

CA Certification

The How and the Why



ADOT Engineering Consultants Section (ECS) – **August 16, 2023**

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CA Certification Introduction



When procurement and administrative activities of Federal-Aid Highway Program funded engineering consultant contracts are performed by Local Governments, their own procedures must be followed, provided they are in compliance with the Federal regulations and their processes are reviewed and approved by ADOT. In accordance with 23 CFR 172.9, ADOT shall concur with the written procedures and revisions to the local's process based on ADOT's Guidelines for procuring consultant services.

1. A.R.S. §41-2501 (K) - The state transportation board and the director of the department of transportation are exempt from this chapter other than sections 41-2517 and 41-2586 and are subject to title 28, chapter 20 and 2 Code of Federal Regulations section 200.317 for the procurement of the following:
 1. All items of construction, reconstruction, rehabilitation, preservation or improvement undertaken on highway infrastructure.
 2. Engineering services and any other work or activity to carry out engineering services related to highway infrastructure.
 3. Right-of-way services related to land titles, appraisals, real property acquisitions, relocation services, property management and facility design.
 4. Any other construction, reconstruction, rehabilitation, preservation or improvement work or activity that is required pursuant to title 28, chapter 20.

Contract Types

- Unless otherwise approved by ADOT and the FHWA, the following approved contract types shall be used when procuring professional design and engineering services:
 - **a.) Project Specific Contract**
 - Project Specific Contracts are contracts between the Department and Consultant for the performance of services and defined scope of work for a specific project. Consultant Services shall be procured through a
 - Competitive Negotiation Process (See Section 2.03) unless previously approved by ADOT. Consultants will be selected based on the qualifications submitted in response to the Request for Statement of Qualifications (RFQ).

b.) Multi-Phase Contract

Multi-Phase Contracts are contracts where solicited services are divided into phases whereby the specific scope of work and associated costs may be negotiated and authorized by phase as the project progresses. The initial solicitation must document the type of contract, all required phases of work, and the means for negotiating subsequent phases. Consultant services shall be procured through a Competitive Negotiation Process (See Section 2.03) unless previously approved by ADOT.

Contract Types Continued:

c.) On-Call Contract

On-Call Contracts are contracts for the performance of professional engineering and design services for a number of projects which are to be awarded on a task-order basis. When it is determined to be in the public's best interest to obtain the services from a group of consultants to perform on-call services in a specific discipline and for a number of projects (i.e., subsurface investigation, right-of-way plans, traffic engineering, project management, roadway design, etc.), ADOT may advertise for these services through an On-Call Contract. The initial solicitation for on-call consultants shall identify the optimum number of consultant teams which shall be procured through a Competitive Negotiation Process (See Section 2.04), any established dollar limitations, include a copy of the general scope of work, and document the method for awarding individual task-orders. On-Call

Contract Types Continued yet Again:



Contracts shall have a maximum contract period of five years. Individual task order amounts cannot exceed \$500,000 for State and Federal-Aid Highway Program funded contracts and the total contract amount cannot exceed \$2,000,000 per contract per year (calculated from NTP anniversary date). Exceptions to these amounts will require a signed/approved waiver from the ECS Manager and FHWA prior to proceeding with negotiations and work. ADOT will compete and award task orders among the selected, qualified on-call consultants through an additional qualifications-based selection procedure or on a regional basis as outlined in Section 4.12 of this Manual.

Our Goal is to complete the review and approval process in five weeks.

