

## WORKING WITH YOUR ADOT PROJECT MANAGER (and) UNDERSTANDING PROCUREMENT

7/29/2021

### Working with your ADOT Project Manager (PM) – Procurement Projects:

- Identify the project scope, schedule and budget needs.
- Submit application for ADOT sub-program funding (as necessary).
- Work with your COG/MPO to identify project and program funds in the State Transportation Improvement Program (STIP) and the Capital Improvement Plan (CIP).
- Submit your project initiation packet to the ADOT Local Public Agency (LPA) section.
- Work with your PM to evaluate the project scope, schedule and budget needs.
- Identify contractor install vs. local install.
- Provide target date for Intergovernmental Agreement (IGA) approval.
- Secure approvals.
- Return IGA to the ADOT.
- Upon execution of the IGA, remit payment per invoice.
- Provide design packet, location map, and itemized cost estimate.
- Submit Public Interest Finding (PIF) – if applicable
- Complete Systems Engineering Checklist – if applicable
- Review documents with the ADOT PM and the ADOT Procurement Officer
- Submit draft purchase order (PO) and submit it to the contractor.
- Complete evaluation of materials.
- Develop schedule for installation with the ADOT District.
- Submit materials certifications to complete installation.
- Request post installation inspection/verification.
- Submit ADOT payment Request Form from the ADOT PM.
- Initiate project closeout.

### PROCUREMENT

- ADOT Procurement develops a timeline from start to award. There are ramifications if the award date is missed.
- Understand the federal guidelines for Buy America.
- Document payments to the vendor in the DOORS System.
- Consider bundling procurement projects.
- [http://www.azdot.gov/Inside\\_ADOT/Procurement/Index.asp](http://www.azdot.gov/Inside_ADOT/Procurement/Index.asp)