

CA Monthly Construction Schedule Update Standard Operating Procedure

Criteria: ADOT 2027 Certification Acceptance Manual, page 12, Period of Performance, paragraph 4: The CA must provide the ADOT PM written notice of the start and end dates for construction, no later than 5 calendar days after the preconstruction meeting. Following the submission of the notice of the start and end dates of construction a copy of the official Notice to Proceed (NTP) must be submitted to the ADOT PM upon its availability. Monthly Construction Schedule Updates must be provided to ensure 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 July 1, 2026.	Date:	1-Jul-26
		Revision:	3

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 emails the following information to the ADOT PM with a cc to lpasectionom@azdot.gov , 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. Please note, a verbal update is not sufficient to meet this requirement.
		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 Monitor Monthly Construction Schedule	The LPA Process Section will monitor all CA monthly construction schedule updates as required.

Forms/File link: **2027 CA Manual** is located on the ADOT LPA website

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.