

### CONSTRUCTION AUTHORIZATION

1/20/2021

#### ENGINEERING CONSULTANTS SECTION (ECS)

- ECS administers the processes and procedures for the fair and efficient advertisement, selection, negotiating, monitoring and management of professional services contracts for ADOT which are exempt from the State Procurement Code (ARS 41-2501).
- ECS oversees both project specific contracts (single and multiphase) and on-call contracts.
- ECS handles:
  - Contract initiation and selection.
  - Contract administration.
  - Contract closeout.

#### CONTRACTS AND SPECIFICATIONS (C&S)

- Recapitulation sheets are a summary of project construction expenses, funding sources, participating agencies, bid award amount and project tracking codes.
- Indefinite Delivery Indefinite Quantity (IDIQ) contracts:
  - The low cost contract, task order may not exceed \$2M/Year average.
  - Shall be awarded by competitive bidding.
  - A short term/2 year base contract.

#### MATERIALS CERTIFICATION

- The Materials Acceptance Program includes:
  - Laboratory testing.
  - Field testing.
  - Certificates of Compliance.
  - Certificates of Analysis.
  - Buy America certification.

#### PLANS, SPECIFICATIONS AND ESTIMATES (PS&E)

- <https://azdot.gov/sites/default/files/2019/05/certification-acceptance-manual.pdf>
- CA must prepare & ensure registered PE or LA signs & seals the final PS&E.
- Final sealed plans should include the federal project number, project name and Arizona registered PE or LA sign and seal.
- Letter Requesting Federal Authorization:
  - Needs to include railroad, design exception, and proprietary products statements as well as contract time.
- Clearances:
  - Right of Way (signed and approved by ADOT.)
  - Utility & Railroad (required even when railroad involvement and can be included as a statement in the utility clearance.)
  - NEPA approval that has been validated prior to PS&E submittal.