

ADOT-Multimodal Planning Division-Aeronautics Group

2025 Design/Construct Grant Check List

This checklist is to help ADOT Grant Managers and Sponsor Grant Managers ensure correct completion of Grant coordination and documentation. It is not guaranteed to be 100% inclusive; other actions and documents may be required or requested.

GRANT ASSURANCES

- Quarterly Based Aircraft Reports
- Approved ALP includes grant project
- Airport has good title of the land
- Environmental approvals
- Grant matching funds in place
- Pavement Preservation Program
- Submit Quarterly Status Reports
- Protect approach surfaces & remove hazards
- Compatible land use near airport
- Public use – No exclusive use
- Compliance with Federal, State & Local Laws, Regulations & Policies
- Competent project supervision
- Records kept & made available to FAA & ADOT

GRANT APPLICATION PHASE

Sponsors must...

- Accept grant within four months of the State grant offer
- Commence project within six months of the State grant offer
- Complete project within four years

The below checklist always refers to both ADOT & FAA, however, if grant is State/Local, no coordination is needed with FAA related to the grant funding & grant paperwork.

#	Process	Yes	Comments
1.	FAA grant documents received & ADOT matching grant requested by Sponsor (if F/S/L).		
2.	ADOT Grant Agreement sent to sponsor with STB approval date.		
3.	Executed Grant Agreement sent to Sponsor.		

CONSULTANT SELECTION/AGREEMENT PHASE

Although the general solicitations for consultants may be done in advance of the Grant Agreement as a usual part of Sponsor activities, the documents still must be submitted and approved by FAA/ADOT for each grant project where the solicitation results will be used to generate the project consultant contract. Also, the projects that may be awarded under that agreement must be listed in the general solicitation per A.R.S. 34-603 & 604.

#	Process	Yes	Comments
4.	Proposed General Consultant Agreement and RFQ sent to FAA/ADOT for review.		
5.	Executed General Consultant Agreement with Selected Consultants received from Sponsor.		

Project Contract Scope of Work/Consultant Negotiation

6.	Proposed Consultant Contract Scope of Work received from Sponsor. <i>Milestone: Submit Scope for State Review/Approval</i>		
7.	Copy of executed Final Consultant Contract SOW received from Sponsor. <i>Milestone: Submit Contract for State Review/Approval</i>		
8.	Sponsor awards consultant contract within six months of the date the grant was executed. <i>Milestone: Award Consultant Contract</i>		

DESIGN PHASE

9.	Copy of Notice to Proceed (NTP) to consultant received from Sponsor. <i>Milestone: Sponsor Issues Notice to Proceed/Start Design</i>		
10.	Sponsor submits Quarterly Design Status Reports.		
11.	Sponsor conducts Concept Design Review meeting with ADOT/FAA and Sponsor's consultant at approximately 30% completion point for Project design. <i>Milestone: Conduct 30% Design Review at ADOT</i>		
12.	ADOT issues Notice to Proceed with final design upon satisfactory completion of the review. Sponsor proceeds to 100% plans.		
13.	Sponsor submits 100% plans, specs, and estimate for ADOT/FAA review. <i>Milestone: Conduct 100% Design Review at ADOT</i>		

This is the end of the design phase. All design only grants stop here.

CONSTRUCTION PHASE

Bidding

#	Process	Yes	Comments
14.	Sponsor requests approval of bid set from agencies. <i>Milestone: Bid Set Submitted (100%) for Review/Approval</i>		
15.	ADOT/FAA approve bid set and Sponsor advertises project for bids. <i>Milestone: Issue Invitation for Bids</i>		
16.	Sponsor receives bids and reviews bids. Sponsor sends bid tabs and review to ADOT/FAA. <i>Milestone: Submit Bid Tab for ADOT Review</i>		
17.	ADOT/FAA approve bid tabs. Sponsor awards contract. <i>Milestone: Award Construction Contract</i>		

Construction

18.	Sponsor schedules preconstruction conference and invites ADOT/FAA. <i>Milestone: Preconstruction</i>		
19.	Sponsor receives Notice to Proceed and begins construction. <i>Milestone: Issue NTP – Begin Construction</i>		
20.	Sponsor regularly submits reports that reflect the progress accomplished in relation to the contract schedule and milestones, reasons for delays, and recommended corrections of problems. ADOT/FAA concurrence is requested as required.		
21.	Sponsor schedules final inspection and invites ADOT/FAA. Prior to final payment of funds for work performed under this Agreement, the State may perform an inspection of the work site to assure compliance with the terms herein and to review the workmanship of the Sponsor's contractors and/or consultants. <i>Milestone: Final Inspection</i>		

CLOSE OUT PHASE

22.	Sponsor submits As-Built plans to ADOT/FAA. <i>Milestone: Submit As-Built</i>		
23.	Sponsor submits Final GRR and supporting documents and letter to ADOT/FAA specifying that the Project has been completed to their satisfaction and that the consultant and the contractor have completed their contractual responsibilities. <i>Milestone: Submit Final Reimbursement Request</i>		

GRANT CHANGE REQUIREMENTS

- Any changes to the consultant contract, authorized by the Sponsor, that include additional funds shall be by amendment and shall be approved by the State prior to being made in order to be eligible for reimbursement.
- Any modification to the approved plans, specifications and schedules shall also be subject to approval of the State and incorporated into the Grant Agreement.
- Any changes to the constructions contract documents, authorized by the Sponsor, must be approved by the State prior to being implemented by the Sponsor in order to eligible for reimbursement under the grant.
- Any increase to the amount of funds authorized hereunder must be by formal amendment and signed by all parties.
- Any changes to the construction and/or planning contract documents, authorized by the Sponsor, must be approved by the State prior to any changes being made in order to be eligible for reimbursement.