ADOT LPA Project Initiation Process For Federally Funded Projects

Presentation by Mark Henige & Jennifer Henderson CA Academy October 15, 2020

Rev 10/15/20



ADOT Local Public Agency Section

Purpose: Provide guidance and assistance with federally funded project delivery as well as oversight to local public agencies such as Counties, Towns, Cities, and Tribal Governments.

What we do:

- □ Support delivery of the Five-Year Construction Program (20-30-30-20).
- Communicate with stakeholders.
- Build trust while advocating for LPAs.
- Provide assistance and guidance pertaining to the Federal-Aid Highway Program in support of our local partners.
- Develop tools and training programs.
- Conduct oversight and monitoring activities on LPA Projects in accordance with the ADOT/FHWA Stewardship Agreement and O&M Workplan.
- **Handle Self-Administration (SA) and Certification Acceptance (CA) requests.**
- D Project reporting and tracking.



Process Branch

- Develops and carries out processes associated with the oversight and monitoring of LPA projects under the Federal-Aid Highway Program.
- Ensures projects and programs are compliant with federal regulations, laws, and policies.
- Responsible for the oversight and monitoring of the CA and Self-Administration programs.
- Maintains the Local Public Agency and Certification Acceptance (CA) user manuals.



Program Branch

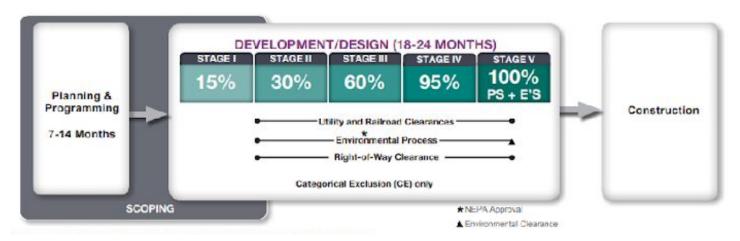
- Provides the linkage between local project planning and project development for Arizona's LPAs.
- Provides guidance with the federal process and steps necessary to evaluate and initiate LPA projects.
- □ Initiate all federally funded projects for LPAs.
- Conducts training and facilitates communications between LPAs and ADOT
 Technical Groups as necessary to assist in delivery of projects.
- Administer project delivery for Highway User Revenue Fund (HURF) Exchange, Off-System Bridge Program, and Transportation Alternatives Program and set-aside programs such as the Safe Routes to School Support Programs.



Project Development Process







The Federal-Aid **Project Development Process** consists of multiple steps.

Let's take a "high level" look at major project milestones...

Phases

Local Public Agencies (LPAs) move through these phases to satisfy requirements of the federal-aid highway program so the project is eligible for Federal funding \$\$\$.









LPA Section--Where do we fit??

Program & Planning

- TAC Meetings & Discussions with Locals, COGs/MPOs, and other agency partners
- Project Initiation
- Project documentation courtesy reviews (CIP/TIP/STIP, SOW, Cost Estimates, Schedules)
- LPA Programs Oversight
- SRTS Support Program
- Off-System Bridge
- HURF Exchange
- Transportation Alternatives
- Training & Guidance
- One on One Local Coordination Meetings
- CA Peer Group
- EDC Innovation Initiative
- Program Process Development & Improvements
- Maintain Process Manuals
- Certified Acceptance Agreements
- Self-Administration Applications (Non-Infrastructure projects only)

Development

- Serve as liaison between ADOT Technical Groups & Locals
- Provide project status
- CA Quarterly Update Meeting
- TAC Meetings
- PMG Staff Meeting
- Group Manager's Meeting
- Local Coordination Meetings
- Oversight & Monitoring federal –aid projects
- Tracking; Are projects within scope, on schedule, and on budget
- Inactive Projects
- Oversee LPA programs from initiation to closeout/final voucher;
- Review documentation
- Coordinate IGAs
- Coordinate Clearances as applicable
- Submit for authorizations
- Coordinate payments & invoices
- Coordinate close out of projects

Construction

- Monitoring of Obligations and Project Performance Schedules, ensure projects are progressing appropriately
- Construction Site Monitoring
- Track authorization and advertisement dates and work with locals and Project Managers to coordinate timely delivery
- Monitor Change Orders and Project Agreements to reasonably reflect the Construction cost estimate

Final Acceptance/ Closeout

- Track project end dates and work with locals and Project Manager to closeout projects
- On LPA programs work with locals to collect and review closeout documents and payments, and process through Final Voucher/Resource Admin Office (HURF)
- Regulatory Compliance Reviews (RCRs)



Planning & Programming



ADOT partners with Councils of Governments (COGs) and Metropolitan Planning Organizations (MPOs) as a conduit for federal funding to the local public agencies.

- Before a project can be initiated, Local Sponsors must apply and be selected for federal funding through their regional COG/MPO or through an ADOT Local Program.
- Applications should identify a realistic preliminary scope, schedule, and budget so that appropriate funding can be programmed.
- All phases of the project must be programmed in the regional Transportation Improvement Plan (TIP) and E-Stip.
- Local Sponsor can then start the Project Initiation
 Process through ADOT LPA Section.



PROJECT INITIATION for Local Public Agencies



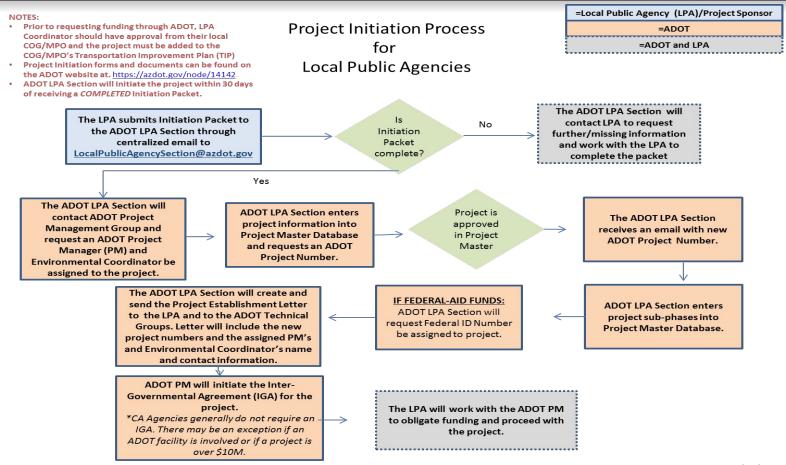


Project Initiation with ADOT

ADOT LPA Section will...

- Review documents to understand scope, schedule and budget to ensure project is feasible and meets program eligibility requirements.
- □ Coordinate with Local Sponsors if revisions are needed.
- **Request an ADOT Project Manager (PM) and Environmental Planner.**
- D Meet with assigned ADOT PM to discuss scoping and project needs.
- Initiate project in Project Master Database and request Federal ID and ADOT Project numbers.
- Sends an Establishment Letter with the Federal ID, ADOT Project Number, Names and contact information for ADOT PM and Environmental Planner assigned to the project.
- □ Hand-off project to ADOT PM.







REQUIRED Forms & Documentation

REQUIRED Forms:

- Project Initiation Letter should include:
 - Project Name (match project/location name in TIP)
 - ✔ Functional Classification
 - ✓ Description of work help us get to know your project
 - ✓ What is the type of project? What are the project limits? Type of project funding?
- ADOT Project Initiation Form
- ADOT Functional Classification Map (<u>https://azdot.gov/node/5623</u>)
- Project location map (boundaries of project, beginning termini/ending termini)
- A *legible* copy of the local MPO/COG TIP page, with the project highlighted and all phases of the project shown in a programmed year.



Project Initiation Resources

https://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency/Project Initiation

Project Initiation

Home (LPA)		al Aid Highway Programs	Certification Acceptance		Self-Administration	
Project Initiation	Project Initiation		tion Bulletins	Stakeholder Meetings		
Resource Materials		Trair	nings	Contact Us		

Required Documents:

- Project Initiation Sample Letter Rev. 1/23/20
- Project Initiation Form @ Rev. 1/23/20
- ADOT Functional Classification Map
- A legible copy of the local MPO/COG TIP page, with the project highlighted and all phases of the project shown in a programmed year
- Supporting Documentation

Supporting Documentation:

Supporting documentation is a required part of the packet; however, the type of supporting documentation is up to you.

The ADOT LPA Section has tools available on our website to help with projecting schedule and estimated costs, including:

- Sample Scoping Document (.doc) Rev. 2/6/18
- Project Scoping Document Guidelines@ (.pdf)
- ADOT Cost Estimate Tool (xls) Rev. 4/10/19
- Historical Bid Unit Prices E2C2 (apps.azdot.gov)

Other types of supporting documentation can include: A copy of the approved COG/MPO funding application or workbook, PA, any other types of planning and scoping documents that give details about the project.

Additional Resources:

Project Initiation Flow Charts? (.pdf)

ADOT Business Coach On Demand

- **Business Engagement and Compliance**
- Engineering and Construction
- Contracts and Specifications
- Project Management Services
- **Highway Maintenance**
- Procurement
- **Engineering Consultants**
- Programs and Partnerships
- Adopt a Highway
- Border Liaison Unit
- Every Day Counts Initiative
- Grand Canyon State Logo Sign Program
- Joint Project Agreement
- Local Public Agency
 - Home (LPA)
 - Certification Acceptance
- Federal Ald Highway Programs
- > Project Initiation
- Resource Materials
- Self-Administration (SA)
- Trainings (LPA)
- Communication Bulletins
- Stakeholder Council
- Contact Us

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Project Initiation Sample Letter

LOCAL PUBLIC AGENCY PROLECT INITIATION SAMPLE LETTER Piace on Sponscrapping Agency's Letterhead Note: All Remain nee should be removed and replaced with the information being requested prior to submitting the ADOT Local Public Agency Section for initiation.

All requests should be emailed to the ADOT Local Public Agency Section through the centralized email LocalPublicAgencySection@azdot.gov.

(Insert Cate)

ADOT Local Fublic Agency Section 205 S. 17th Ave. Mail Drop EM11 Phoenix, AZ 85007

Re: Request for Local Government Project Initiation Sponsoring Agency Project Name: Project Location: CodyMPO TIP ID Number: Funding Type: (Inset Type of Funding, HSIP/TAP/STGB/Off-System Bridge/ELL).

To Whom It May Concern:

On behalf of the (insert sponsoring agency's name), I am writing to request initiation of a local public agency project and assignment of a Federal project number and an ADOT project number for the above referenced project.

Attached is a copy of the current (Insert COG/WPO) transportation improvement Program (TIP) page, highlighting all phases of the project. All phases of this project have been approved and programmed for funding in the amount of 5 linest total amount of requested funding).

Attachments include

*Note: All initiation requests that are submitted to the ADOT Local Public Agency Section will be returned without action unless all items listed below are submitted with this initiation letter

ADOT Project Data Sheet

Alegible copy of the local MPO/COG TIP page, with project highlighted and all phases shown
 Ascoping letter that includes.

- Project Name(As shown on TIP)
- Functional Classification Type
- Scope of Work (Establishes the three major components of a project agreement: scope, budget, and schedule. The project description should provide softiamid desired if or the applicable phase of work (e.g., preininnary angineering (PA), right-of-wary (ROM), construction or other), specified work to be performed, and social clocation limited to the specific work for which the invient sponsor is requesting authorization. A deally defined project activity of social clocation limitate to the specific work for which components of intercompanies with Federal requirements and is used in the development of an intergovernmental Agreement. A third party (e.g., the public, Cogness, auditor, Office of Inspector Concol, etc.) should be able to understand the scope of work for the project and its limits from the authorizate control and location close to the authorizate costs for the authorizate of the information in the project agreement. Field and length authorization close the other authorizate costs for the authorizate of the information in the project agreement. Field administrative (POA) tests.

- Supporting Documentation (Type of supporting documentation will vary depending on the type of project. Sporsor may provide a copy of the COC/MPTO funding application or workbook, Scoping Document, Cost Estimate Tool, Project Assessment (PA) or any other planning documents that gives details about the project and supports the coope, schedule, and budget].
- ADOT Functional Classification Map, available on the ADOT Webpage (<u>https://azdot.gov/mapstik/unchonal.</u> <u>Maps</u>)
- Project Location Map that shows beginning and ending termini of the project

Please contact us if you have any questions regarding this request or require additional information. Thank you.

Sincerely,

Project Manager Name Little Agency Address City, AZ, Zip code Phone Number Email address



Project Initiation Form

Project Name:					Sponsor Agency:
Project Location:					Functional Class:
Sponsor Contact:					Phone & Email:
COC/MPO: Select One	- TPI	:			Program FY: DESIGN ROW CONST
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Stage # (30%)					
Env Clearance					
Stage III (60%)	1				TOTAL DEVELOPMENT HOURS
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Construction Start	-	-			lictar 0
Construction End					
Project Enc	-	-			Rev. Jan 202
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- LPA Section's "Framework form" or "Napkin".
- Preliminary planning tool to identify scope, schedule, and budget and possible delivery risks.
- All fields should be completed as applicable to the project.



Transportation Improvement Plan (TIP)

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- Must be approved by TAC, ADOT, and FHWA.
- □ Must be legible.
- Must show all work phases for the project (highlighted).
- Must show project phases in fiscally constrained program years.



Supporting Documentation

Supporting documentation is a required part of the packet, however the type of supporting documentation submitted will vary depending on the type of project and how much pre-scoping has been completed.

Acceptable supporting documents must show details about the project and support the scope, schedule, and budget.

- Deroject Assessment (PA), Scoping letter, and/or DCR
- □ A copy of the funding application or workbook approved by:
 - TMA/COG/MPO (STGP, CMAQ (MAG), HURF Exchange)
 - ADOT (HSIP, CMAQ, Off-System Bridge)



Additional Planning Tools

The ADOT LPA Section also has other tools available on our website to help with projecting schedule and estimated costs, including:

- □ Sample Scoping Document
- □ Cost Estimating Tool
- Link to ADOT E2C2 Historic Bid Tool



Sample Scoping Document Format

SCOPING DOCUMENT FORMAT (PROJECT ASSESSMENT OR SCOPING LETTER)

A. TITLE PAGE

Include project name and location, ADOT TRACS number, and federal-aid project number (if applicable)

B. INTRODUCTION

Thein ductor centains the projectp ognaminOrmation. The project mane's route name including termini and Functional classification, location, estimated cost, funding When (TAP, HSP, CMAG, HUY, etc. & Local Iunds), Piscali ven of expected construction, sopecial project developmentstantand completion datas. Includa who will odthe project and cammater it econstruction. Thereiny explainshafts project as a similar terminet in the construction data similar to project as a similar terminet in the similar terminet in terminet in terminet in the similar terminet in the similar terminet in terminet in terminet in terminet in the similar terminet in the similar terminet in te

C. BACKGROUNDBATA

This section should include a summary describing the need/justification for the project. Please include all project development completed to date such as master planning, public meetings, stc.

D. PROJECT SCOPE

Describe project limits and all the components of the recommended project scope. Provide all route names, project lengths, deal the hype of very risk scribe how the work: is to be done, and now the work is to be paid for. Include HA cerelopment, blan descri and construction. If the project will be part of a larger project, such as a roadwary improvement project, describe the project opmonants, pathol arry names of the design and construction schedule and timing of funding recuests. Describe the roles of the spensor, ADOT, etc.

E. PROJECT DEVELOPMENT CONSIDERATIONS

Please describe how the following criteria impactyour project. If there is no impact please state why.

- Environmental requirements: Provide a brief description as determined by the project sector. Detailed discussionwill behandled in the Environmental Determination (CD).
 - a Species Investigation animals & plants
 - b Wetland & Riparian Areas
 - c Flood plain encroachment
 - d. Sostion 401/404
 - e Section 4 (1) impacts
 - f. Fotential Contaminants
 - g Socia crecenomicimpaets
 - h. Dultural Resources Investigation

SCOPING DOCUMENT FORMAT Page 2 014

i. Seanic or Historic Route

2. Construction Contract Method

Will the construction contract be awarded by lowest responsive bid or do you intend to request ADCT/FHWA approval to utilize a non-traditional construction contracting technique such as Job Order Contracting (JOC) or Construction Manager at Risk?

3. Geotechnical and Drainage Requirements

Address geotechnical and dra mage implications of the project and the need for geotechnical investigation and materials design and drainage report.

4. Critical Outside Agency Involvement

Describe any project locations that are likely to involve lengthy clearance procecures (SHPO, Forest Service Dureau of Land Management (BLM), other manischaltes, Indian reservations, railroads, utilizy comparies etc.)

5. Right-of-Way Requirements

Describe all project right of way. Describe the land ownerthing (Private, City, AUD), Horest Service, BLM, etc.) Describe any RWI that will have to be acquired and how it's expected to be accuired (donction, purchase, or condemnation and by when). Note that the need for temporary construction easements is a F/W activity.

6. Utility Relocation Requirements

First typic design project a avoid utility conflicts. Describe any utility impacts and how the relocation of the utilities is expected to be accomplished (work done by the utility on , is differentiation construction project). How the work to be is financed doeal funds, led-aid funds). A etime any "Prior Rights" assues for any of the utilities of the second se

7. Traffic Requirements

Is there a need for traffic control plans for this project? What should pedestrian traffic control? Will there be any activork that will be highly visible from the roadway?

8. Seasonal Considerations

Describe the limits of the construction/stanting season. If the project includes tarids capting, that will construction be schedule to ensure that plantings are installed during the proper time of the year? Does the construction schedule need.

Rav. Feb 2013

ADOT

SCOPING DCCUMENT FORMAT Page 3 of 4

to ocordinate with any local special or school events, or the school year, thatwould otherwise beimpacted by construction activities?

9. Design Criteria

Electribe the design oriterate be used. Electribe design or terra complexith standards being used IAAS-110, MAG, Countr, AUOT 17 Are there testures which do not complywith the acevorsion durfs? Address your intention other mosting the orifleria or requesting a design acception. The appropriate ADOT Technica, Section Manager approves design exceptions.

Note that reference to design standards other than ADDT standards need to be physically included in document submittals not just arriference to the standard. ADD1 statt cannot be expected to hundronline or taxet the inter to constant the L3A fand copy of the standard. They need to physically be included in the submittal to ADDT sorthal the ADDT reviewers can compare the standard with the applicable ADAR9 and ADSITOT reviewers can compare the standard with the applicable ADAR9 and ADSITOT standards.

F. OTHER REQUIREMENTS

Describe the funding sources for the project. State the desired bid advertisement date. The constructions and state will be a minimum of three months after the project has initially advertised for bid. Describe how the project will be developed (disigned inhouse, or by a consultant firm).

G. ESTIMATED COST

Describe project cost by funcing source and address the following criteria:

- Design (preliminary engineering) costs and if those costs are to be funded with local funds or reimbursed with federal program funds?
- Right-of-way acquisition costs and if those costs are to be funded with local funds or reimbursed with federal program funds?
- Utility relocation costs and if those costs are to be funced with local funds or reimbursed with program federal funds?
- Identify project components that need to be funded entirely with local funds including items ineligible for faderal reimburs ement with program funds.
- Construction costs, preferable itemized by ADOT item number and including construction engineering (15%) and confingencies (5%).
- Total Cost

H. ITEMIZED ESTIMATE

Be sure to divide our Federal Funds, Local Matching Funds and Local Additional Funds if any

E.ev. F 4b 2018

SCOPING DOCUMENT FORMAT Page 4 p14

L. VICINITY MAP

Provide a detailed vicinity map showing project termini, and indicate appropriate street names

J. TYPICAL SECTIONS

Provide typical sections for major project locations that show property lines right-of-way and known easier entimits, slope dimensions, and proposed parement structural elements. This sections a should show enticed heriterated and vertical dimensions.

K. SCHEDULE

Pretensity in bar chart format. Show milestones and include all major project development tasks such as clearance phases and design developmentreview periods of project.

L. 15% PLANS

Provide half size 16% plans with topographic survey basemap.

END OF DOCUMENT

Raw. Feb 2018



ADOT Cost Estimate Tool

		Estimated	Project Co	ata		
INSTRUCTIONS: Estations verfijng all posts and their apprace						
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- Provides a complete, realistic picture of preliminary costs for Scoping, Design, Environmental, Right of Way, Utilities, Construction, and Post Construction costs.
- □ Itemized list of work items.
- □ Calculates quantities and unit prices.
- Splits federal 94.3% and local matching 5.7% funds.



ITEM DESCRIPTION	UNIT	QUAN.	UNII PRICE	TOTAL	FEDERAL FUNUS @ 94.32	MATCHING FUND: @ 5.73
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Maps

There are two types of maps required with the Project Initiation packet.

Location Map:

□ Shows beginning and ending termini of the project

Functional Classification Map:

- Available on the ADOT Webpage (<u>https://azdot.gov/maps#Functional-Maps</u>)
- □ Functional Classification Maps are approved by FHWA



### **Project Establishment**

- Once ADOT and Federal project numbers are assigned, the ADOT LPA Section will send a "Project Establishment Letter to the Local Sponsor (copy ADOT PM and Technical Areas) with the ADOT Project Number, Federal ID Number, ADOT PM Contact Information, Environmental Planner Contact Information, and instructions on the next steps in the process.
- Letter is the official hand-off to ADOT PM. Based on the supporting documentation provided with the Establishment Letter, ADOT PM will initiate the Intergovernmental Agreement (IGA) as applicable.



### ADOT

Infrastructure Delivery and Operations

Douglas A. Ducey, Governor John S. Hallschuck, Jirector Hallas Hammir, State Engineer Steve Boochen, Division Director

### Enter Date

Name of Requestor Title of Requestor Address City, State, Z.P

#### Dear Suffix Insert Last Name of Requestor

Subject: Establishment of Federal Project Number and ADOT Project Number

The following Federal Project Number and ADOT Project Number have been established and should be used in any correspondence for this project.

Project Name/Location:	Insert Project Name (as shown on T P)
Local Agency:	Incert Sponsoring LPA
CDG/MPO HP No.:	insert IIP Number
Federal ID.	Insert Federal ID Number
ADOT Project No.:	insert ADOT Project Number

Establishment of these project numbers initiates the Project Development Process, this is not an approval for funding. The Project Development Process typically takes 18 to 24 months to complete. The process requires completion and approval of the following submittal documents (as applicable).

- Executed intergovernmental Agreement (IGA), as applicable
- Project Assessment (PA) or Design Concept Report (DCR)
- Required clearances (Environmental, Right-of-Way, Utilities and Materials), as applicable
- 30%, 60%. 95% and 100% stage submittals, as applicable

ADOT can proceed with the request for authorization of construction funds from FHWA on yupon completion of this development process.

The ADOT Project Maragen essigned to this orgent is insert Name of ADOT PM, (New Cover) Insert ADOT PM, Phone Number The ADOT Environmental Planner assigned to this project is Insert Name of Environmental Planners (Area Code) Insert Env Planners Phone Number, Plance note that Environmental Planners should only be contacted at this time for pre-innary exploratory environmental questions, no funding has been obligated for in depty environmental consultation services.

Sincerely,

Mark Henige Program Wanager ADOT Loca Public Agency Section 2015 17th Avenue, Meil Drop EM11 Phoenix, AZ 85007

CC: FLE COG/MPO, FMG, MPD FHWA, PRO, EPG, ROW, URR, JPA

- Does <u>not</u> authorize work to begin, only initiates the Project Development Process.
- Establishes project in ADOT System.
- Shows assigned Federal ID
   Number and ADOT Project
   Number.
- Shows ADOT PM and Environmental Planner assigned to the project and their contact information.



# **Intergovernmental Agreements (IGA)**

- ADOT PM assigned to the project will initiate an Intergovernmental Agreement (IGA).
- D ADOT JPA staff will assign an analyst to draft the IGA.
- D ADOT JPA staff will draft the IGA and coordinate the execution of the IGA.
- Once an IGA is executed, ADOT JPA staff will request an invoice be sent to the LPA for the LPA local match funds (if applicable).
- Once LPA local match funds are received, ADOT PM will request a Task Order to procure a Consultant to begin the Final Design and continue working with the LPA to complete the Development Process through the life-cycle of the project.



# Intergovernmental Agreements (IGA) for

# **Certification Acceptance (CA) Agencies**

The Certification Acceptance Agreement typically serves as the "IGA" for CA Agencies. Exceptions include:

Advance Construction Projects
Federal-aid funding over \$10M
Project is in ADOT Right of Way

If any of these exceptions occur, the ADOT Project Manager assigned to the project, will initiate an Intergovernmental Agreement on behalf of the CA Agency.



# ADOT Project Development Administration (PDA) Fee

Be fore any work can be done on a project, the ADOT Review/PDA fees must be collected so that ADOT Project Managers and Technical Areas can charge time for administrative time spent working on projects.

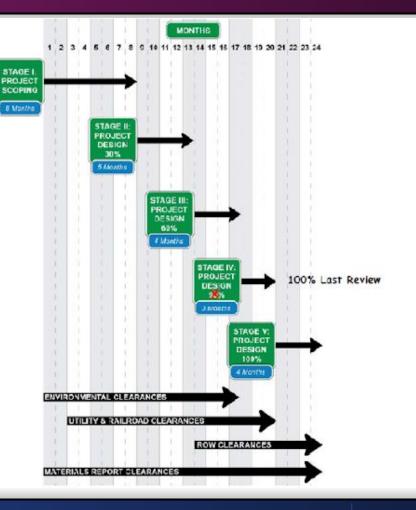
CA Agencies: This amount is typically \$10,000, but can differ depending on the size and scope of a project.

Non-CA Agencies: This amount is typically \$30,000, but can differ depending on the size and scope of a project.

Once a project is established and IGA is executed (if applicable), the assigned ADOT Project Manager will request an invoice for the PDA fees.



### Federal-Aid Process Development/Design 18-24 Months





### Stage II: 30% Stage Submittal



Changes in project scope can significantly impact the environmental process and require a need for re-evaluation, which can cause time delays and increase the project cost. Environmental analysis and utility coordination may be in process.



### Stage III: 60% Stage Submittal



Plans are being refined in this phase. The "footprint" is set.

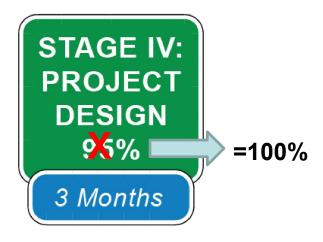
Design can proceed up to 95% with ADOT PM approval; National Environmental Policy Act (NEPA) requirements have to be satisfied.

In Process: Right of Way (ROW) Utility/Railroad





## Stage IV: 95% Stage Submittal



Environmental Process complete.

Utility/Railroad and ROW working to be cleared

100% Plans – "Final Review"

During this phase, Local Sponsors coordinate with Utility companies to define how utility conflicts will be resolved.





## Stage V: 100% Stage Submittal



*Cost incurred PRIOR to authorization are NOT eligible for reimbursement.* 

100% Plans "Final Sealed" (No further reviews)

Specifications & Estimate (PS&E)
Complete:

- Environmental NEPA ApprovalROW
- ✓Utility/Railroad
- ✓Materials Memo
- Funding Authorization \$\$\$
- Project is advertised



## **Construction Phase**



### ADOT is responsible for ensuring that Local Public Agencies are in compliance with:

- □ All federal procurement requirements
- Providing adequate inspection & supervision
- I Meeting FHWA closeout requirements
- Environmental commitments implemented and tracked.

□ Award

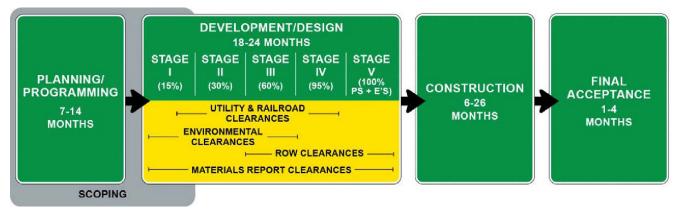
- **Construction Administration**
- Construction Oversight

I Mitigation



## **Closeout/Final Acceptance**

A final walk-through and inspection by ADOT, and occasionally FHWA, is conducted to evaluate compliance with contract documents and federal-aid requirements.



The project is not closed until FHWA records the final voucher payment.



# **ADOT LPA Section Contacts/Resources**

### LPA Section Email: LocalPublicAgencySection@azdot.gov

### Lisa Pounds

LPA-PRO Section Manager <u>Lpounds@azdot.gov</u> (602) 712-8088

### <u>Mark Henige</u>

LPA Program Manager <u>Mhenige@azdot.gov</u> (480) 486-4216

### Jennifer Henderson LPA Project Coordinator

<u>Jhenderson@azdot.gov</u> (480) 486-9576

### David Do

LPA Project Coordinator <u>Ddo@azdot.gov</u> (480) 486-4883

### 

Federal-aid Essentials for Local Public Agencies

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



# **Questions?**



