

CA Executed Construction Contracts Standard Operating Procedures					
Criteria:		CA Manual, page 41, Award: <i>Contracts for the construction of FAHP projects will be awarded under 23 U.S.C. § 112, 23 C.F.R. Part 635, and A.R.S. § 34-221. The CA Agency must award the contract competitively to the responsible contractor that submits the lowest responsive bid. Following the contract award, the CA Agency must submit an electronic copy of the executed construction contract to the ADOT PM for ADOT and FHWA's records.</i>			
Who:	CA personnel (CA) involved in project development and the CA Liaison (notification). ADOT Project Managers (PM) assigned to CAs, LPA Process Section. Effective October 21, 2024.			Date:	18-Oct-24
				Revision:	1
Frequency	Action/steps		Action Details/how to complete the steps		
Once	1	CA receives the executed construction contract	Upon receipt of the executed construction contract, the CA Liaison (or designated staff) will electronically forward a copy to the ADOT PM. The executed prime contract must be submitted immediately following the award and prior to the preconstruction meeting. <i>Should addendum to the contract be necessary, those should be provided to the ADOT PM upon receipt.</i>		
Once	2	ADOT PM receives the executed construction contract	Upon receipt of the electronic copy of the executed construction contract, the ADOT PM (or designated Project Management staff) should review it for completeness.		
As Applicable	3	Update Project Management Google Drive Project Folder	ADOT PM will upload the executed construction contract to the appropriate Project Management Google Drive Project Folder within 10 business days of receipt. The contract storage location must be accessible to all authorized ADOT staff requiring access to project documents.		
As Applicable	4	O&M group downloads the executed construction contract	At the time of the Regulatory Compliance Review (RCR), the Regulatory Compliance Reviewer will confirm that the selected project's executed construction contract is available in the required Project Management Google Drive Project Folder. <i>Access to the executed construction contract may be needed outside of the RCR cycle and will be at the discretion of ADOT LPA Process Section staff.</i>		
Forms/File link: https://azdot.gov/sites/default/files/2024-07/2024-CA-Manual_Final.pdf					