

(LOCAL SPONSORING AGENCY'S
LETTERHEAD) 03/08/2011

Date:

Arizona Department of Transportation
Statewide Project Management Group, Local Government Section
205 S. 17th Ave., MD 630E
Phoenix, AZ 85007-3212

Attn.: John Dickson, P.E., Local Government Engineer

Re: Request from the (Name of City, Town, County)
to administer the following Local Government Project.

Project Name:

Federal I.D. No.:

ADOT TRACS* No.:

* *Transportation Accounting System*

Dear Mr. Dickson:

We are requesting that the (Name of City, Town, County)
be given approval on our federally funded project to administer the activities indicated below.

- pre-engineering (design)

Please approve this request to administer the activities indicated above with the assurance that we will adhere to the following conditions:

1. *These activities will be conducted under the direct supervision of a registered professional. All Federal-aid projects must be under supervision of a full-time publicly employed person, per 23CFR636.105. Additionally, the registrant in accordance with Arizona State Statutes and rules of the Board of Technical Registration will seal the final versions of documents.*
2. *It is understood that the project must be in compliance with current AASHTO roadway/bicycle/pedestrian standards and the Americans With Disabilities Act (ADA).*
3. *It is understood that, at any stage of the project, ADOT and FHWA approval is required prior to make any changes in the project scope or location, and that such changes need to be fully justified.*
4. *It is understood that, depending on the on the nature of the project and recommendations of ADOT technical staff, the project design may need to be supported by a drainage, geotechnical/ materials pavement design, bridge, and lighting report. The need for these reports will be assessed during project scoping and addressed in the scoping document.*

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5. *It is understood that all phases(i.e 15%, 30%, 60%, 95%, PS&E) of project development must be reviewed and approved by ADOT. Additionally, for any project affecting historic properties, all plan phases (Stage 2, 30%; Stage 3, 60%; and Stage 4, 95%) must be submitted to ADOT for transmittal to the State Historic Preservation Office (SHPO) for review and comment.*
6. *State of Arizona procurement procedures and FHWA requirements will be followed in the hiring of A/E services.*
7. *The environmental, utility, and right-of-way processes will follow FHWA/ADOT procedures and will be completed prior to bid advertisement.*
8. *It is understood that the project should not proceed past Stage 2 (30%) without having an approved NEPA clearance. Additionally, if the project is designed but not constructed (within ten years of the authorization of the design funds), we agree to reimburse ADOT for the federal aid portion of design costs.*
9. *We understand that the ADOT Joint Project Agreement Section will require our cooperation in the development of an Intergovernmental Agreement pertinent to the project's development, and funding and that the JPA will need to be executed prior to authorization of the design funds.*
10. *Any work accomplished prior to FHWA authorization to proceed with the work is not eligible for reimbursement with Federal-aid funds.*
11. *Reimbursement requests will be submitted monthly as costs are incurred in accordance with ADOT and Local Government Program requirements.*

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Thank you for your assistance in this matter. Please review the request and sign and date the concurrence.

Local Agency Authorized Signature: Date:

Name (*Print*):

Title:

ADOT Local Government Section Manager: Date:

copy: Sharon Gordon, Local Programs Coordinator - FHWA

..... *Layne Patton*, ADOT Project Manager