

WORKING WITH YOUR ADOT PROJECT MANAGER (and) UNDERSTANDING PROCUREMENT

7/29/2021

MODULE 4 – The attendee will hear from an ADOT Project Management Group (PMG) Manager. They will discuss how a local public agency can best communicate and work with their project manager while offering guidance and sharing best practices. Attendees will then hear from ADOT Procurement regarding procurement project expectations and timelines. Attendees are welcome and encouraged to ask questions during the presentations.

WELCOME AND INTRODUCTION 8:00am - 8:10am (10 minutes)

Rolanda Smedley, Local Public Agency Process Manager, ADOT
Cyndi Callahan, Local Public Agency Liaison & Training Coordinator, ADOT

COMMUNICATING & WORKING WITH YOUR PROJECT MANAGER 8:10am - 9:10am (60 minutes)

Derek Boland, Transportation Manager, Project Management Group, ADOT

- Process Overview
 - Scoping
 - How/when a PM gets assigned
 - Roles & Responsibilities
 - What submittals are required
 - Sup 3.09
 - Payment process
 - Project closeout process overview (A/P & A/R)
- Communication with LPA/PMG

BREAK 9:10am - 9:20am (10 minutes)

PROCUREMENT 9:20am - 10:20am (60 minutes)

Valerie Erwin, Procurement Manager, ADOT

- What to expect
- Timeline
- Federal guidelines/CFR and Buy America
- DBE Goals – Doors System
- Sup 3.09
- Appropriate types of Projects
- Delivery
- Procurement project bundling
- Developing your IGA
- Self-administered design

CLOSING REMARKS 10:20am - 10:30am (10 minutes)

Cyndi Callahan, Local Public Agency Liaison and Training Coordinator, ADOT

- Training Survey
- Emergency Relief Training – August 16, 2021
- Module 5 Clearances – September 2, 2021