

## CA Monthly Construction Schedule Update Standard Operating Procedure

### Criteria:

CA Manual, page 12, Period of Performance, paragraph 4: *The CA Agency must provide the ADOT PM written notice of the start and end dates for construction, prior to the preconstruction meeting and monthly schedule updates ensuring the project does not exceed the approved PPED. The update will include the project name, federal and state project numbers, actual start time, days contract used, bid amount/earned to date, percent complete/time. ADOT will share this information with FHWA.*

### Who:

CA personnel (CA) involved in project development and the CA Liaison or appropriate identified CA personnel. ADOT Project Managers (ADOT 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
Monthly	1	CA identifies project changes	Each month the CA Liaison (or appropriate identified CA personnel) documents any changes to the project information (i. e. actual start time, days contract used, bid amount/earned to date, percent complete/time).
Monthly	2	Submit Construction updates to ADOT	CA Liaison (or appropriate identified CA personnel) emails the following information to the ADOT PM with a cc to <a href="mailto:lpasectionom@azdot.gov">lpasectionom@azdot.gov</a> , no later than the last week of the month: Project name, federal and state project numbers, actual start time, days contract used, bid amount/earned to date, percent complete/time. <b>Please note, a verbal update is not sufficient to meet this requirement.</b>  If the CA submits monthly invoices, the required construction update information can be included.  If the CA does not submit monthly invoices, the monthly construction schedule update must be provided electronically.
Monthly	3	Update Project Management Project Folder	ADOT PM will update the appropriate Project Management Project Folder within 10 business days of receiving the updated project information.
Monthly	4	Monitor Monthly Construction Schedule	The LPA Process Section will monitor all CA monthly construction schedule updates as required.

Forms/File link: [https://azdot.gov/sites/default/files/2024-07/2024-CA-Manual\\_Final.pdf](https://azdot.gov/sites/default/files/2024-07/2024-CA-Manual_Final.pdf)

Actual Start Time: Actual date any project construction activities (including mobilization) occurs and will be charged against the project.

Bid Amount: The amount authorized by FHWA and contracted with the prime contractor.

Earned to Date: The amount charged against the project to date.