PROJECT DELIVERY ACADEMY MODULE 3: PROJECT MANAGER RESPONSIBILITIES AND MEETING ADDITIONAL FEDERAL REQUIREMENTS

PROJECT DEVELOPMENT ON-CALL & TOAST APPLICATION

Presented by:

Brenda Contreras

Administrative Services Officer V Project Resource Office



Project Development On-Call

- Process
- Project Framework
 Document
- ECS Checklist (New Revised)
- Stakeholder Meeting Agenda

- Invoicing
- Evaluations
- TOAST
- New Development On-Call



Consultant Process

PROJECT DELIVERY ACADEMY
MODULE 3: PROJECT MANAGER
RESPONSIBILITIES AND
MEETING ADDITIONAL
FEDERAL REQUIREMENTS





	LIM	MEWORK		ET		
ROJECT MANAGER:		40.74	TRACS:			
FE:PROJECT NAME:			-	ADVERTISEN		
ILE POST BEGIN/END:	/):
JNDING SOURCE: HSIP	LOCAL PROJECT/TTIVES			PROJECT, FILL IN BE JPA NUMBER:		
□ STATE	E NO	LOCAL GOV'T		EXECUTED? CIV	es MATCH	RECEIVED?
	TAIL HE CANA APPAIRA					
KNOWN CRITICAL PATH ITEMS:				V TRICT SCOPE ITEM		E NO
* Review scope a	and project limits with tech	nnical groups a	nd District	to identify poter	itial concerns	
S FUNDING SUFFICIENT? :		DING VERIFICAT		DM I	OUR ESTIMAT	F
IS FUNDING SUFFICIENT? : (DESIGN+ADOT REVIEW/C&S)	□ YES □ NO	and the second party	CONSUL	TANT:	OUR ESTIMATI	
IS FUNDING SUFFICIENT? : (DESIGN+ADOT REVIEW/C&S)	□ YES □ NO	CONSTRUCTION	CONSUL RESPONSIB	TANT:	ADOT:	
S FUNDING SUFFICIENT? : DESIGN+ADOT REVIEW/C&S)	□ YES □ NO	CONSTRUCTION	CONSUL	TANT:		
S FUNDING SUFFICIENT? : DESIGN+ADOT REVIEW/C&S)	□ YES □ NO	CONSTRUCTION	CONSUL RESPONSIB	TANT:	ADOT:	
S FUNDING SUFFICIENT? : DESIGN+ADOT REVIEW/CBS) F NO, ADDITIONAL FUNDS MEEDED SURVEY	□ YES □ NO	CONSTRUCTION	CONSUL RESPONSIB CONSULTAN	TANT: HILITY AT DESIGN	ADOT:	N/A
S FUNDING SUFFICIENT? : DESIGN+ADOT REVIEW/CRS) NO, ADDITIONAL FUNDS MEEDED SURVEY ENVIRONMENTAL	□ YES □ NO	CONSTRUCTION	CONSULTAN	TANT: HILITY AIT DESIGN LL LL	ADOT:	N/A
S FUNDING SUFFICIENT?: DESIGN+ADOT REVIEW/CRS) F NO. ADDITIONAL FUNDS NEEDED SURVEY ENVIRONMENTAL R.O.W	□ YES □ NO	CONSTRUCTION	CONSULTAN	TANT: SILITY AT DESIGN U	ADOT:	N/A
S FUNDING SUFFICIENT? : DESIGN+ADOT REVIEW/CRS) F NO, ADDITIONAL FUNDS MEEDED SURVEY ENVIRONMENTAL R.O.W UTILITY/RAILROAD	□ YES □ NO	CONSTRUCTION	CONSULTAN	TANT: SILITY AIT DESIGN U U U	ADOT:	N/A
S FUNDING SUFFICIENT? : DESIGN+ADOT REVIEW/CRS) NO, ADDITIONAL FUNDS MEEDED SURVEY ENVIRONMENTAL R.O.W UTILITY/RAILROAD PREDESIGN	□ YES □ NO	CONSTRUCTION	CONSULTAN	TANT: SILITY AT DESIGN U U U	ADOT:	N/A
S FUNDING SUFFICIENT?: DESIGN+ADOT REVIEW/CRS) NO, ADDITIONAL FUNDS NEEDED SURVEY ENVIRONMENTAL R.O.W UTILITY/RAILROAD PREDESIGN ROADWAY DESIGN	□ YES □ NO	CONSTRUCTION	CONSULTAN	TANT: DILITY AT DESIGN U U U U U	ADOT:	N/A
S FUNDING SUFFICIENT? : DESIGN+ADOT REVIEW/CRS) NO, ADDITIONAL FUNDS NEEDED SURVEY ENVIRONMENTAL R.O.W UTILITY/RAILROAD PREDESIGN ROADWAY DESIGN PAVEMENT	□ YES □ NO	CONSTRUCTION	CONSULTAN	TANT: SHITY AT DESIGN U U U U U U U U U U U U U	ADOT:	N/A
S FUNDING SUFFICIENT?: DESIGN+ADOT REVIEW/CRS) NO, ADDITIONAL FUNDS NEEDED SURVEY ENVIRONMENTAL R.O.W UTILITY/RAILROAD PREDESIGN ROADWAY DESIGN PAVEMENT GEOTECH	□ YES □ NO	CONSTRUCTION	CONSULTAN	TANT: SHITY AT DESIGN U U U U U U U U U U U U U	ADOT:	N/A
S FUNDING SUFFICIENT?: DESIGN+ADOT REVIEW/CRS) NO. ADDITIONAL FUNDS MEEDED SURVEY ENVIRONMENTAL R.O.W UTILITY/RAILROAD PREDESIGN ROADWAY DESIGN PAVEMENT GEOTECH TRAFFIC DESIGN	□ YES □ NO	CONSTRUCTION	CONSULTAN	TANT: SILITY A) DESIGN U U U U U U U U U U U U U U U U U U U	ADOT:	N/A
S FUNDING SUFFICIENT?: DESIGN+ADOT REVIEW/CBS) NO, ADDITIONAL FUNDS NEEDED SURVEY ENVIRONMENTAL R.O.W UTILITY/RAILROAD PREDESIGN ROADWAY DESIGN PAVEMENT GEOTECH TRAFFIC DESIGN DRAINAGE	□ YES □ NO	CONSTRUCTION	CONSULTAN	TANT: SUITY AI DESIGN U U U U U U U U U U U U U U U U U U U	REVIEW	N/A
S FUNDING SUFFICIENT?: DESIGN+ADOT REVIEW/CRS) F NO, ADDITIONAL FUNDS NEEDED SURVEY ENVIRONMENTAL R.O.W UTILITY/RAILROAD PREDESIGN ROADWAY DESIGN PAVEMENT GEOTECH TRAFFIC DESIGN DRAINAGE BRIDGE	□ YES □ NO	CONSTRUCTION	CONSULTAN CONSULTAN	TANT: SUITY A) DESIGN U U U U U U U U U U U U U U U U U U	ADOT:	N/A
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ENVIRONMENTAL R.O.W UTILITY/RAILROAD PREDESIGN ROADWAY DESIGN PAVEMENT GEOTECH TRAFFIC DESIGN DRAINAGE	□ YES □ NO	CONSTRUCTION AD	CONSULTAN CONSULTAN	TANT: SUITY AI DESIGN U U U U U U U U U U U U U U U U U U U	ADOT:	N/A



		umber	ConsultantName		_
Proje		escripti me	on Modification Amount		_
ADOT Project No. (TRACS) ADOT Project Manager			(TRACS) Modification NumberTask Order/Rev NumberContract D		
nis ch	necklis	t is to b	e completed and submitted by the Prime Consultant along with each Contract Modification subm	nittal. Please d	heck
			es designating documentation included in each submittal for the Prime Consultant, Subconsulta		
ubco	nsulta	nt.			eviews
Prim	Subs	Tier-St	ubs Contract Modification Required Documents	Complie	
_	-	-	wood and a contract to the contract of the con	14	2 nd
			Transmittal Letter on Consultant Letterhead, signed and dated Scope of WorkNarrative		
	1	H.			
_	ш		Cost Proposal Cost Derivation Sheet, Signed and Dated		
			All costs must be consistent with the contract Cost Proposal Cost Derivation Sheet must contain the following:		
			Approved Labor Classifications		
			Approved Rates, Hours, OverheadRates		
			List of Other Direct Costs	- 5	
			List of Subconsultant and Vendor Costs		
			Are New Labor Classifications proposed? No Yes: Submit Certified Payroll	ä	
1			Are New Subconsultants proposed? ☐ No ☐ Yes: Submit Add/Remove Sub-consult Direct Expense Cost Derivation		0
			 Detailed list of Approved Direct Expenses with unit, rate and total 		
			 Vendor quotes required for all externally generated Direct Expenses 		
			Lump sum quotes for Direct Expenses are not acceptable		
			Are New Direct Expense items/ratesproposed? ☐ No ☐ Yes – Submit Vendor Quote		
3			Post Design Services (PDS) Scope of Work		
			☐ Using previously established PDS Rates?		
			Proposing new or establishing PDS Rates? – Submit Certified Payroll		
3			DBEDocumentation		
			Intended Participation Affidavit – Consultant*, signed and dated		
			 Intended Participation Affidavit – Subconsultant, signed and dated 		
			 Consultant Certification of Good Faith Efforts*, signed and dated 		
			* If the affidavit does not meet the DBE Goal, a GFE is also required.		-
3			Other(describe):		
Co	that to sulta OT Pro	he sco nt Initia ject M	ADOT Project Manager Contract Modification Submittal Checklist ager and Contract Manager have reviewed and recommend the attached Contract Modification pe of work is consistent with the contract and authorize ECS to execute the Modification. stion Date: lanager Review and Concurrence Date: CN be marked to designate documentation included in PM submittal along with the above noted items?	l Initials:	
-			e Project Manager Scope of Work, Schedule, Hour and Contract Estimate		
			ng Source Approval – Check Appropriate Box(es) for type and attach documents		
		8	FHWA: Include Signed FARA form or FHWA email (include current available budget documental JPA: Executed JPA (include current available budget documentation)	tion)	
		금	State: Signed RARF or Non-Federal form (Include current available budget documentation) Other: Funding Approval Documentation (include current available budget documentation)		
			g Authorization is pending or sufficient funds are not available.	-	
	_		프랑스 하나 가는 가는 가는 아이를 하는 것이 되는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없는 것이다.		-
	-		Anticipated authorization/funding availability date: Design Services, attach:		
				_	_
			Resident Engineer's Email & FAST 123 Financial Card or Recap Sheet Order Waiver is required; attach the completed and signed document		
			NTP or LNTP was executed, attach a copy of the completed and signed documentation		
cs		If an AN	NTP or LNTP was executed, attach a copy of the completed and signed documentation ADOTEngineering ConsultantSe ction ReviewChecklist	_	0
ccs		If an AN	NTP or LNTP was executed, attach a copy of the completed and signed documentation ADOTEngineering ConsultantSe ction ReviewChecklist	_	



PROJECT DEVELOPMENT ON-CALL [TASK NAME] [LOCATION]

Initial Scoping Meeting

Meeting Date: Location: Call-In Number. Conference Code:

Attendees:

1. Scope of Work

XX Minutes

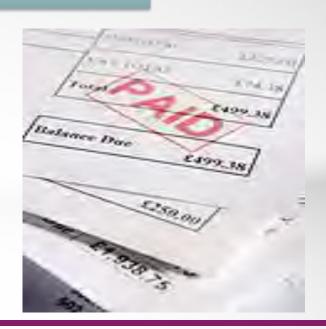
- 1. Overview by ADOT Project Manager
- 2. Special Issues and Concerns
- 3. Discussion by Discipline (Reviseto address the specific requirements of the Task
 - . Scoping Document Development
 - · AASHTO Design Criteria Report and Design Exceptions
 - · Surveys and Mapping
 - · Geotechnical Investigations and Design
 - Pavement Design
 - . Environmental Clearance and/or Permitting
 - · PublicInvolvement/Communication
 - · Utility Coordination, Relocation and Level of Designation
 - · Railroad Coordination and Permitting
 - Roadway Design
 - · ADA Improvements (Feasibility Report & Design)
 - Drainage and Hydraulic Design

 - · Landscape Architecture Design
 - SWPPP Design
 - · Structure Design
 - Traffic Studies
 - · Signals, Lighting and ITS Design
- · Signing & Pavement Marking Design
- · Constructability/Maintenance of Traffic Design
- · Right-of-Way
- Other
- 4. Design Standards (if LPA project)
- 5. Anticipated Project Meetings



Project Development On-Call Invoicing

- PM Receives Invoice Concurrently
- Please Review and Concur Timely
- Let me Know if There are Issues
- Prompt Pay Law (21 Calendar Days)





Project Development On-Call Evaluations

- Please Respond Timely (14 Days)
- Annual and Final
- Take it Seriously





Task Order Assignment Schedule Tracker (TOAST)

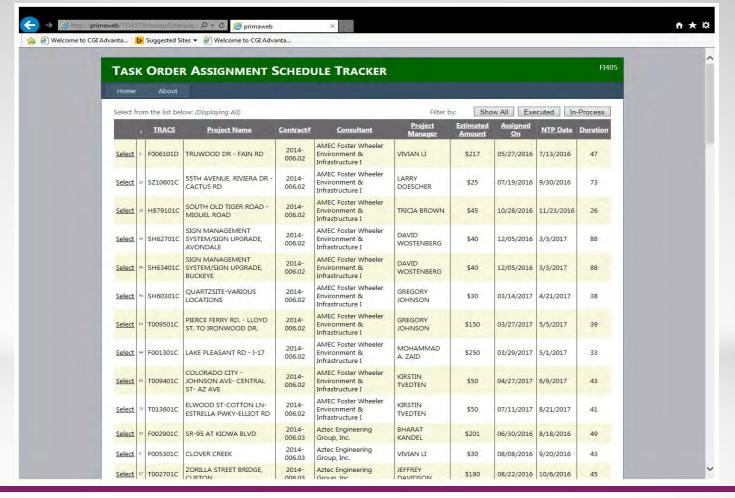
- Make and Manage Assignments
- Schedule Tracking
- Reporting



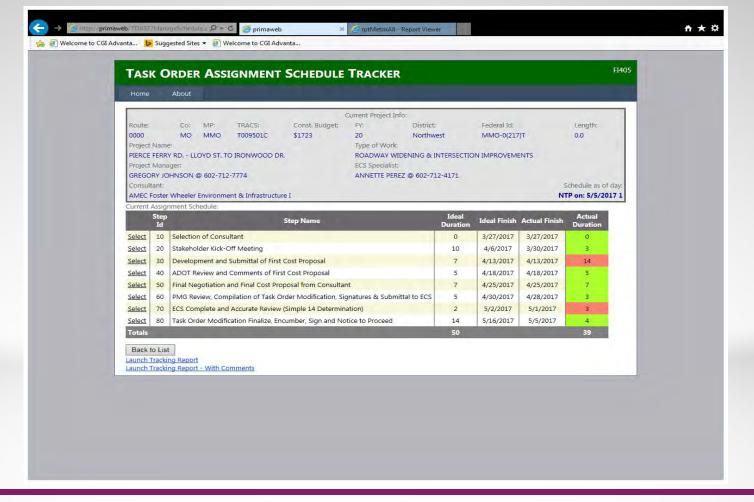


TASK ORDER ASSIGNMENT SCHEDULE TRACKER	C682
Home About	
Welcome Brenda Contreras	
Vhat would you like to do:	
Aake New Assignment	
Manage Existing Assignment	
<u>leports Page</u>	
our Dashboard Items:	
O DO LIST: Coming soon	
OUR CURRENT TOAST INFO:	
COUR CURRENT TOAST INFO:	





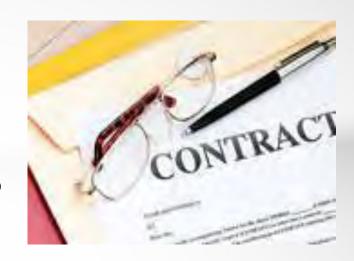






New Development On-Call Contract

- 20 Consultants
- QBS Qualifications Based Selection
- New DBE Goal 11.78% vs. 11.13%





PROJECT DEVELOPMENT ON-CALL & TOAST APPLICATION

Questions?





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THANK YOU

