

PROJECT DELIVERY ACADEMY

MODULE 1: Planning and Programming

LOCAL PUBLIC AGENCY

Presented by:

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Project Resource Office & Local Public Agency Program Manager

LOCAL PUBLIC AGENCY

Why does ADOT have a Local Public Agency Section?

- Federal funding from FHWA comes to the State DOTs
- ADOT administers a majority of the local agencies federally funded transportation projects
- ADOT provides a delegation of authority to eight Certification Acceptance agencies (CA)
- ADOT is responsible for the oversight and monitoring of the eight CA agencies to ensure the federal process is being followed.

Federally Funded

LOCAL PUBLIC AGENCY SECTION

LPA serves ADOT to support the Federal-aid Highway Program in Arizona.

Programming: Assists Local Public Agencies with navigating federal processes and programs;

- Safe Routes to School
- Off-system Bridge Program
- HURF (ADOT Program)

Oversight and Monitoring: Provides Oversight & Monitoring of federally funded local transportation projects/programs

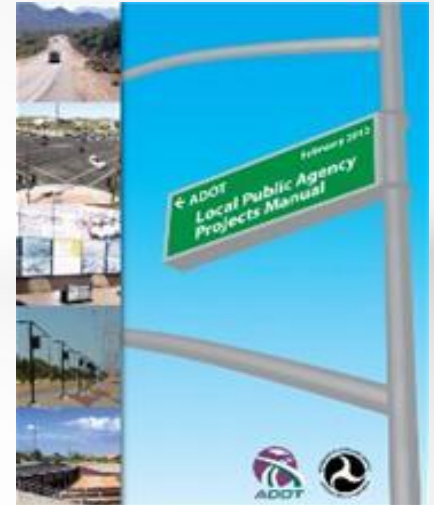
- Compliance Reviews
- Construction Site Monitoring

PROJECT INITIATION WITH ADOT

How does LPA assist Project Managers (PMs):

ADOT LPA Section currently initiates the project based on information provided by the LPA

1. Request project numbers
2. Initial Review of Scope and Budget
3. Hand off project to the PM to initiate IGA
4. PM will Request Federal Authorization



ADMINISTRATION ROLES ON LOCAL PROJECTS

1. ADOT Administration (AA)

- The project is administered by ADOT; the LPA is an active stakeholder on the project team.

2. Certification Acceptance (CA)

- The LPA can administer all their projects, in general, with limitation

3. Self-administration (SA)

- The LPA administers one project (design phase) but only after an approval process

DELEGATED AUTHORITY

Certification Acceptance Agencies

- 8 agencies
- By a master agreement, LPAs can administer their projects with some limited authority
- These agencies were recertified in 2019 (good for 5 years)

Self-Administration

- By an IGA and application approval process, LPAs can self-administer the design phase of a specific project.

FINANCIAL AND REGULATORY CONSIDERATIONS

Important to Remember:

- LPA projects must first be listed in their regional TIP to be eligible for federal funds.
- If you use any federal funds the project becomes federalized
- Scope and budgets must be aligned.
- 10 year rule for design
- Project Development Administration (PDA)
- Schedule slippage can jeopardize project funding
- To be eligible, allowable costs must be reasonable, necessary and directly related to the specific project
- Inactive projects 😞

FINANCIAL AND REGULATORY CONSIDERATIONS

Important to Remember:

- Project costs incurred before the federal authorization date are not eligible for reimbursement with federal funds.
- Records must be maintained for a minimum of 10 years following FHWA project closeout in FMIS for any project Administered by ADOT.
- LPAs can use ADOT, MAG or PAG design standards; design exceptions are a case-by-case basis

Why Is ADOT Responsible for Oversight & Monitoring

- Stewardship and Oversight Agreement
- Compliance is required to keep the money in AZ which is a condition of using federal funds
- ADOT is accountable for the funds



FINANCIAL AND REGULATORY CONSIDERATIONS

REGULATORY

- Know and understand federal form-1273
No Changes to the verbiage



Two Helpful Resources

Federal-aid Essentials

<https://www.fhwa.dot.gov/federal-aidessentials/>



Local Public Agency Projects Manual



<https://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency/overview>

LOCAL PUBLIC AGENCY

Bret Anderson – PRO & LPA Manager

Programming

Mark Henige – Program Manager

Jennifer Hobert – Senior Project Coordinator

Chandra McMillan – Project Coordinator

Dylan Renner - Project Coordinator

Process (Oversight and Monitoring)

Rolanda Smedley – Process Manager

Jennifer Catapano - Oversight and Monitoring (O&M) Manager

Ben Robideau – O&M Regulatory Compliance Reviewer

Cyndi Callahan – O&M Regulatory Compliance Review and Training Coordinator

Project Resource Office

20-30-30-20

What does this mean?

Functions of PRO

- Project Data Management
- Delivery Metrics
- Contract Management
- Record Drawings
- ROAD Portal
- Workfront
- Project Delivery Academy
- Project Review Board

ADOT Delivery Goals

- Problem Identified
 - 2014 ADOT delivered 84% of the projects (State and Local) in the last 6 months of the fiscal year. 63% was in the 4th Quarter
 - Created tremendous stress and effort for staff and consultant community
 - Too many project being out on the street affects quality of the bids

ADOT Delivery Goals

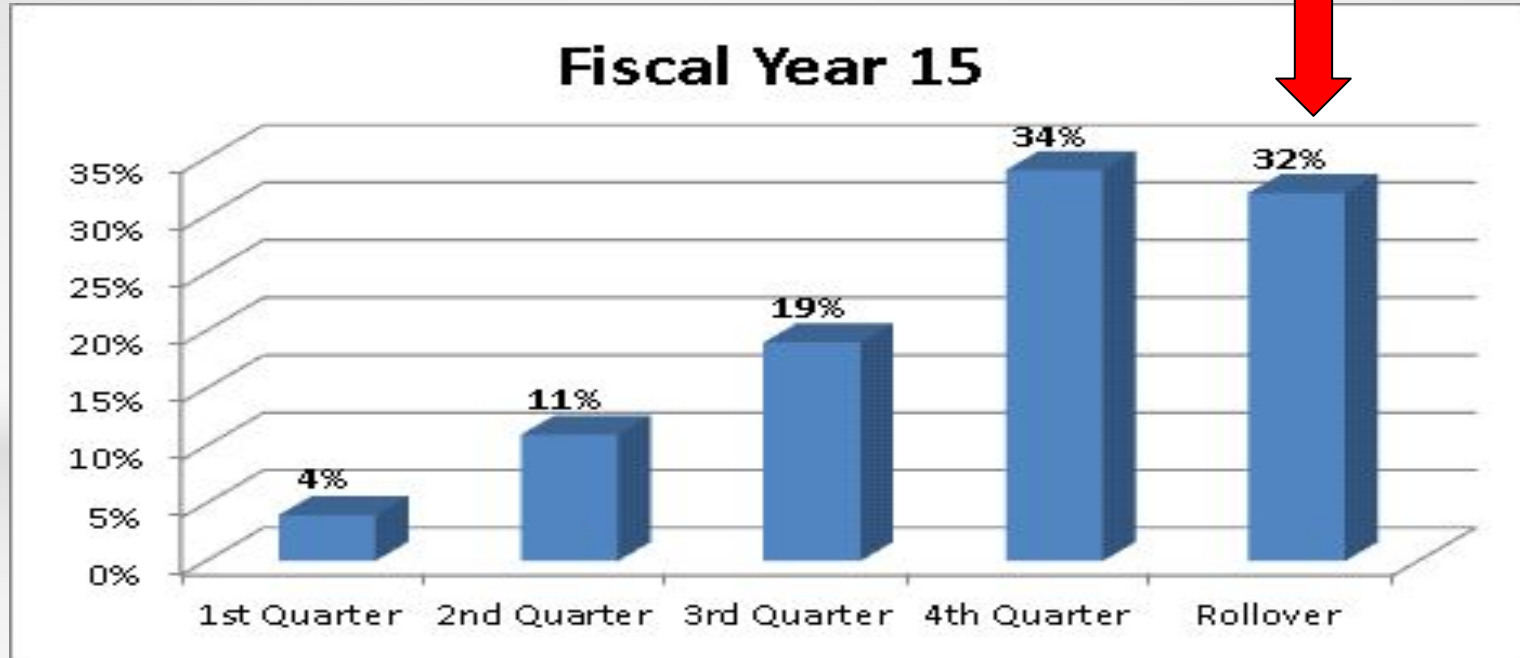
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- Goal was implemented in 2015
- Even out the delivery of State and Local projects administered by ADOT

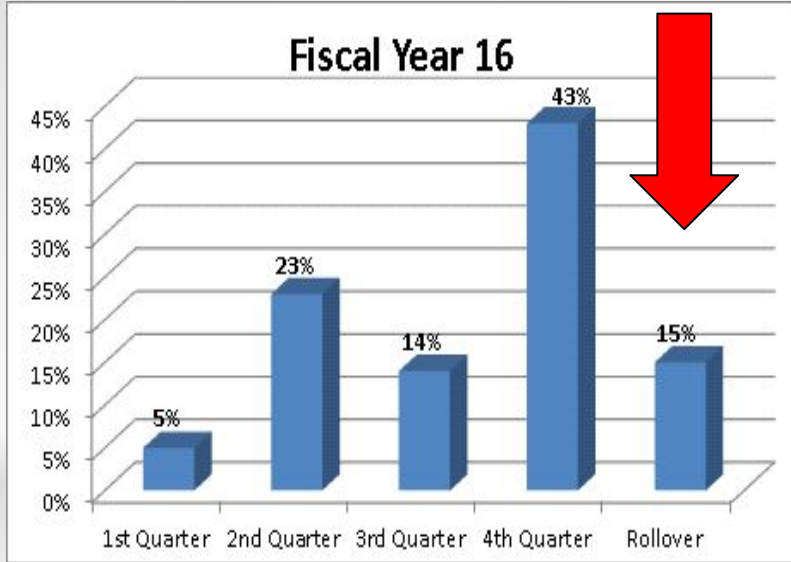
Challenge:

- **Delivery of projects that take 6-18 months for development is like a freight train - can not make a sharp turn - it is a slow curve to change directions**

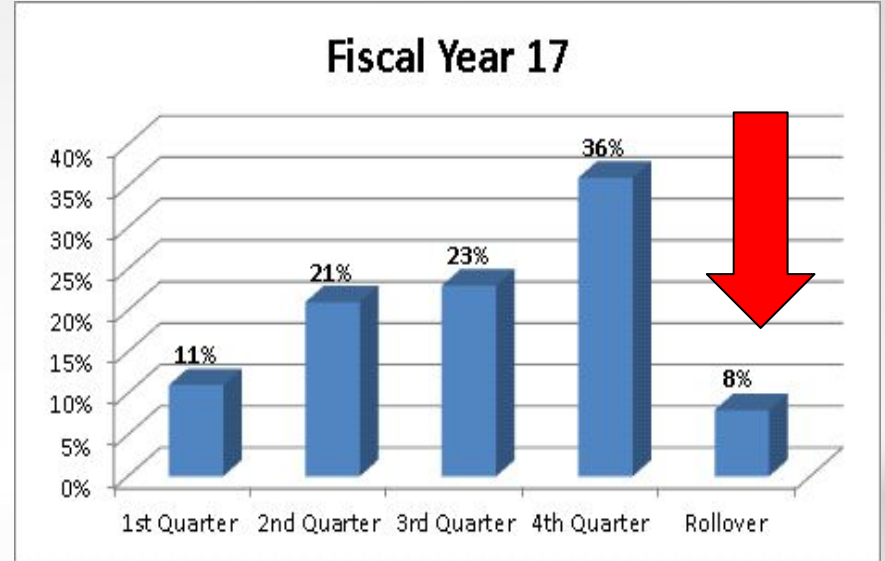
Where We Started - Year 1



Year 2 (FY 16)

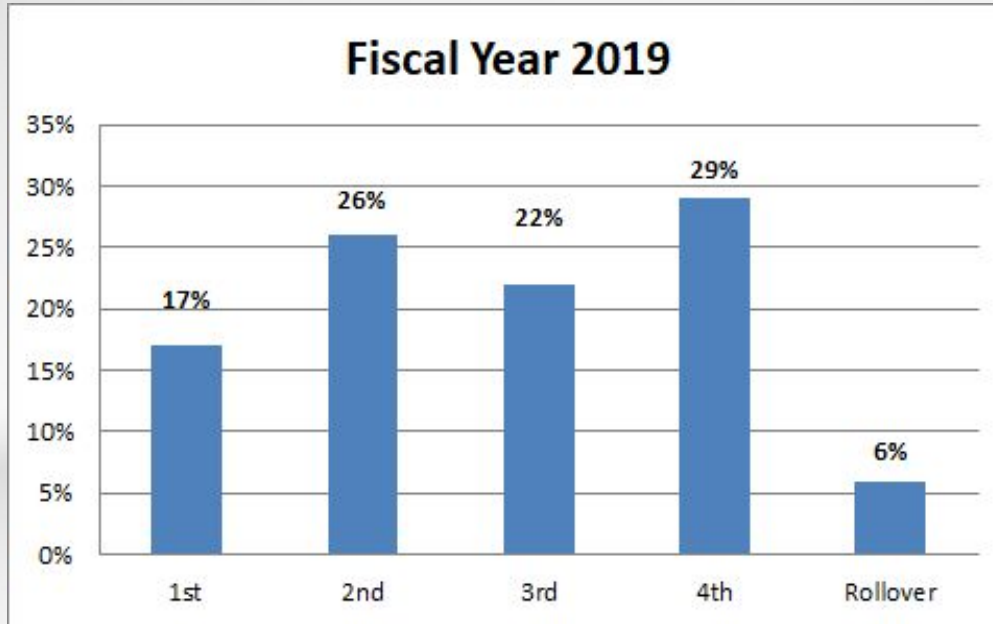


Year 3 (FY17)

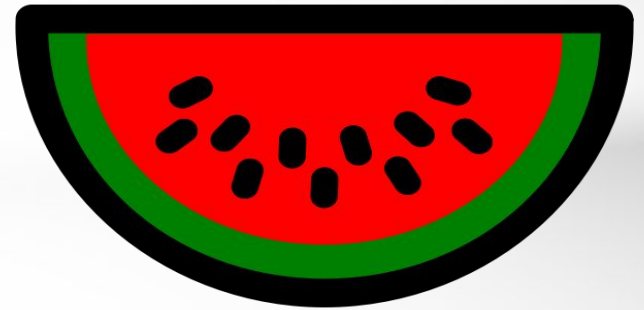


We started to show improvement with our “5th” Quarter

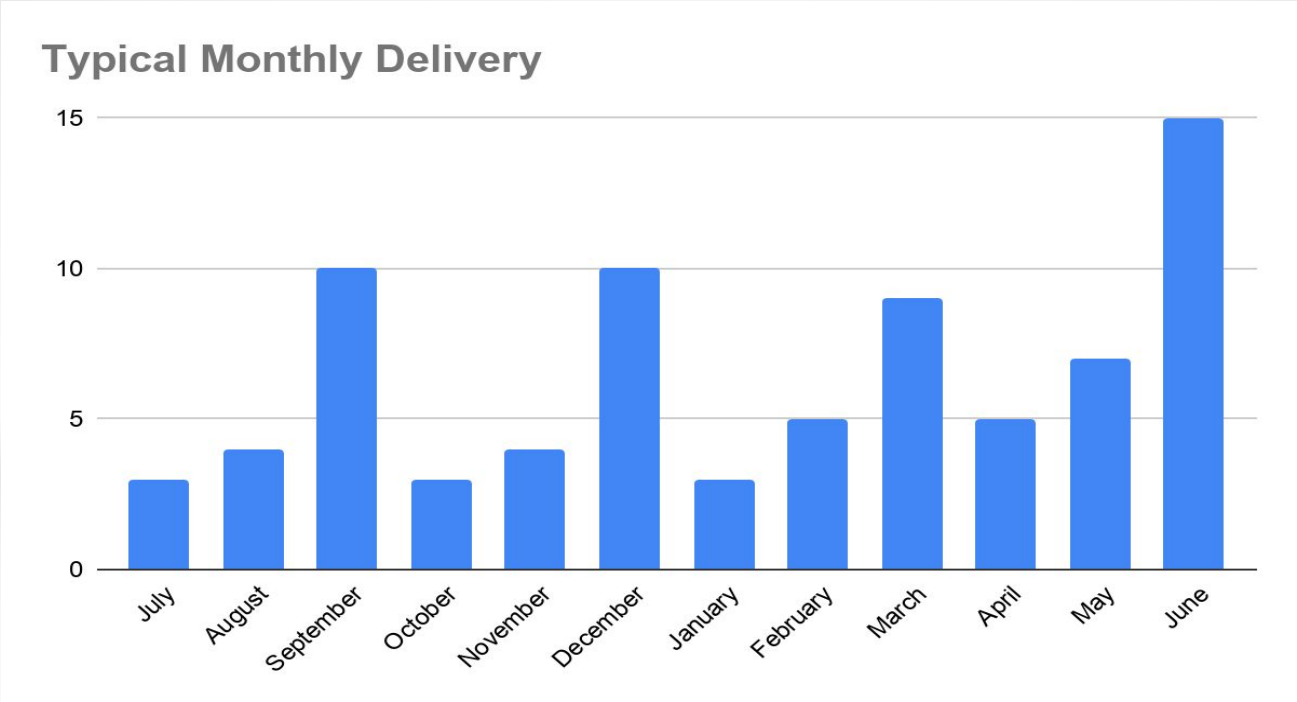
5th Year Progress



- Flattened out Delivery
- Success?
- Actually the result was a Watermelon



Quarterly Hockey Sticks



State Projects -FY 22 Recap

20%-30%-30%-20%

Based on 79 State Projects

1st Quarter - 14%

2nd Quarter - 30%

3rd Quarter - 32%

4th Quarter - 46%

Local Projects - FY 22

35%-35%-30% based on 31 Local projects

1st Quarter - N/A

3rd Quarter - 6%

2nd Quarter - 10%

4th Quarter 19%

PRO Staff

Brenda Contreras – Contract Manager

Sue Landin - Budget Analyst/Contract Manager

Isaac Canes - Record Drawings

Lee Makler -Scheduler

Jeff Ross –Sr. Applications Developer

Phil Schaffer - Process Analyst

Jim Hampshire – Record Drawings

Karen Jim Administrative Assistant 3

QUESTIONS?