
KEY PRESENTATION POINTS – LEARNING GUIDE

CONTRACTS AND SPECIFICATIONS (C&S):

C&Ss function is to assist with cost estimating, authorizing the project from Federal Highway Administration (FHWA), submitting the Disadvantaged Business Enterprise (DBE) goal request, advertise the project, address contractor questions, open the bid, review bid tabulations, write justifications, make recommendations and work on bid protests.

If the low bid is more than 10% above or 15% below the engineers estimate, C&S prepares a justification memo.

PUBLIC OUTREACH:

Principles of Effective Public Engagement to Inform, Consult, Involve, Collaborate, & Empower. Public agencies must implement public involvement efforts in accordance with Federal Regulations.

Community Outreach - Before Construction consists of community assessments, communications plan, construction plans/specs reflecting community commitments, project notification list.

Community Outreach - During Construction consists of providing advance notice, progress updates, communicating with residents/businesses, prompt response to issues, document outreach efforts, brief key staff on progress and issues.

Project Documentation - Includes documenting notifications and outreach during construction as well as log of all inquiries/complaints and responses.

PARTNERING:

The three types of relationships the Partnering office fosters are construction, internal and public.

The elements of partnering are shared goals, open communication, issue identification, conflict resolution, team evaluation tool, teamwork and defined roles and responsibilities.

Partnering promotes the four Cs of communication – Communication, commitment, cooperation, continuous improvement.

DISTRICT CONSTRUCTION:

A district construction office provides input on design alternatives and project delivery method.

They also state their constructability and maintenance concerns.

The district construction office helps with field reviews, value engineering, permits, environmental mitigation measures and agreements.

FIELD OFFICE AUTOMATION SYSTEM (FAST):

A tool to help project managers understand how ADOT manages construction projects, costs and schedules. It also assists field office personnel to track manage and administer projects during construction.

The system provides better design packages to the construction team, provides project historical data and real time tracking.