-4 Weeks
2. Cost Proposal Review & Negotiation (including Audit review): 4-8 Weeks
3. Notice to Proceed (finalize, encumber, execute): 1-2 Weeks

Contract Initiation

What are some “Barriers” to a Smooth and Timely Selection & Contract Execution Process?

1. Funding is not authorized or available.
2. Scheduling conflicts with panel members.
3. High volume of SOQ's to review...requires more time.
4. Panel Member conflict of interest issues.
 - Potential Removal or Re-assignment.
5. Filed Protests or Appeals.
 - Appeal of SOQ Acceptance
 - Protest of Selection
6. Poor Communication of:
 - Schedules
 - Submittal Requirements
 - Questions and Responses
7. Incomplete or Delayed Submittals & Reviews
8. Review and/or negotiation of allowable or unallowable expenses.
9. Errors in Contract Documents

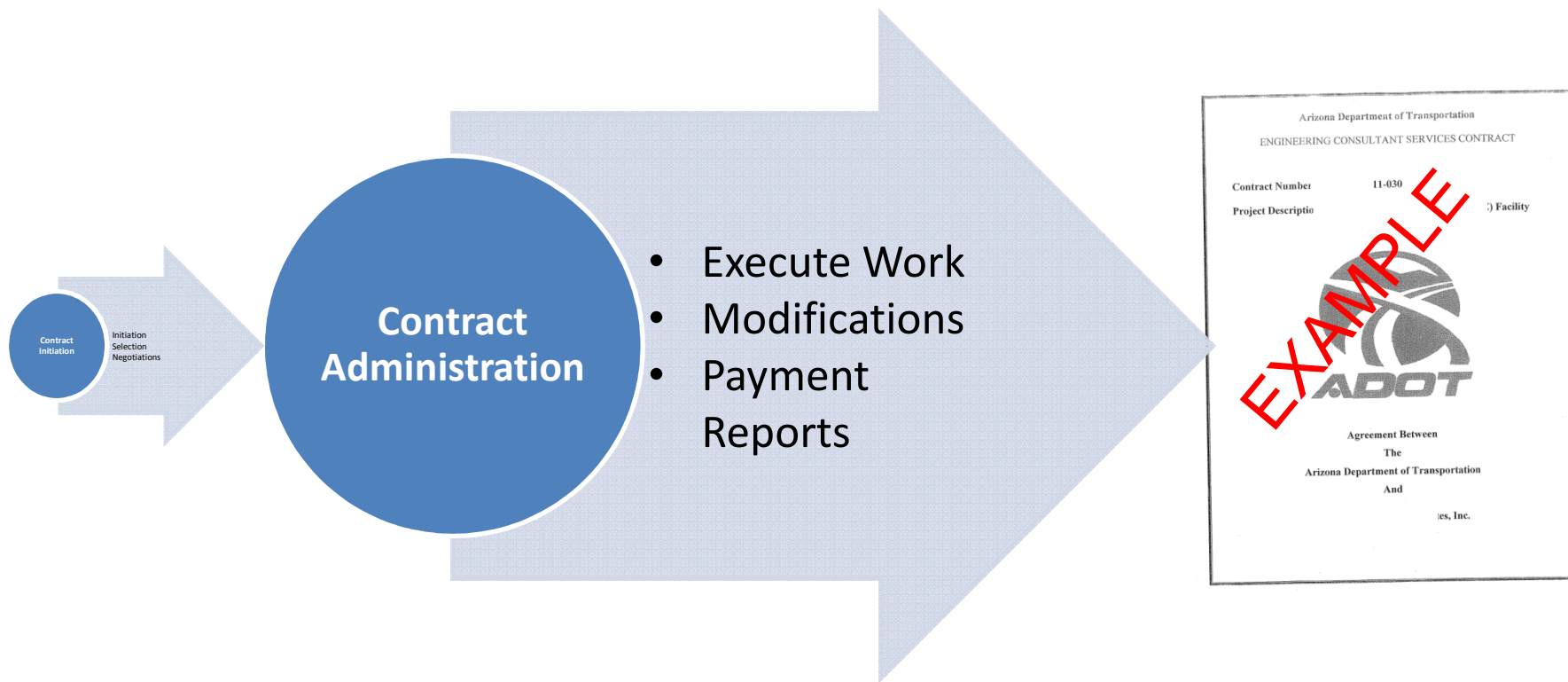


Contract Administration Process & Procedures



Contract Administration

Managing your Contract



Contract Administration

Task Order and/or Modification Initiation

Modifications to existing contracts, or issuance of Task Orders on On-Call Contracts are based on the terms of the original contract.

1. Project Needs Identified and Priorities Established
2. Development of the Project's Scope of Work and Need
3. Development of the Contract and Project Schedules
4. Submittal of Required Documentation
5. Negotiation and Execution of Task Order or Modification.

****Contracts, Task Orders, Advanced Authorizations/ANTP's, or Modifications cannot be executed without FHWA Funding Authorization**

Contract Administration

Task Order and/or Modification Initiation

Key Issues to remember:

1. DBE Goals: DBE Goals are calculated and applied **to a contract**.
 - For On-Call Contracts, **the contract DBE Goal is applied to each task** assigned to a consultant.
 - For “Non” On-Call Contracts, any modification to the contract must reflect any change the additional work (or reduction) will have on meeting the contract DBE Goal.
 - The Prime Consultant’s ability to meet the DBE goal is based on actual payments to their DBE partners. *Accurate and timely reporting is very important and is part of the contract terms!*
2. For On-Call Contracts: Task Orders are generally assigned as follows:
 - First Round: Based on the ranking of the Prime Consultant
 - Subsequent Rounds: Distribution based on equalizing the cumulative dollar value awarded to every contracted Prime Consultant.

*** ECS is required to regularly report to the FHWA on the distribution of tasks and cost growth of the tasks/contracts.*

Contract Administration

Execution of Work

- The consultant, in close coordination with other project stakeholders, performs the professional services outlined in the contract.
- Payment Reports are issued, processed and paid as defined in the Agreement and per Prompt Payment Law.
- Contract Modifications are processed as required (this includes any necessary Time Extensions).
- Required reporting and documentation of DBE Participation.
- Annual Performance Reviews are performed to address the consultant's performance on an annual basis (through eCMS). Consultants, PMs, Audit and ECS participate in this process.

Contract Administration

Payment Reports

- Pursuant to **Section 4.04** of the contract, consultants are required to:
 1. Submit Payment Reports on a monthly basis reporting its monthly costs. *Payment Reports are not required for on-call contracts without any assigned task orders added by executed modification.*
 - If no work has been performed in any month, the Consultant shall still submit a zero (\$0.00) PR indicating that no work has been performed for that month.
 2. Submit Payment Reports which includes a breakdown of costs incurred by each subconsultant who completed work for the time period requested.
 3. Submit Payment Reports which includes appropriate back-up for expenses (receipts, etc.).
 4. Primes, Subconsultants (DBE and non-DBE) are required to report payments monthly in the ADOT DBE System (**Section 4.47** of the contract).

Contract Administration

Payment Reports

- Pursuant to **Section 4.03** of the contract, consultants are required to:
 1. Submit monthly progress reports with all Payment Reports to the ADOT PM. The report format shall be approved by the ADOT PM and ECS, but must provide information relating to and supporting work performed and expenses incurred (for which are being invoiced for).
 2. For Non-Lump Sum Fee Contracts (CPFF, Specific Rates, Supplemental Services), submit required work-hour report and back-up documentation for expenses incurred and being invoiced for).

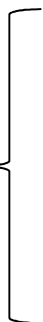
Common Issues which may delay processing of Payment Reports

1. Consultant is not billing on a monthly basis.
2. Payment Report is not signed by the Consultant or ADOT PM.
3. Payment Report Number is incorrect or submitted out of sequence.
4. PO Number or Line No. is not included.
5. Incorrect Format is used.
6. Previous edits or incorrect amounts not carried over properly (math errors).
7. Appropriate Payment Report Backup not included or doesn't match invoice totals.
8. Funds were not encumbered and are no longer available.

Contract Administration

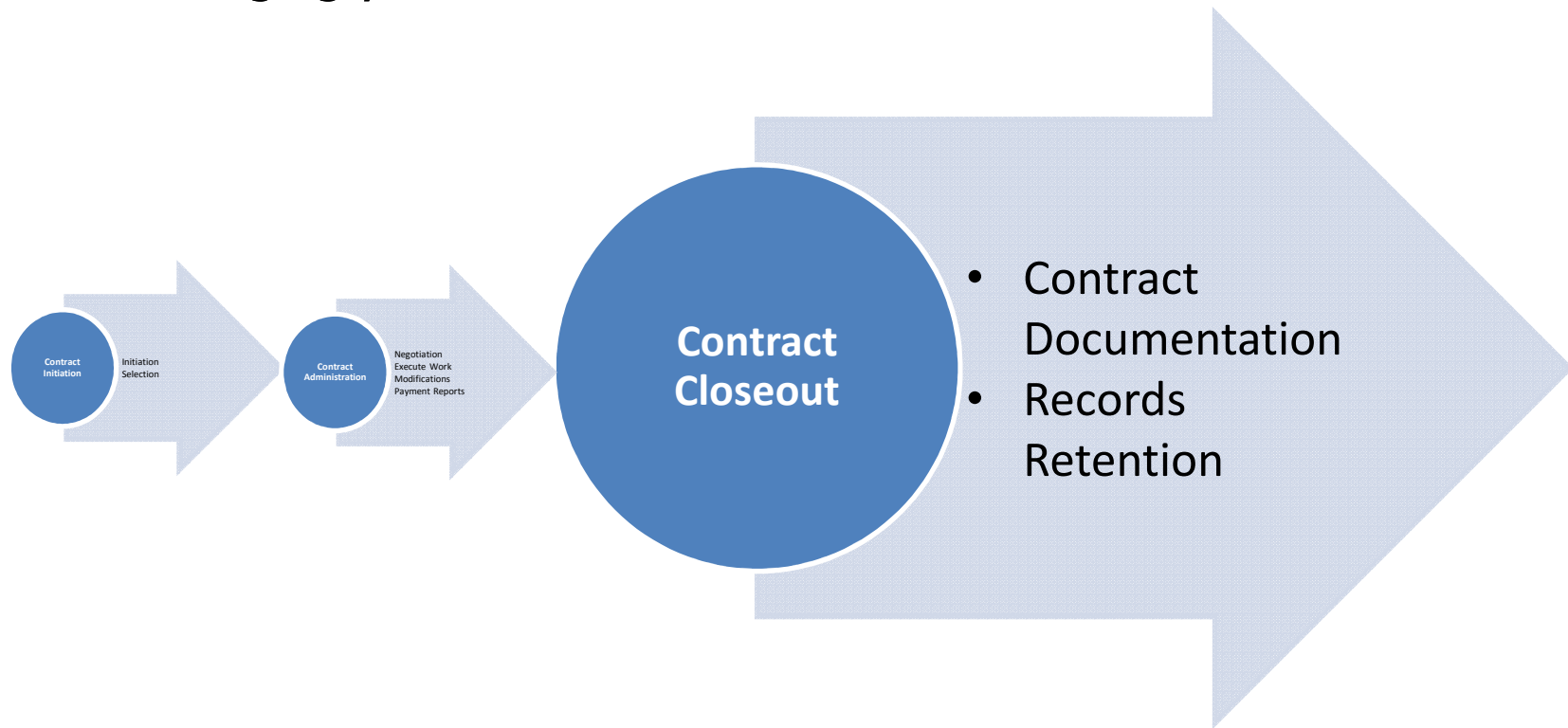
What are some "Barriers" to a Smooth and Timely Execution of Contract Modification?

1. Incomplete or delayed submittals by Consultant, Subconsultant or Vendors.
2. Incomplete or delayed review by ADOT.
3. Errors in contract documentation.
4. Funding is not authorized or available.
5. Delays in encumbering funds for the contract.
6. Renegotiation of Rates (from the originally approved contracted values).
7. Introduction of new subconsultants (or vendors)
8. Reclassification of consultant's positions.
9. Review and/or negotiation of allowable or unallowable expenses.
10. Delayed communications between ADOT and Consultant and between Consultant and ADOT.
11. Additional scope and costs may affect the original DBE commitments, requiring review and documentation to be resubmitted.



Contract Closeout

Managing your Contract



Contract Closeout

Contract Closeout

All contracts have a Contract Period, which defines the termination date of the contract. Contract periods can be extended or canceled in accordance with the terms and conditions of the contracts.

***Work can not be performed and invoiced if contract time expires.*

- Contract Closeout is initiated by the ADOT PM after services are completed per the contract.
- Final Payment Report – Prime Consultant and Subconsultants
- Incurred Cost Audit (Audit & Analysis) – For CPFF Contracts
- Certification of Payments to DBE Firms Affidavit ([Section 4.47](#) of contract)
- Final Performance Evaluation is performed to address the consultant's performance throughout the duration of the contract lifecycle (through eCMS). Consultants, PMs and Audit and ECS participate in this process.
- Pursuant to [Section 4.41](#) of the contract, consultant and subconsultants shall keep and maintain all books, papers, records, accounting records, files, accounts, expenditure records, reports, cost proposal with backup data and all other such materials related to the Contract and other related project(s).

Contract Administration Process & Procedures



Contract Closeout

Contract Process – Quick Tips

1. Documentation – Do it!
 - Contract
 - Modifications
 - Payments



"WHY?"

To ensure that contract records are available for records research and to support or defend against claims.

Questions?



ADOT's Project Development On-Call Contract

Assignment and Administration of the On-Call Contract



ADOT Engineering Consultants Section (ECS)

- Michael DenBleyker, P.E. – Manager

Statewide Project Management & Project Resource Office

- Seth Kauffman

ADOT Local Public Agencies Section

- Eric Boyles, Susan Anderson

Introduction

On-Call Contract Overview:

1. Purpose of the On-Call Contract
 - Scope of Work
 - Who Can Use the Contract?

2. Administration of the On-Call Contract
 - Key Contacts
 - Administration
 - LPA Initiation
 - Assignment of Tasks
 - Negotiation
 - Administration

ADOT's Project Development On-Call Contract



Scope of Work

Scope of Work:

1. On-Call Contract are intended to expedite the delivery of state and local transportation construction projects.

- Examples of Scope of Work

Highway Construction/Reconstruction (design of roads)	Survey	Computer Modeling and visualization
Survey	Curb & Gutter and Sidewalk (ADA Ramps)	Native Plant Surveys and Inventories
Intersection Improvements	Passing & Climbing Lanes	Land Graphic Layouts on site
Minor & Intermediate Traffic Interchange Improvements	Drainage/Erosion	Environmental Analysis
Rockfall Containment Design	Retaining Walls	Erosion Control Plans
Fencing	Signing & Striping	Historic Architecture Evaluation & Design
Snow Fence	Landscape & Irrigation	Coordination with Public & Governmental Agencies
Median Design	Pedestrian & Bicycle Paths	General Right-of-Way and Ownership

- Who Can Use the Contract
 - State Administered Contracts for State & Local Government Projects

Scope of Work

Additional Contract Information:

1. Lump Sum by Task Order Contract
 - Contract Amounts are negotiated as a Lump Sum amount per Task Order.

2. DBE Goal = 11.13%
 - The DBE Goal is established for each contract and applied to each Task Order.
 - Consultants must achieve the contract DBE Goal on each Task Order or be required to submit a "Good Faith Effort" form for approval documenting their efforts and justification for not achieving the DBE Goal on a specific Task Order.

Administration

On-Call Contract – Key Contacts, Roles & Responsibilities:

1. Local Public Agency Section (LPA)

- LPA Project Manager: Eric Boyles
 - *Coordination with COG/MPO Regional TIP's: Upcoming Work*
 - *Project Initiation Process*
 - *LPA Communication & Coordination*

2. Project Resource Office (PRO)

- Contract Manager: Seth Kaufman
 - *Assignment and Distribution of Tasks*
 - *Assignment of Project Managers*
 - *Progress Reporting*

3. Statewide Project Management (SPM)

- Senior Project Managers & Project Managers
 - *Management and Execution of Tasks*

4. Engineering Consultants Section (ECS)

- Contract Specialist: Trista Ellis
- Design Contracts Unit Manager: Greg Wristen
 - *Contract Administration: Execution of Task Order Modifications & Payment Reports*

Administration

On-Call Contract – LPA Initiation

1. LPA Identifies Project
 - a. Project is approved and listed in the regional COG/MPO TIP
 - b. TIP is submitted to MPD and approved and included in the STIP
2. Project Eligibility is secured (if necessary) HSIP, TAP, etc.
3. LPA Submits Project Initiation Request Packet
 - a. ADOT Project Number is Assigned
 - b. ADOT PM is Assigned
 - c. Federal Project Number is Assigned
4. LPA Section sends formal project establishment letter to the LPA
5. ADOT PM Initiates JPA Process (Non-CA Agency)
 - a. JPA group drafts agreement for LPA approval/signature
 - b. JPA is executed
6. Local Match & PMDR costs are invoiced and paid by LPA
7. ADOT PM process federal authorization paperwork
8. Federal Authorization is secured
9. Design of project is initiated
 - a. Kick-Off Meeting
 - b. Assignment to ADOT On-Call (Non-CA Agency)

Administration

On-Call Contract – Assignment of Tasks:

1. Notification of Need
 - Communication of Scope, Funding, Schedule with ADOT LPA
 - Communication and Coordination of Need between ADOT LPA and PRO
 - Assignment of ADOT Project Manager
2. Assignment of Task
 - 1st Round: Task Orders will be assigned to the highest ranked prime consultant, provided the prime consultant has the required expertise to complete the assigned task. Subsequent tasks are assigned by rank order.
 - ** Location and Cost(s) of Consultant is not a factor in the assignment of Tasks.*
 - 2nd Round: Task Orders will be assigned with the goal of equalizing the cumulative dollar value awarded to every contracted prime consultant in the On-Call series.
 - ** ADOT shall endeavor to distribute work as equitably as possible among all prime consultants selected in each On-Call contract series.*

Administration

On-Call Contract – Negotiation:

1. Consultant will be provided with a Task Order Number and specific Scope of Work.
2. Prime Consultant prepares a cost estimate for the project **utilizing the items of cost contained and previously negotiated in the contract.**
 - Contract DBE Goal is applied to each Task Order.
3. ADOT PM reviews the cost estimate to ensure the proposed work-hour estimates are reasonable in comparison to ADOT's estimate and the costs are in compliance with the contract.
4. Upon agreement and negotiation of work-hours, Task Order Contract Modification documentation is submitted to ECS for processing and execution.
 - If additional Labor Classifications, Subconsultant, Direct Costs are submitted, these will have to be reviewed, negotiated and audited for reasonableness and allowability.
 - Necessary DBE documentation and contract supporting documentation are reviewed and processed.
5. Upon completion of negotiations and processing of contract documentation, the Task Order Contract Modification is executed (NTP).

Administration

On-Call Contract – Administration:

1. Contract Managers (Project Resource Office):
 - Administers the Contract

2. Project Managers:
 - Manage the Scope of the Project
 - Manage the Schedule of the Project
 - Manage the Budget of the Project
 - Perform Annual Consultant Performance Evaluations

2. Engineering Consultants Section:
 - Manage the Contract Documentation (Modifications, Payment Reports, Evaluations, Closeout)
 - Reporting: On-Call Contract Task Order Distribution, Cost-Growth, Exceeding \$500,000, DBE Participation

3. ADOT Local Public Agency:
 - Monitors the Delivery of the Project

Benefits for using ADOT Administered On-Call Contracts

- Reduces time to secure needed consultant services.
 - Advertisement and Consultant Selection Process is Complete

- Ensures compliance with all applicable state and federal regulations.
 - Contract Documentation
 - Contract Administration (including Payment Reporting)
 - DBE Compliance

- Provides access to ADOT ECS on-call list of A&E consultants.
 - Negotiated Rates/Costs are Complete

ADOT's Project Development On-Call Contract



Administration

On-Call Contract – Prime Consultants:

1. Parsons Brinckerhoff, Inc.	11. Burgess & Niple, Inc.
2. URS Corporation	12. HDR Engineering, Inc.
3. Stanley Consultants, Inc.	13. Stantec Consulting Services, Inc.
4. Kimley Horn & Assoc., Inc.	14. Ritoch-Powell & Associates
5. Dibble & Associates	15. Parsons Transportation Group, Inc.
6. AZTEC Engineering Group	16. Gannett Fleming, Inc.
7. T.Y. Lin International, Inc.	17. Eng. And Environmental Consultant , Inc.
8. NFRA, Inc.	18. AMEC Environmental & Infrastructure, Inc.
9. Jacobs Engineering Group, Inc.	19. Premier Engineering Corporation
10. Michael Baker Jr., Inc.	

Questions?

