

Project Delivery Manual

Agency Documents Reviewed By ADOT LPA Section

- FAHP Project Delivery Manual – title page, table of contents, publication or modification date
- Other manuals as needed – title page, table of contents, publication or modification date
- Schedule for updating the Project Delivery Manual and any other manuals listed below

Submit to ADOT LPA Section before March 29, 2019

Assessment Questions

| Question | Y/N | Document, Page, Paragraph |
|--|-----|---------------------------|
| Does the Agency have a single Project Delivery Manual? | | |
| Does the Project Delivery Manual contain or incorporate through reference the following: | | |
| Staffing Plan? | | |
| Communication Plan? | | |
| Training Plan? | | |
| Roadway: Pavement Design Guidelines? | | |
| Roadway: Design Guidelines? | | |
| Roadway: Design Exception Procedures? | | |
| Materials QA Program? | | |
| ROW Procedures? | | |
| Procurement of a Consultant? | | |
| Procurement of Materials and/or Install? | | |
| Bid Analysis and Award Procedures? | | |
| Subcontract Approval Procedures? | | |
| ADA Transition Plan? | | |
| Title VI Program Plan? | | |
| DBE Procedures? | | |
| Financial Management Procedures? | | |
| Audit and Oversight Procedures? | | |
| Reporting Procedures? | | |
| Does the Project Delivery Manual or another manual address the following: | | |
| Request for proposal, qualifications, and/or bids will be issued within 90 days from FHWA authorization? | | |
| Pre-planning? | | |
| Project initiation? | | |
| Scoping document? | | |
| PS&E development? | | |
| Environmental document? | | |
| Utilities clearance? | | |
| Railroad clearance? | | |
| Materials memo? | | |
| Pre-construction meetings? | | |
| SWPPP? | | |
| Labor compliance? | | |
| Inspector daily diaries? | | |
| Supplemental agreements? | | |

| Question | Y/N | Document, Page, Paragraph |
|---|-----|---------------------------|
| Progress payments? | | |
| Prompt pay? | | |
| Claims? | | |
| Final acceptance? | | |
| Project closeout? | | |
| Record keeping? | | |
| EEO? | | |
| OJT? | | |
| Authorization? | | |
| Reimbursement? | | |
| Do the FAHP Contract Approval Procedures require the contract include the following, as applicable: | | |
| Buy America Requirements? | | |
| FHWA Non-Collusion Statement? | | |
| FHWA Form 1273? | | |
| USDOL OFCCP EEO Clause, Notice of Requirement for Affirmative Action (Exec. Order 11246) and EEO Contract Specifications (Exec. Order 11246)? | | |
| Sanctions and Penalties for Breach of Contract? | | |
| Termination for Cause and Convenience? | | |
| Clean Air Act/Federal Water Pollution Control Act? | | |
| Debarment and Suspension | | |
| Byrd Anti Lobbying Amendment? | | |
| Language regarding compliance with and federal and state immigration laws and regulations? | | |
| Title VI Assurances, and Appendices A and E? | | |
| Does the Project Delivery Manual include a schedule for updating the manual(s)? | | |
| Is the Project Delivery Manual posted on the Agency's internal website or made readily available for all staff involved in FAHP projects? | | |

| Agency – Prepared by: | |
|-----------------------|--|
| Signature | |
| Printed Name | |
| Title | |
| Date | |

| ADOT – Reviewed by: | |
|---------------------|--|
| Signature | |
| Printed Name | |
| Title | |
| Date | |