



Jennifer Catapano <jcatapano@azdot.gov>

New and Updated Standard Operating Procedures

1 message

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To: CA Primary and Secondary Contacts - ADOT <CAPrimaryAndSecondaryContacts@azdot.gov>

Cc: LocalPublicAgency SubjectMatterExpert - ADOT <lpa_sme@azdot.gov>, Jennifer Catapano <jcatapano@azdot.gov>

Good afternoon:

The Local Public Agency Process Section has completed standard operating procedures (SOP) for the following:

- CA Invoice Submission
- CA Executed Construction Contracts
- CA Monthly Construction Schedule Update

Additionally, we have made an update to the following SOP:

- CA Updates to the Schedule of major ADOT-defined milestones

Please review the attached documents and disseminate, as needed, to individuals within your organization and network. Should you have any questions or concerns, contact Rolanda Smedley, Process Manager, at rsmedley@azdot.gov or 602-712-6404.

Thank you.

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4 attachments



20241021_CA Invoicing SOP_rev3.pdf
60K



20241021_CA Updates to Schedule of ADOT-defined Milestones SOP_rev3.pdf
69K



20241021_CA Executed Construction Contracts SOP_rev1 (1).pdf
58K



20241021_CA Monthly Construction Schedule Update SOP_rev1.pdf
58K