

(LOCAL SPONSORING AGENCY'S LETTERHEAD)

Note: Do not change the format or wording. Any deviation from the content of this letter must be requested in writing and receive prior approval.

Date:

Arizona Department of Transportation
Statewide Project Management Group, Transportation Enhancement Section
1615 West Jackson Street, MD EM10
Phoenix, AZ 85007-3217

Attn.: Ms. Tammy Flaitz, TE Program Manager

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

Project Name:

Federal I.D. No.:

ADOT TRACS* No.:

** Transportation Accounting System*

Dear Ms. Flaitz:

We are requesting that the *(Name of City, Town, County)*
be given approval on our TEA project to administer the construction procurement process
(bidding and award of construction contract) and construction contract administration including
construction engineering.

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. 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 approval is required prior to making any changes in the project scope or location, and that such changes need to be fully justified.*

REQUEST FOR LOCAL SELF-ADMINISTRATION

Project Name:

Federal I.D.

TRACS No.

Date: Page 2 of 4

4. *It is understood that the project must remain open to the public and maintained for a minimum time period to amortize the public investment.*
5. *It is understood that, depending on the nature of the project and recommendations of our consultant, 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.*
6. *Regarding project cost estimates, it is understood that the Davis-Bacon predetermined minimum wage must be paid to all covered workers on Federal-aid projects that are physically located within the right-of-way of a Federal-aid highway regardless of the transportation enhancement characteristics. (Title 23 defines a Federal-aid highway as any highway other than those classified as Local Roads or Rural Minor Collectors.)*
7. *It is understood that all phases of project scoping document (Stage 1, 15% Design) 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.*
8. *State of Arizona procurement procedures will be followed throughout all stages of the project including the procurement of design and environmental consultant services and construction contracting.*
9. *It is understood that any method of construction contract award other than the traditional lowest responsive bid will require a formal request to ADOT and submittal of a Work Plan justifying the use of the technique that will need ADOT and FHWA approval. The contracting technique we intend to utilize will be addressed during scoping.*
10. *The environmental, utility, and right-of-way processes will follow FHWA/ADOT procedures and will be completed prior to bid advertisement. Real estate activities, if applicable, will be conducted according to the Uniform Relocation Assistance and Real Property Acquisitions Policy Act of 1970, as amended (Uniform Act).*
11. *It is understood that if the preliminary engineering phase (design) includes federal funds 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, we agree to reimburse ADOT for the federal aid portion of design costs. 23 CFR 112(2)*
12. *It is agreed that during construction, coordination with the Contractor will be done for collecting federal labor compliance documentation (DBE, EEO, Davis-Bacon, and OJT as applicable) and compliance with the Buy America Act. Documentation will be*

REQUEST FOR LOCAL SELF-ADMINISTRATION

Project Name:

Federal I.D.

TRACS No.

Date: Page 3 of 4

appropriately collected in accordance with the Federal-aid process and recorded and filed for potential auditing purposes. Coordination with the Contractor will also be performed in a manner to ensure that the required federal posters are displayed at the construction site and that the Contractor performs the required DBE compliance reporting to the ADOT Civil Rights Office in a timely manner.

13. *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, funding and maintenance and that the JPA will need to be executed prior to the obligation request for any phase of development.*
14. *Sole sourcing of items will be avoided. It is understood that the utilization of brand name items will be only as approved by ADOT and through a Public Interest Finding.*
15. *It is understood that the utilization of in-house forces for construction of any portion of the project will require an approved "Finding in the Public Interest" in advance of submitting a request for project and funding authorization.*
16. *At the Stage 3 (60%), plans and details (construction contract documents), special provisions (also referred to as front-end documents and technical specifications, bid manual, or bid book), cost estimates, calculations, and supporting engineering reports will be submitted to ADOT for staff review to validate that Federal Aid and TE Program requirements are being met.*
17. *It is understood that the project cannot be advertised for construction, or design and construction costs incurred, until FHWA authorization is received.*
18. *It is understood that the request for project authorization and funding is to include 2-copies of near bid-ready contract documents with half-size plans along with copies of the clearance memos for Right-of-Way and Utility clearance from the ADOT Right-of-Way Section and Utility & Railroad Section, and also the final engineers itemized estimate. The estimate will include line items for the estimated cost of construction administration (including CE) to administer the contract, construction contingencies for possible change orders to the contract, and showing the federal pro-rata share, local matching funds and local additional funds.*
19. *The ADOT PM will be copied on the bid tabulation, contractor's Notice of Award and Notice to Proceed, contract agreement with the awarded contractor, all supplemental agreements issued during construction. Additionally, the ADOT PM and district construction supervisor will be copied on monthly construction progress reports, which are to address major construction issues. ADOT and FHWA staff will be invited on pre-final inspections for acceptance and dedication ceremonies if held.*

REQUEST FOR LOCAL SELF-ADMINISTRATION

Project Name:

Federal I.D.

TRACS No.

Date: Page 4 of 4

20. *Reimbursement requests will be submitted monthly as costs are incurred in accordance with ADOT and TE Program requirements.*

We understand that FHWA’s approval to self-administering these activities does not constitute authorization of funds, whether the funds are for construction or purchase of right-of-way. When the project is near bid-ready, we will send a letter of request, along with the required documents listed in item 18 above, to the ADOT Project Manager for authorization and obligation of the federal funds. ADOT will submit our request and supporting documents to FHWA prior to advertisement for construction of this project and property acquisition.

We further understand that changing the scope or intent of the project could result in loss of funding and that ADOT and FHWA have the right to monitor construction of the project and will be notified of the date and time for the final construction inspection for project acceptance.

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

Local Government Authorized Signature:..... Date:

Name (*Print*):

Title:

ADOT TE Program Manager: Date:

Date of ADOT District Engineer’s Concurrence:

FHWA Area Engineer’s Concurrence:..... Date:

copy:, FHWA TE Program Manager

....., ADOT District Engineer

....., ADOT Project Manager