

# Every Day Counts (EDC) Arizona Local Public Agency (AZLPA) Stakeholder Council Meeting Minutes

**Thursday, July 14, 2016**

**TIME: 10:00AM - 2:00PM**

**Maricopa Association of Governments (MAG) – 302 N. 1<sup>st</sup> Ave, Phoenix, AZ 85003**

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## **Welcome and Introductions**

ADOT Local Public Agency Section

## **Meeting Summary for March 10, 2016**

- Council network feedback was given regarding Project Management Design Review Fees (PMDR).
- John Dickson, Sr. Project Manager, ADOT Project Management Group, presented on the topic of SCHEDULING. Discussion followed; handouts were provided. A break out session used a case study to apply the information learned and the Council dialogued issues that impact scheduling.
- FHWA provided an update.
- Announcements

## **Council Network Feedback from the March 10<sup>th</sup> Discussion Topic: SCHEDULING**

- MAG agencies know about the importance of scheduling. We need to have a way to ensure projects meet schedule. There is enforcement in place so they can't defer projects more than once. We use formal guidelines, as agencies two times per year to update schedules.
- Pima County: Several issues – lack of flexibility. You must know what you expect to run into so you can accurately plan ahead. We don't know everything, which is hard to budget and schedule for when programming the project. The County is getting a good spread of bids (5-7 typically) but lows are coming in 20% higher than cost estimates.
- City of Casa Grande: All goes smoothly, much due to Irene (Higgs).
- SCMPO: The MPO stays very active in following up on each project.
- CYMPO: We have learned to steer funding of local federal dollars onto State routes to get capacity improvements where there's the greatest need. We put the project on ADOT to administer. We avoid distribution of federal funds to each and every LPA, resulting in getting bigger projects.
- ADOT Southwest District: Currently, we are factoring in 4% for inflation per year on cost estimates in Project Assessments. ROW is critical and can blow a schedule if you didn't know about it prior. You must start with a good scope of work to really understand the project.

DBE update:

There is an updated DBE Plan; the preview was provided at the Certification Acceptance (CA) Peer Group (upcoming rollout of new plan, specs, etc.) Most of it is geared toward construction – need planning.

## **July 14<sup>th</sup> Topic: SCOPING**

Guest: Dan Gabiou, Planning Program Manager, ADOT Multimodal Planning Division

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Dan presented, *Scoping for Success!* He emphasized important tasks and timing. The presentation will be loaded to: <https://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency/edc-az-lpa-stakeholder-council>

A question was posed: Can COGs/MPOS set aside federal funding just to do scoping? Answer: There is a separate authorization just for scoping, so it depends on how a project is authorized. If just for scoping, then funding will be limited. Scoping is authorized as an Other task on the AZPR2X form; Preliminary Engineering (PE) is done under Design-Phase I. As an Other task, funds are not required to be paid back with justification; PE may be. Much discussion resulted on what triggers the need to pay back federal funds.

### **Working Lunch**

Annette Riley, ADOT Project Management Group Manager, provided some information about the LEAN process “deep dive” into the Consultant Notice to Proceed (NTP). The number of days to assign a task order has been reduced with the goal being 50 days. She noted there is a scoping form that all ADOT project managers must complete on every project before the task order assignment. There have been five pilot projects and all have received a NTP within 30-35 days.

### **FHWA UPDATE**

The FAST ACT is here and many working groups have been established to interpret the legislation. News on grants to be awarded is coming soon. There are guidelines for Transportation Improvement Program project names/location/description.

### **2<sup>nd</sup> July 14<sup>TH</sup> Topic:**

#### **SUBMITTING A COMPLETE PLANS, SPECIFICATIONS, & ESTIMATES (PS&E) PACKAGE**

A Helpful Handout was provided that listed the authorization package items needed for a project to be advertised.

### **ROUND TABLE**

Discussion focused on dwindling Council member numbers and engagement.

### **Announcements**

Next meeting: Sept. 9, 2016 at MAG

### **Adjournment**

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#### Attachments:

Handouts and Sign-in sheet

- Helpful Handout – list of items to be “bid ready” to advertise the project
- July 14, 2016 Sign-in Sheet

# ***Scoping for Success!***



**EDC AZ LPA Stakeholder Meeting**

**July 14, 2016**

# What is Scoping?

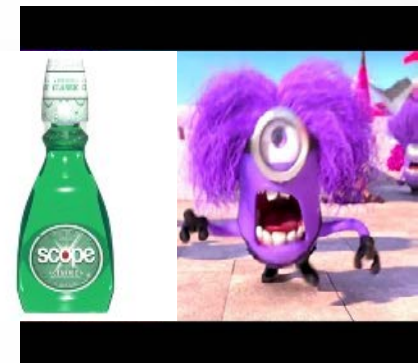


What's  
the  
plan?

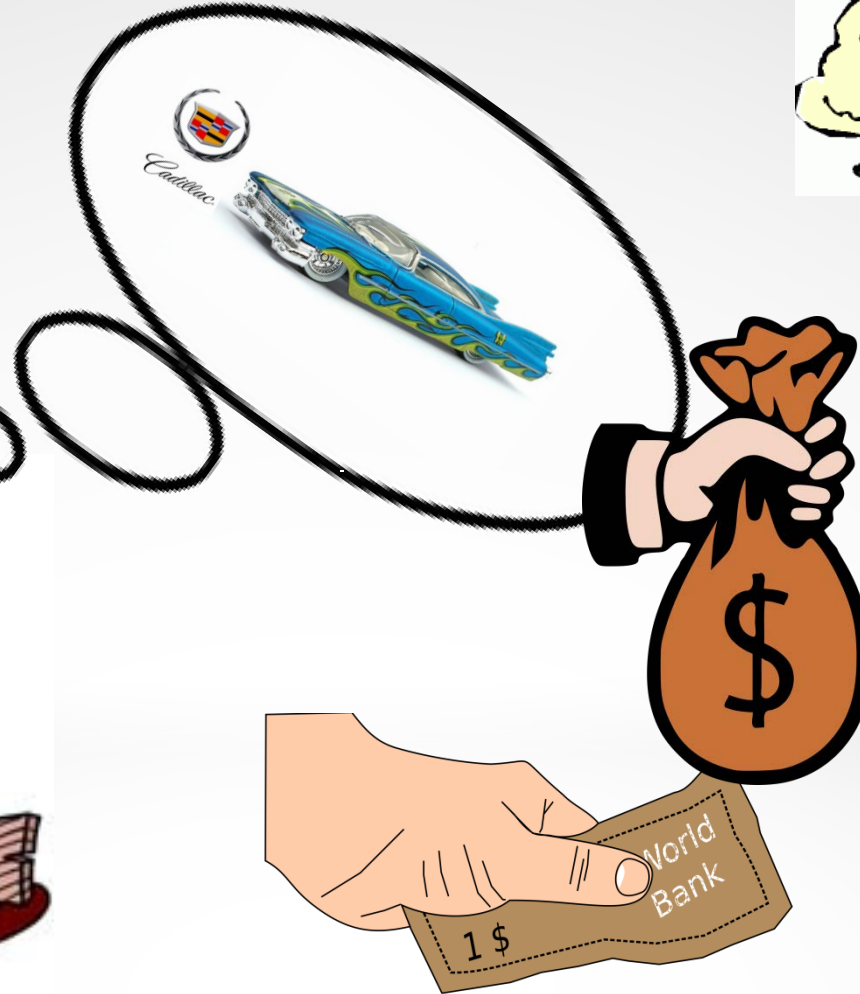
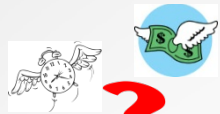


"Properly scoping projects is one of the key elements to successfully delivering a project on-time and on-budget. [Scoping] helps identify key risk elements early in the process and allows time for project teams to mitigate these risks." –MN DOT

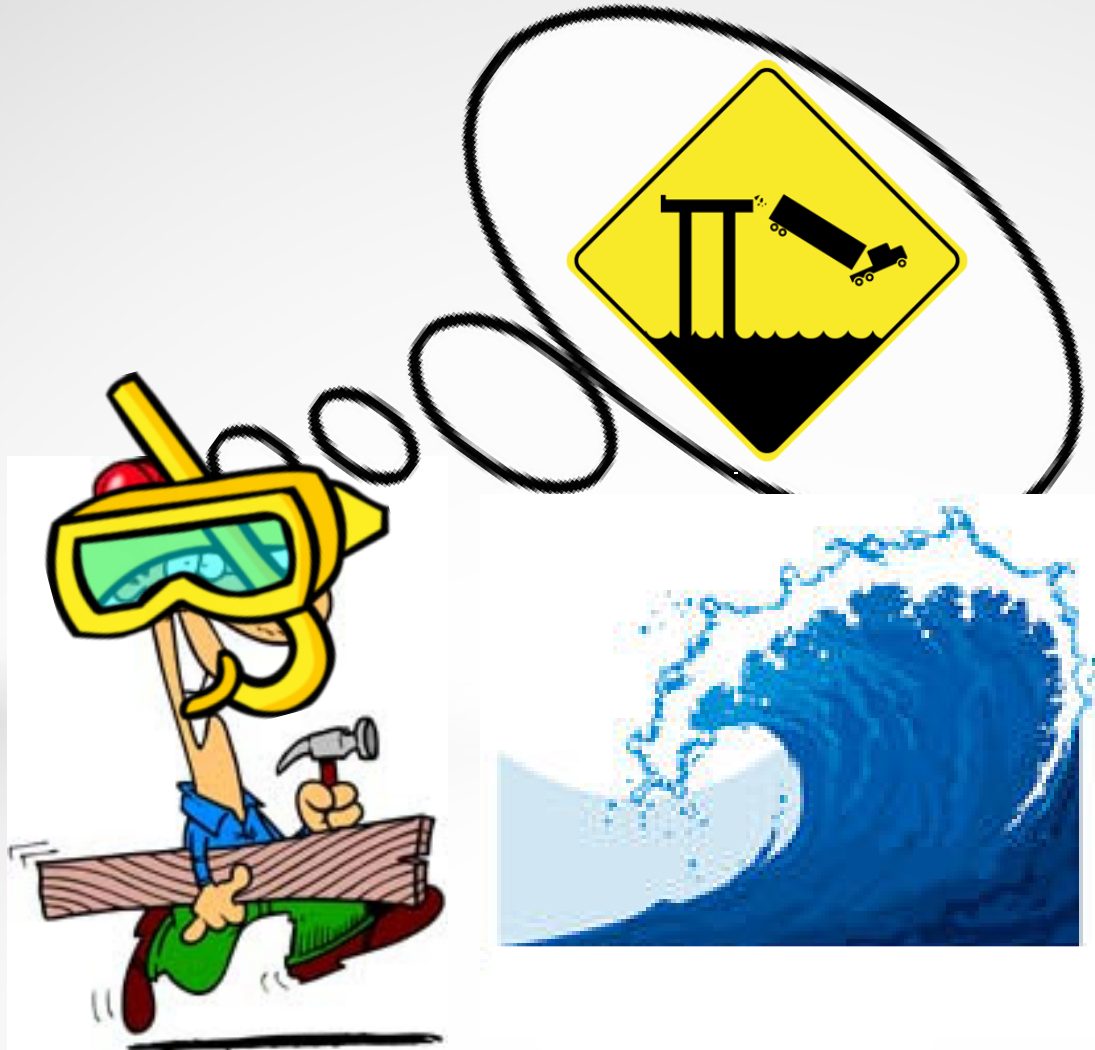
# Why Scope Projects?



# Why Scope Projects??



# Why Scope Projects???





# RECAP: the Benefits of Scoping Are...

- **Reduced delays during project design**
  - Less scope changes
  - Less contract modifications
  - Less funding requests
  - Less council approvals
- **Improved ability to manage program budgets and TIP**
  - Less TIP Amendments
  - Less project “shuffling”
  - Less loaning
- **Reduced risk of paying back the feds!**
- *Less work for everybody!*





# Formal Scoping Processes

## ▶ Scoping Letter

- No Alternatives and simple in Scope (no formal review)
- Categorical Exclusion (CE) for NEPA/Enviro Clearance

## ▶ Project Assessment

- May have some alternatives and more complex in Scope (formal review)
- CE for NEPA/Enviro Clearance
- Recommended for most projects

## ▶ Feasibility Report

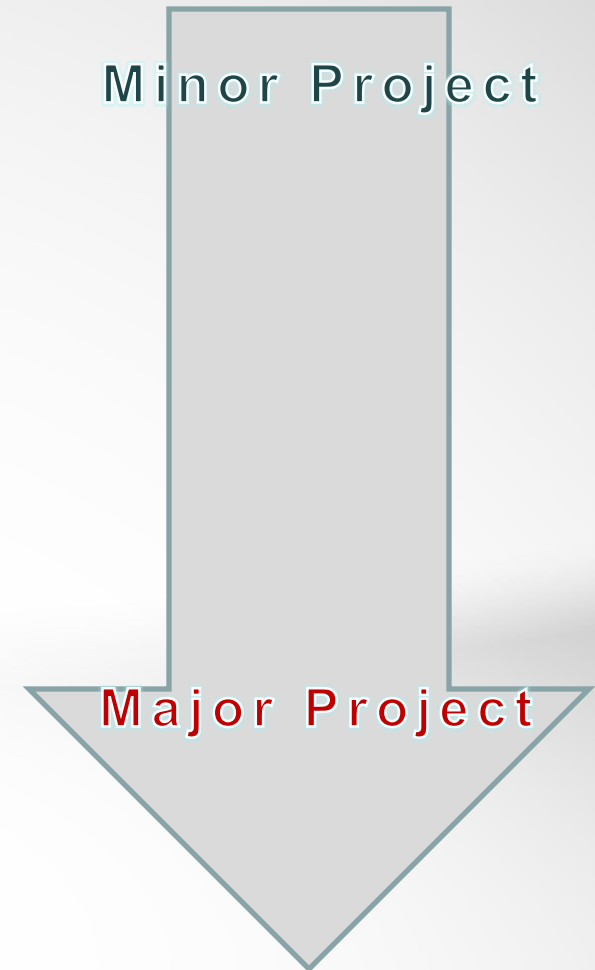
- Typically completed with an Environmental Overview and/or Planning and Environmental Linkages (PEL) document

## ▶ Corridor Location Report

- Typically completed with an Environmental Overview, PEL, or as part of a Tier 1 Environmental Impact Statement (EIS)

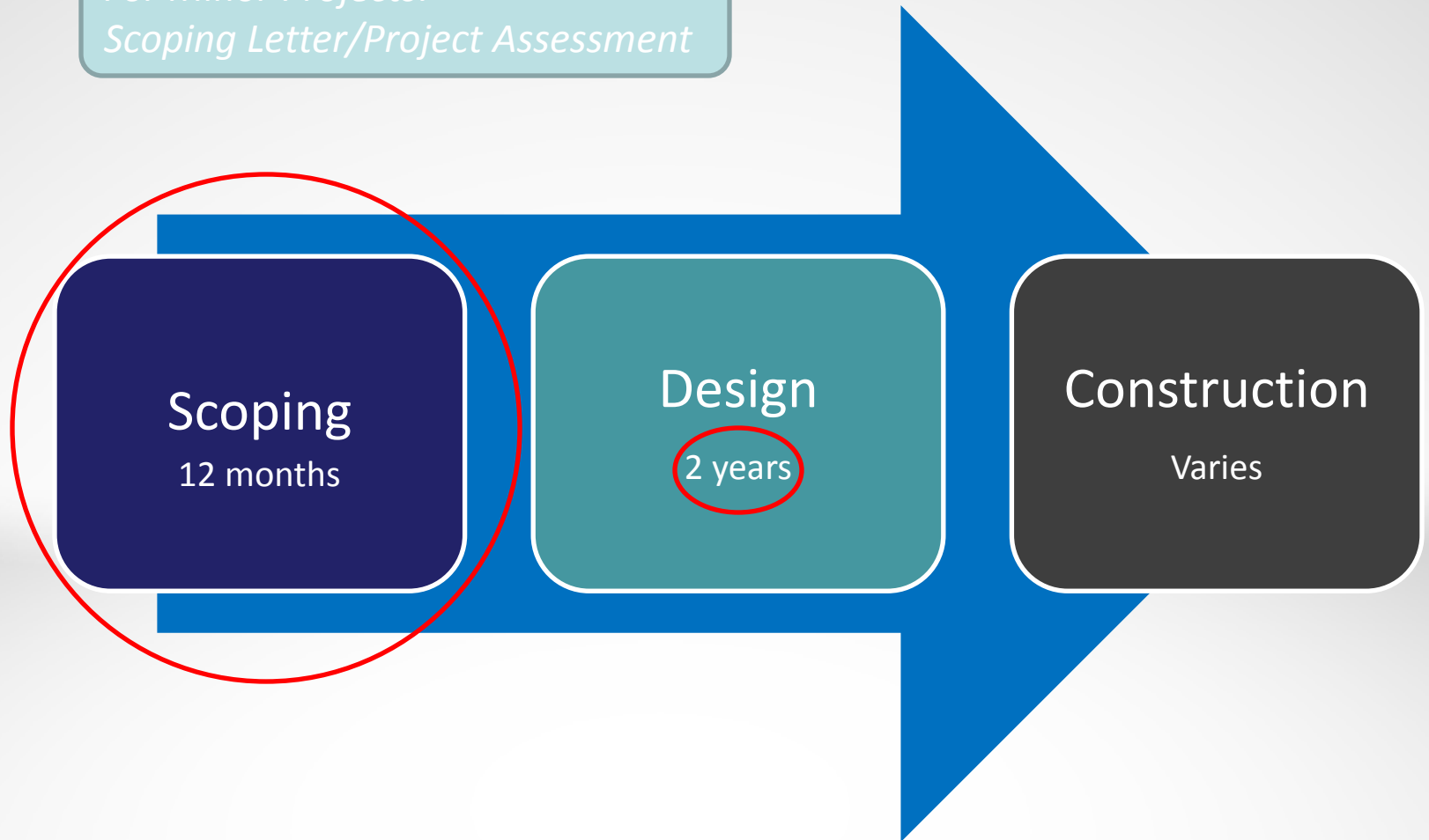
## ▶ Alternative Selection Report / Design Concept Report

- Typically completed with an Environmental Assessment or EIS

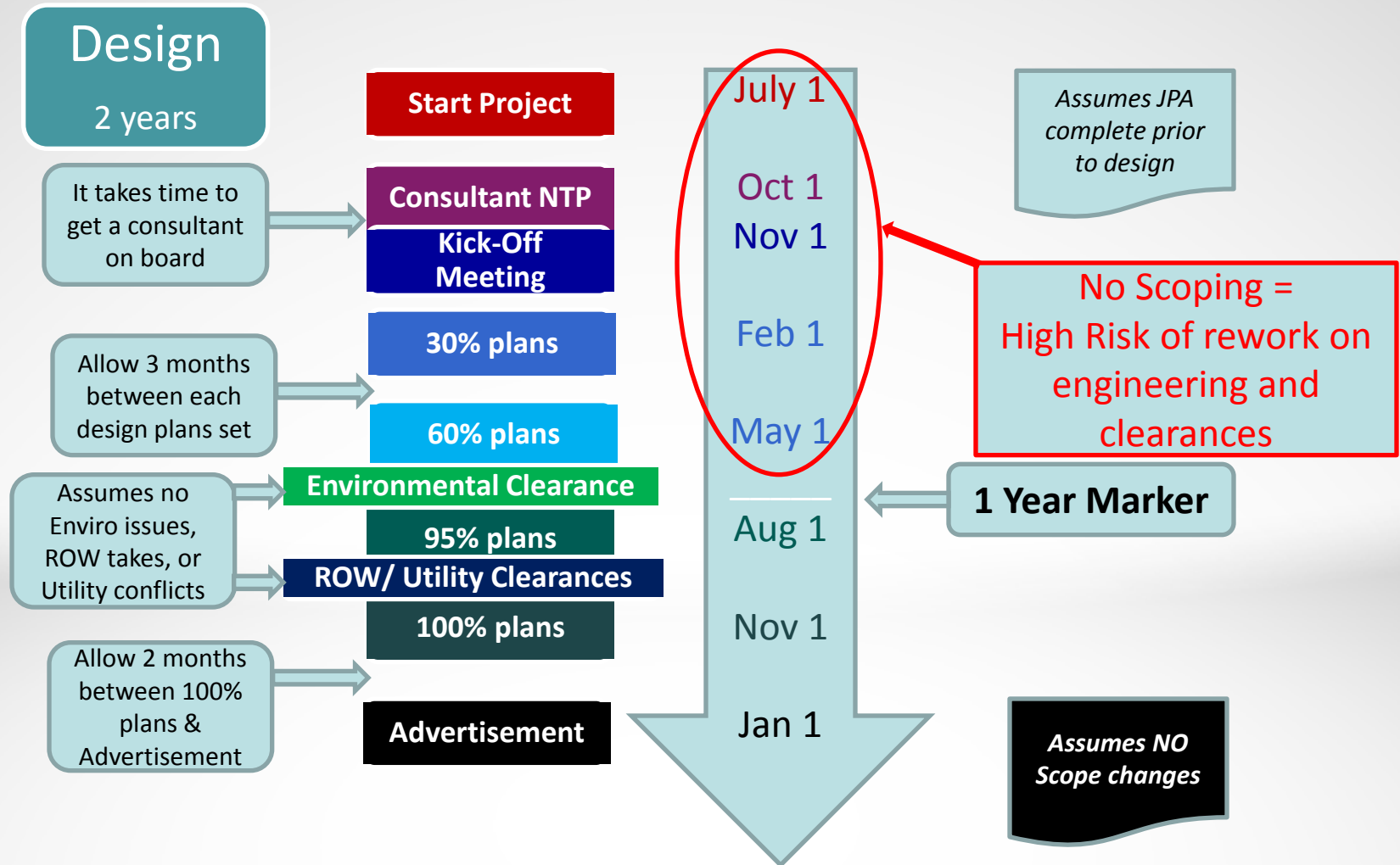


# Recommended TIP Programming Process

*For Minor Projects:  
Scoping Letter/Project Assessment*



# Scoping Presentation Tangent: Wwwwwwhy program 2 years for design?



# Back to Scoping...

Sure Scoping sounds great,

But

and I don't have either!





*Breath in through the nose... out through the mouth...*

## **Never Fear! Resources are Here!**

### Programs / A\$\$istance

- 🌐 “ADOT PARA Program” (ADOT Planning Assistance for Rural Areas)
- 🌐 “ADOT Road Safety Assessment”
- 🌐 “MAG Bike and Ped Committee” (MAG Design Assist Program)
- 🌐 MAG “Project Initiation Pool (PIP)”
- 🌐 “PAG Project Development Activity Funds”

# On Second Thought, I Do Have Time and Resources!

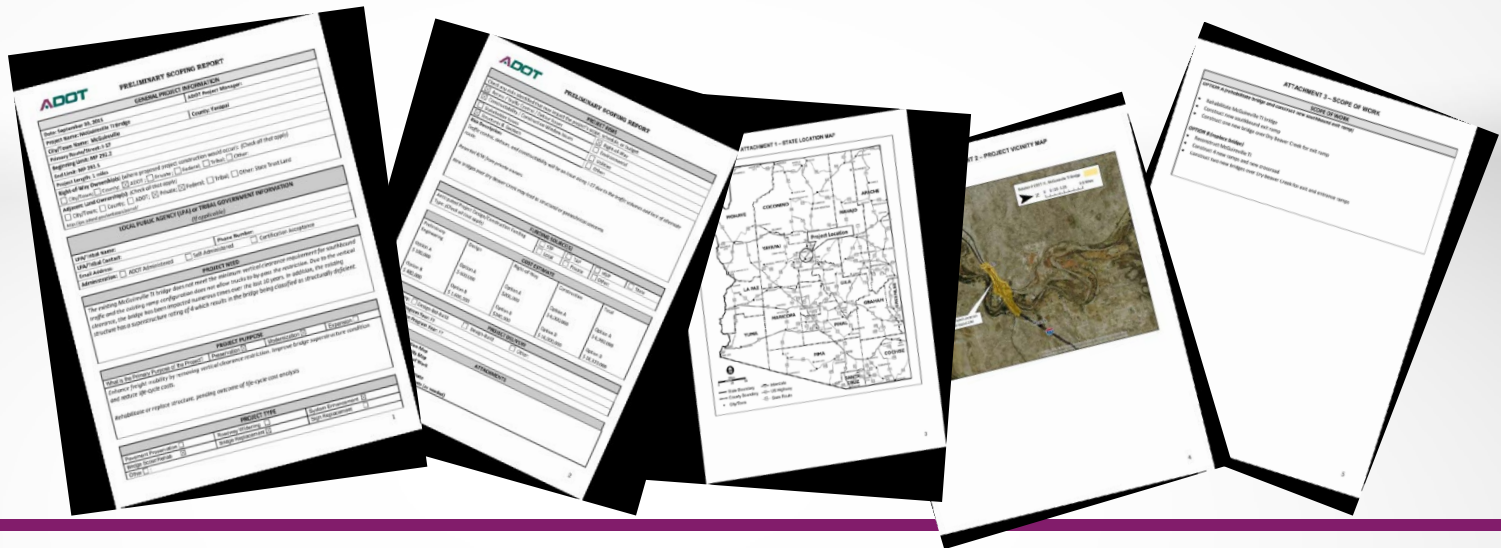
So how do I get started?



# You Can Do It!

## Guidance / Templates

- 🌐 “ADOT Roadway Pre Design” (AASHTO criteria, Formal Scoping Guidelines)
- 🌐 “ADOT Traffic Group” (Traffic/Safety Guidelines, Processes, Manuals)
- 🌐 “Federal Aid Essentials” (FHWA LPA Project Development Guidance)
- 🌐 “ADOT PARA Program” (for scoping templates and process guidance)



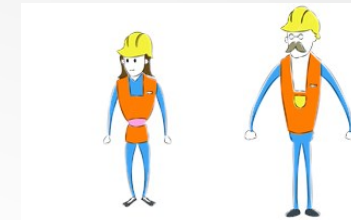


# Sounds easy enough... what's the trick?

Half the battle is:

- **Getting the right people out in the field**

- Technical Engineers (traffic, roadway, bridge, drainage, geotech, ITS, etc.)
- Environmental (NEPA, cultural, biology, etc.)
- Right-of-Way and Utilities Experts
- Appropriate stakeholders



- **Asking the right questions**

- So the limits are from A street to B street, huh? Did you add traffic control? What about staging/stockpiling?
- If we're increasing the elevation of the roadway by 2.5" does that mean we need shoulder build-up?
- Are you sure that sidewalk is up to ADA standards? Where's my level!?
- So we're not going to regrade Mr. Farmer Joe's access and replace his cattle guard???
- You guys don't have any seasonal restrictions up here in High-Elevation Mountain Top Pass, do you?



# Common LATE Scope Changes...

## ➤ Project Limits

- Traffic Control
- Staging & Stockpiling
- Minor potholes just down the road
- Merging with a close-by project

## ➤ Shoulder Build-Up

- **\*Building up roadway height\***
- No shoulder/safety wedge
- Inconsistent shoulder
- Paving dirt shoulder

# Common LATE Scope Changes...

- **Access Improvements**
  - Turn Lanes
- **Cattle Guard Replacement**
  - Ranchers got'm... and want'm replaced!
- **ADA Improvements**
  - Sidewalks
  - Curbs
  - Crosswalks
  - Cross slopes
  - Bus stops

# Common LATE Scope Changes...

## ➤ **Guardrail**

- Upgrade standards
- Repairs

## ➤ **Fencing**

## ➤ **Signs**

- Adding, replacing

## ➤ **Drainage**

- Adding culverts
- Adding drainage pipes
- Sometimes leads to elevating the roadway \$\$\$

# How to Prevent Scope Changes???

- **Scoping**
- **Field Review**
- **Stakeholder Input**
- **Ask Lots and Lots of Questions...**

# ADOT PARA Program Pre-Scoping Overview

- Called “Pre-Scoping” because the intent is to complete the process before programming design and construction in COG/MPO TIP
- Can be completed in as little as 4 months
- Produce realistic scope, schedule, and budget
- Applications due in March 2016 (selection notice soon)

# ADOT PARA Program Pre-Scoping Process

## How does it work?

- PARA Pre-Scoping is a 6-step process:
  1. Pre-Scoping application submitted/approved
  2. ADOT assigns consultant, Pre-Scoping Team, and schedules a kick-off meeting and Field Review
  3. **\*Pre-Scoping Team meets in field to identify needs, issues, and risks**
  4. Consultant prepares Field Review Form – Pre-Scoping Team approves the project scope
  5. Consultant prepares Draft Schedule, Budget, and Scoping Document (based on the approved scope)
  6. Pre-Scoping Team reviews/approves deliverables

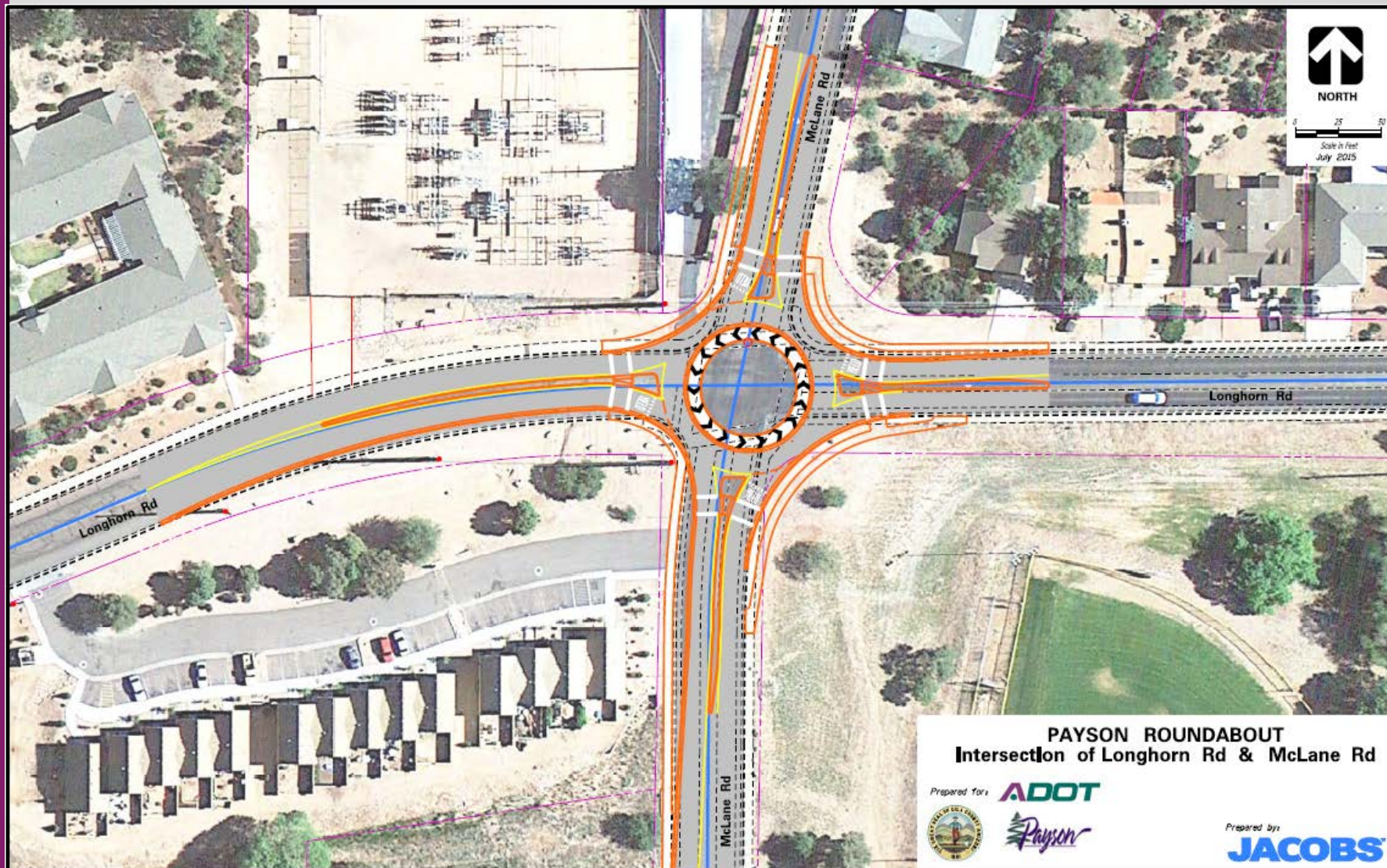
*-Once you have a scope, schedule, and budget, work with your COG/MPO to program project in regional TIP*



*Let's Go To The Field!*



# Payson Roundabout Pre-Scoping Example







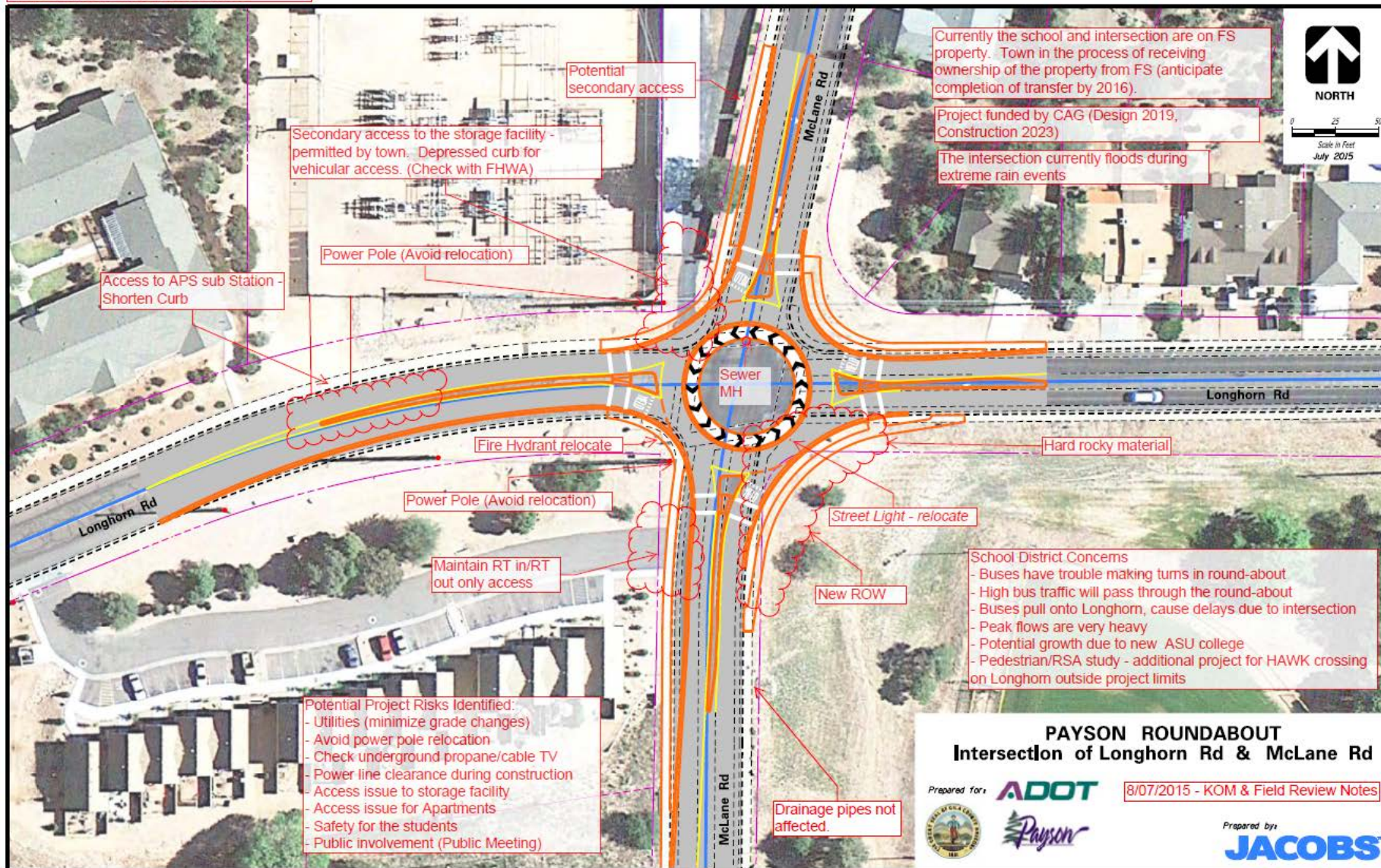














GENERAL PROJECT INFORMATION	
Date: October 2015	ADOT Project Manager: Dan Gabiou
Project Name: Payson McLane/Longhorn Round-about	
City/Town Name: Town of Payson	County: Gila
Primary Route/Street: McLane & Longhorn Intersection	
Beginning Limit: (Milepost / Cross Street)	
End Limit: (Milepost / Cross Street)	
Project Length: Intersection	
Right-of-Way Ownership(s) (where proposed project construction would occur): <i>(Check all that apply)</i>	
<input checked="" type="checkbox"/> City/Town; <input type="checkbox"/> County; <input type="checkbox"/> ADOT; <input type="checkbox"/> Private; <input type="checkbox"/> Federal; <input type="checkbox"/> Tribal; <input checked="" type="checkbox"/> Other: School	
Adjacent Land Ownership(s): <i>(Check all that apply)</i>	
<input type="checkbox"/> City/Town; <input type="checkbox"/> County; <input type="checkbox"/> ADOT; <input checked="" type="checkbox"/> Private; <input type="checkbox"/> Federal; <input type="checkbox"/> Tribal; <input checked="" type="checkbox"/> Other: (School)	
<a href="http://gis.azland.gov/webapps/parcel/">http://gis.azland.gov/webapps/parcel/</a>	

LOCAL PUBLIC AGENCY (LPA) or TRIBAL GOVERNMENT INFORMATION <i>(If applicable)</i>	
LPA/Tribal Name: Town of Payson	
LPA/Tribal Contact: Curtis Ward, Town Engineer	
Email Address: cward@paysonaz.gov	Phone Number: 928-978-3514
Administration: <input checked="" type="checkbox"/> ADOT Administered <input type="checkbox"/> Self-Administered <input type="checkbox"/> Certification Acceptance	

PROJECT NEED
<p>The project is located at the intersection of McLane and Longhorn roads in the town of Payson Arizona. The intersection is located near the Payson High School and experiences high traffic volumes especially at peak periods during the day (i.e. before school, lunch time and after school. The High School parking lot is located south of the intersection and cars back up while trying to exit. The intersection is currently controlled by a four-way stop. This configuration marginally functions under normal traffic volumes and struggles during the peak hours with long backups of vehicles making turns from all directions. The majority of the peak hour turns are for student ingress and egress from the adjacent school parking lot on McLane south of Longhorn.</p>

PROJECT PURPOSE
<p>What is the Primary Purpose of the Project? <input type="checkbox"/> Preservation <input checked="" type="checkbox"/> Modernization <input type="checkbox"/> Expansion</p>
<p>The Town of Payson has constructed several round-abouts that have successfully improved similar intersection operational challenges. The purpose of this project is to replace the existing four-way stop intersection control with a new round-about. See preliminary design concept drawing that show the layout of the round-about, channelization of vehicles, pedestrian accommodation, larger diameter to accommodate school buses, and improved access control near the intersection. The main purpose is more efficient flow of traffic through the intersection, especially during peak periods.</p>

PROJECT RISKS	
Check any risks identified that may impact the project's scope, schedule, or budget:	
<input checked="" type="checkbox"/> Access / Traffic Control / Detour Issues	<input checked="" type="checkbox"/> Right-of-Way
<input type="checkbox"/> Constructability / Construction Window Issues	<input type="checkbox"/> Environmental
<input checked="" type="checkbox"/> Stakeholder Issues	<input checked="" type="checkbox"/> Utilities
<input type="checkbox"/> Structures & Geotech	<input type="checkbox"/> Other:
<p><b>Risk Description:</b> <i>(If a box is checked above, briefly explain the risk)</i></p> <p>Traffic control during construction will be a challenge due to the high peak volumes and proximity to the High School. Close coordination with stakeholders will be required throughout project development and design; the town will utilize public involvement to keep stakeholders, students, parents and adjacent property owners involved. The project could include detours and minor closures during construction. The land exchange with the Forest Service needs to be completed prior to project initiation, the R/W will need to be obtained from the School District. Change in existing local business access; 1) Apartments on SW corner lose left turn access onto McLane, 2) the storage facility will have a relocated secondary access from current location (re-evaluate during final design) to the north 150' and will have right-in-right-out access only.</p>	

FUNDING SOURCE(S)				
Anticipated Project Design/Construction Funding Type: <i>(Check all that apply)</i>	<input checked="" type="checkbox"/> STP	<input type="checkbox"/> TAP	<input type="checkbox"/> HSIP	<input type="checkbox"/> State
	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> Private	<input type="checkbox"/> Other:	

COST ESTIMATE				
Preliminary Engineering	Design	Right-of-Way	Construction	Total
	\$180,000	\$20,000	\$952,811	\$1,152,811

PROJECT DELIVERY
Delivery: <input checked="" type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Design-Build <input type="checkbox"/> Other:
Design Program Year: FY 2019
Construction Program Year: FY 2024, FY 2025

## ATTACHMENT 3 – SCOPE OF WORK

### SCOPE OF WORK

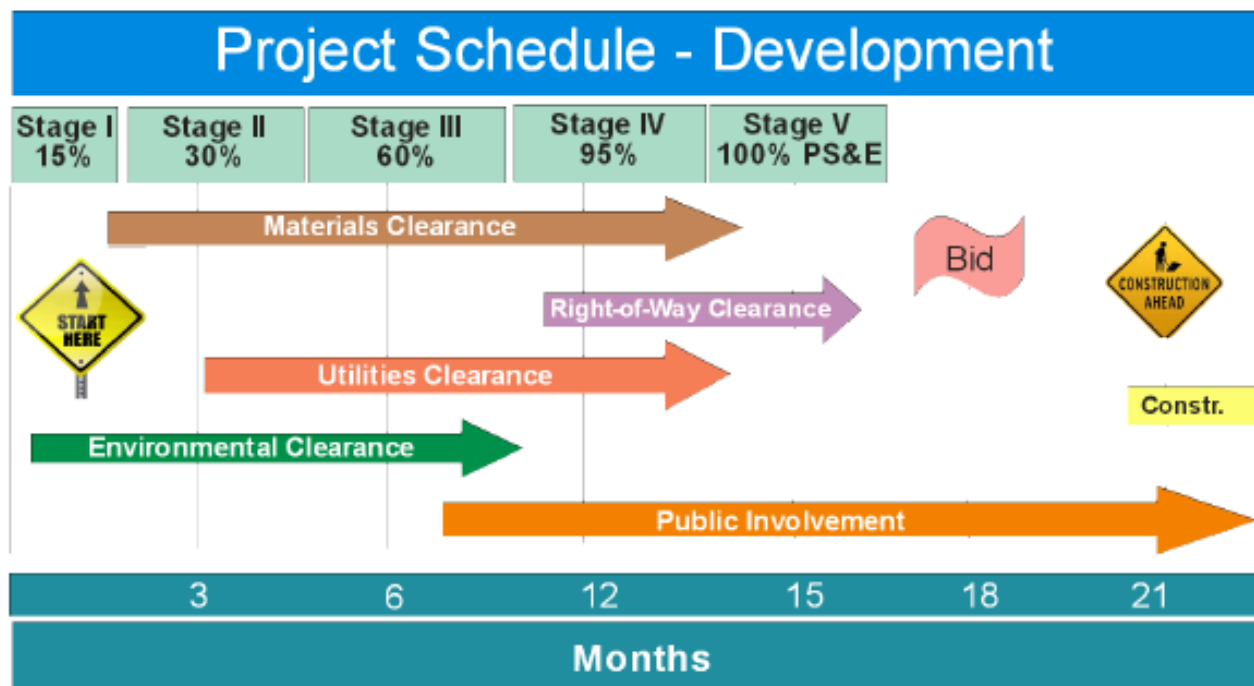
*(Provide a detailed breakdown of the project's scope of work using bullet format)*

#### **FINAL DESIGN**

- Complete quick project verification (Stage I) review to assure the scope contained in this document is still valid.
- Select a design consultant familiar with round-abouts to complete final design.
- Complete the final design in close conformance to the schedule show below (actual durations may vary depending on workload and other factors and will be more accurately determined during final design.
- Refine the design and cost estimate.
- Prepare the project for bid advertisement, bid analysis and award.
- ADOT finalize contract and provide NTP to contractor to begin construction.
- Staging and stockpiling of vehicles and equipment will occur throughout the project limits.
- Public Involvement should be utilized throughout the project to keep everyone informed.
- Contractor staging area has not been identified and would be done during final design.
- Complete all clearances (environmental, materials, utilities) prior to completion of design
- Complete Right-of-Way (ROW) take prior to construction.
- Complete final design, bid and award project.

#### **CONSTRUCTION**

- Conduct partnering meeting and start construction mobilization.
- Contractor staking and layout. Utility relocation plan developed and implemented.
- Set up traffic control and any detours if need and determined by final design. Phasing plan may be required.
- Maintain access to adjacent properties.
- Complete the removal of existing AC pavement, curb, gutter, and sidewalk.
- Complete the minor excavation, grading and borrow placement.
- Complete the placement of new curb and gutter per staking plan developed in final design.
- Complete the placement of aggregate base material and final base preparation.
- Place new AC pavement
- Complete new mid-block access point to business along southbound McLane Rd.
- Replace sidewalk at access point with ADA-accessible parallel ramp.
- Construct new concrete driveways and sidewalks
- Install relocated street light and signs
- Place pavement markings and reflective markers.
- Install truncated dome unites as required by final plans.
- Install new ROW markers
- Complete seeding and landscaping activities.
- Complete final punch list and clean-up activities.
- Final acceptance by the Town of Payson.
- Ribbon cutting/opening ceremony.
- Place the new round-about into service.



**Project Schedule Notes (for an average project):**

1. Allow 3 months between each plan set (30%, 60%, 95%, and 100%)
2. Environmental Clearance is required prior to Final Design (typically 95% plans) for Single Step Federal Authorization projects, or at 30% design for Two Step Federal Authorization projects.
3. Right-of-Way (ROW) and Utility Clearances cannot be completed until after the Environmental Clearance is obtained.
4. Allow two months between the Bid Ready Date (BRD) and Bid Advertisement Date (BAD).
5. Additional time should be allotted for complex projects, projects with multiple alternatives, politically sensitive projects, ROW acquisition, Utility relocation,
6. All project schedules should be reviewed by all applicable ADOT Technical Groups and District Staff for accuracy.
7. Final Project Development Schedule will be developed by the designer at the start of the final design process.

## ATTACHMENT 5 – ITEMIZED COST ESTIMATE

### Arizona Department of Transportation Town of Payson Round-about (Longhorn & McLane) Estimated Design Engineering/Development Cost

<u>Item</u>	<u>Description</u>	<u>Est. Cost</u>
Final Design	Preliminary and Final Engineering and Design	\$95,000
ADOT PCMC	ADOT Design PMDR Review and Development Cost	\$30,000
	Town of Payson Cost and Contingency	\$25,000
Other Design	Environmental Document (Consultant)	\$30,000
	<u>Final Design Cost Estimate</u>	<u>\$180,000</u>
R/W	Right of Way Acquisition 0.10 Acre (Estimated)	<u>\$20,000</u>

# ATTACHMENT 5 – ITEMIZED COST ESTIMATE

## Arizona Department of Transportation Town of Payson Round-about (Longhorn & McLane) Estimated Engineering Construction Cost

### Itemized Estimate

Project Number: TBD (Construct New Round-about)  
Location: Intersection (Longhorn & McLane) Payson AZ  
Version: PRE-SCOPING SUBMITTAL

Item No	Item Description	Unit	Quantity	Unit Price	Amount
2020021	REMOVAL OF CONCRETE CURB AND GUTTER	L.F.T.	1329	\$15.00	\$19,935.00
2030900	BORROW (IN PLACE)	CU.YD.	160	\$50.00	\$8,000.00
2020025	REMOVAL OF CONCRETE SIDEWALKS, DRIVEWAYS AND SLABS	SQ.FT.	4380	\$5.00	\$21,900.00
2020029	REMOVAL OF ASPHALTIC CONCRETE PAVEMENT	SQ.YD.	3,942	\$10.00	\$39,420.00
3030022	AGGREGATE BASE, CLASS 2	CU.YD.	845	\$65.00	\$54,925.00
4040125	FOG COAT	TON	2	\$1,500.00	\$3,000.00
4040163	BLOTTER MATERIAL	TON	4	\$250.00	\$875.00
4090003	ASPHALTIC CONCRETE (MISCELLANEOUS STRUCTURAL)	TON	1,101	\$150.00	\$165,150.00
7360310	RECONSTRUCT ROADWAY LIGHTING	L.SUM	1	\$3,500.00	\$3,500.00
9080001	CONCRETE CURB (C-05.10) (TYPE A)	L.F.T.	1,268	\$30.00	\$38,040.00
9080031	CONCRETE CURB (C-05.10) (TYPE G)	L.F.T.	346	\$30.00	\$10,380.00
9080201	CONCRETE SIDEWALK (C-05.20)	SQ.FT.	3,750	\$8.00	\$30,000.00
9080101	CONCRETE CURB AND GUTTER, TYPE A (MAG DET. 220)	L.F.T.	1,150	\$20.00	\$23,000.00
9080150	CONCRETE MEDIAN PAVEMENT	SQ.FT.	2,400	\$10.00	\$24,000.00
9080296	CONCRETE SIDEWALK RAMP (STD C-05.10, TYPE E)	EACH	8	\$2,000.00	\$16,000.00
9080297	CONCRETE SIDEWALK RAMP (STD C-05.10, TYPE A)	SQ.FT.	4	\$1,000.00	\$4,000.00
9080350	CONCRETE DRIVEWAY (MAG DET. 250)	SQ.FT.	730	\$12.00	\$8,760.00
9080511	SCURPER (MAG DET. 203)	EACH	2	\$2,400.00	\$4,800.00
ROADWAY SUBTOTAL					\$470,885.00
	EROSION CONTROL AND POLLUTION PREVENTION (3%)	COST	3%		\$14,126.55
	MOBILIZATION (10%)	COST	10%		\$47,088.50
	TRAFFIC CONTROL (10%)	COST	10%		\$47,088.50
	SIGNING & MARKING (5%)	COST	5%		\$23,544.25
	LANDSCAPING (5%)	COST	5%		\$23,544.25
	CONSTRUCTION SURVEY/LAYOUT (4%)	COST	4%		\$18,835.40
	PUBLIC INVOLVEMENT (4%)	COST	4%		\$18,835.40
CONSTR. SUBTOTAL					\$663,947.85
	CONSTRUCTION ENGINEERING AND CONTINGENCIES (30%)	COST	30%		\$199,184.36
SUBTOTAL					\$863,132.21
	ICAP (10.39%)	COST	10.39%		\$89,679.44
SUBTOTAL					\$952,811.64
TOTAL CONSTRUCTION COST					\$952,811.64
				Design Cost	\$180,000.00
				R/W Cost	\$20,000.00
TOTAL PROJECT COST =					\$1,152,811.64

94.3% Federal =	\$1,087,101.38
5.7% Local Match =	\$65,710.26
<b>TOTAL =</b>	<b>\$1,152,811.64</b>

#### Project Budget Notes:

- ADOT's Estimated Engineering Construction Cost E2C2 was used for unit cost determination.
- Minor items that may have been omitted or are yet to be determined by final design are included in the Construction contingency.
- This estimate is based on 2015 pricing. Quantities and unit prices may vary depending when the project is actually advertised. (Final quantities and unit prices will be determined during final design).



**Original Cost Estimate:           \$ 700,424**

**Final Cost Estimate:           \$1,152,811**  
**(after scoping)**

***-Increased cost of \$452,387***

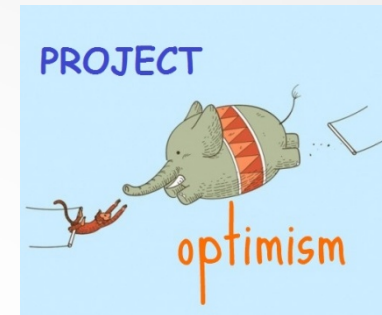


# Scoping Lessons Learned

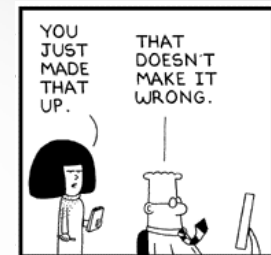
- ▶ *Scope Change Horror Stories*



- ▶ What Could Have Gone Better?



- ▶ Major Take-Aways / Lessons Learned



# Scoping Lessons Learned Summary

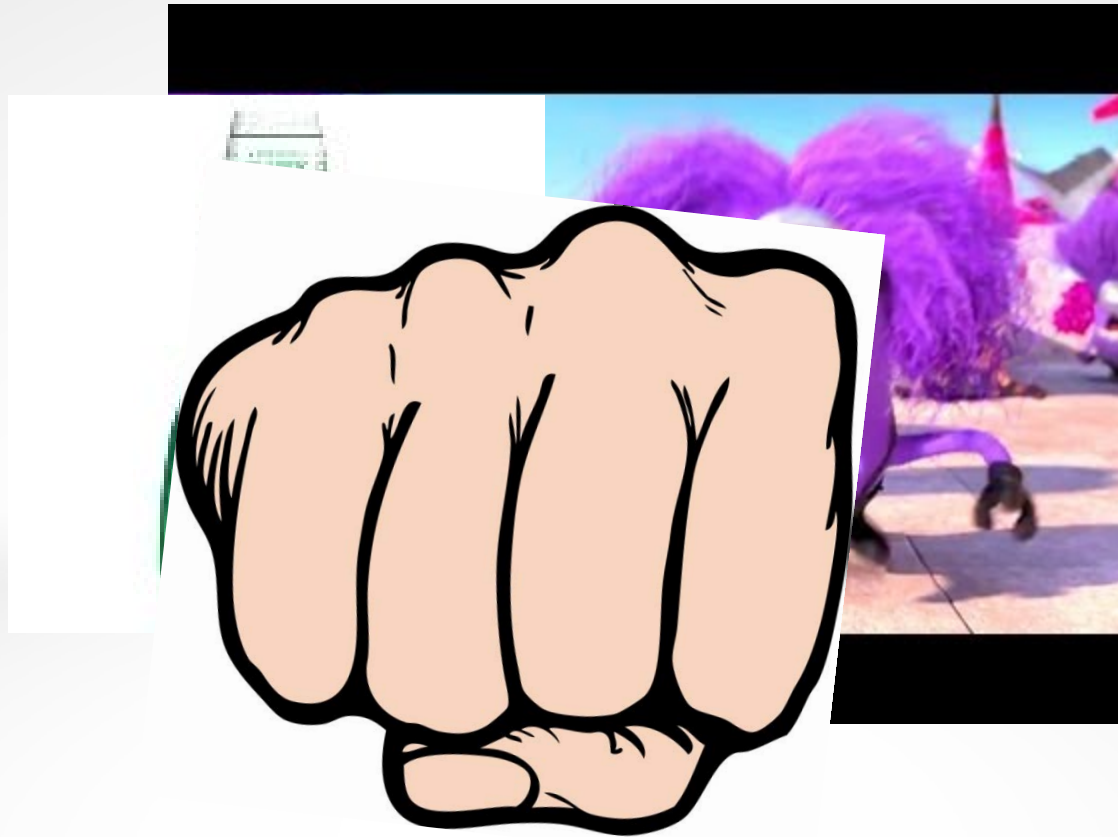
- No Scoping =
  - Scope changes
  - Project delays
  - Budget increases



- Scoping =
  - Smooth Sailing



# Beat the Dreaded Scope Creep!!!



# Questions?

## **Dan Gabiou**

ADOT, Regional Transportation Planner

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## **Teri Kennedy**

MAG, TIP Manager

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## **John Liosatos**

PAG, Transportation Planning Director

Phone: 520-792-1093

Email: [JLiosatos@pagnet.org](mailto:JLiosatos@pagnet.org)

The federal authorization package is required to be bid-ready to advertise the project. The following is a list of items that Certification Acceptance (CA) Agencies are required to have in the federal authorization package.

- All bid advertisement documents (Plans, Specifications, & Estimate (PS&E), special provisions including the Disadvantaged Business Enterprise (DBE) Special Provisions (EPRISE), bid/contract) that includes the following federal contract provisions:
  - Record Retention Language
  - Federal Immigration and Nationality Act Language
  - Cargo Preference Act Provision
  - Certification, Contracts, or Subcontracts Subject to Equal Employment Opportunity (EEO) Clause, April 1969
  - Notice of Requirement for Affirmative Action to Ensure EEO (Executive Order 11246), Rev. 4/15/1981
  - Federal Highway Administration (FHWA) Form 1273 (Rev. 5-12)
  - EEO Compliance Reports, March/October 2015
  - Wage Determination Decision
  - Title VI Assurances
- CA Agency request letter that includes a railroad, design exception, and proprietary products statements
- Clearances
  - Right-of-Way (ROW)
  - Utility
  - Railroad (required even when no railroad is involved in the Federal-aid Highway Program project and can be a statement in the utility clearance)
- Current MPO Transportation Improvement Program (TIP) and State Transportation Improvement Program (STIP) pages (showing the project name, funding year, and funding source)
- DBE goal assessment letter
- Financial recapitulation sheet, including a clear cost breakdown of local funds that are federally eligible and those that are not federally eligible
- Materials memo
- Materials QA project plan approval letter
- National Environmental Policy Act (NEPA) approval
- Period of performance, including the construction schedule and project start and end dates
- Project location/vicinity map
- Certification, Public Interest Finding (PIF), or Experimental Product approval, if applicable
- Design exception approval, if applicable
- Executed Intergovernmental Agreement (IGA), if applicable
- Subprogram eligibility letter, if applicable
- Systems engineering checklist, if applicable

# Everyday Counts - Arizona Local Public Agency Stakeholder Council

Thursday, June 14, 2016 • 10:00 PM – 2:00 PM

Maricopa Association of Governments (MAG) • 302 N. 1<sup>st</sup> Ave, Saguaro Conference Room • Phoenix, AZ 85003

Completion of this sign-in sheet is completely voluntary and helps the project team keep an accurate record of meeting attendees. Under state law, any identifying information provided below will become part of the public record and, as such, must be released to any individual upon request. Please print clearly.

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**ADOT**

Thursday, June 14, 2016 • 10:00 PM – 2:00 PM

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# AVANTAGE