



PROJECT DEVELOPMENT ON-CALL & TOAST APPLICATION

**Presented by:
Brenda Contreras
PRO/Contract Manager
Project Resource Office**

Project Development On-Call

- Process
- Project Framework Document
- ECS Checklist (New Revised)
- Stakeholder Meeting Agenda
- Invoicing
- Evaluations
- TOAST
- New Development On-Call

Consultant Process



Consultant Process

Email from PM to PRO Contract Manager

- Project Number
- Scheduled Construction FY/Qtr
- Estimated Consultant Award Amount
- SOI Selection Notification Memo (attachment)
- Project Definition Document (attachment)

Consultant Process

Email from TOAST - automated

Ideal Finish Dates:

Step Id	Step Name	Ideal Finish Date
20	Stakeholder Kick-Off Meeting	04/20/2026
30	Development and Submittal of First Cost Proposal	04/27/2026
40	ADOT Review and Comments of First Cost Proposal	05/02/2026
50	Final Negotiation and Final Cost Proposal from Consultant	05/09/2026
60	PMG Review, Compilation of Task Order Modification, Signatures & Submittal to ECS	05/14/2026
70	ECS Complete and Accurate Review (Simple 14 Determination)	05/16/2026
80	Task Order Modification Finalize, Encumber, Sign and Notice to Proceed	05/30/2026

Email from PRO Contract Manager to Consultant/PM

- Project Definition Document (forwarded from PM)
- Contract Modification Checklist
- Agenda - Initial Scoping Meeting

PROJECT DEFINITION DOCUMENT											
OVERVIEW & LOCATION INFORMATION											
PROJECT NO:		Planning Project Manager:		Development Project Manager:		Design Manager:					
PROJECT NAME:								Scoping By:			
TYPE OF PROJECT/WORK:								Designed By:			
ROUTE:		MILEPOST LIMITS:		DISTRICT:		County:					
Terrain:		Avg. Elevation:		Posted Speed:		Design Speed:					
Federal Highway Approval Required:		FEDERAL ID:		Alt. Modal Considerations:		On NHS:					
FUNDING & SCHEDULE INFORMATION											
Funding Source(s):		AMOUNT PROGRAMMED		Design:		Year		Construction:		Amount	
FHWA-NHPP		SCOPING ESTIMATE		Design:				Construction:			
STATE		ADDITIONAL FUNDS NEEDED		Design:				Construction:			
OTHER:								Construction:			
eSTIP ID:											
eSTIP SNIP:											
PRB Date:		PPAC Date:		STB Date:							
Scope Completed Date:		PS&E (Stage V) Date:		Bid Adv. Date:							
Scope Estimate:		Stage V Estimate:									
FOR LOCAL PROJECTS:											
Local Agency:		BPA No.:									
COG/MPO:		Local Match:									
Primary Objective of the Project											
Baseline Need(s)											
Project Scope Statements											
Targeted Performance Measurement(s)											
Potential Project Risks											
Basis of Design Documentation Completed											
ADA Compliance & Feasibility Report Required?											
Safety Analysis Required?											
Traffic Operational Analysis Required?											
Additional ROW/TCE Required?											
Environmental Doc. Type											
Design Exceptions and/or Variances Required?											
Scope Approval Verification											
Project Definition & Scope Approval Signatures				Kick-off Meeting		Stage III		Stage IV		Stage V	
				Scope Change	Initials	Scope Change	Initials	Scope Change	Initials	Scope Change	Initials
Project Manager				Date:							
Design Lead Group Manager				Date:							
ADOT District Administrator				Date:							
ADOT TSMO Operations				Date:							
ADOT TSMO Systems				Date:							
ADOT Environmental				Date:							
Record of Scope Changes (if any)											
Kick-Off Meeting		Scope Change:									
		Scope Change Impact:									
Stage III		Scope Change:									
		Scope Change Impact:									
Stage IV		Scope Change:									
		Scope Change Impact:									
Stage V		Scope Change:									
		Scope Change Impact:									

Contract Modification Checklist

Contract Number	_____		
Contract Description	_____		
Project Name	_____		
ADOT Project No.	_____	Task Order	_____
ADOT Project/Task Manager	_____	Rev Number	_____
Consultant Contact Name	_____	ADOT Contract Manager (Not ECS Staff)	_____
Consultant Signatory Name	_____	Consultant Email	_____

This checklist is to be completed and submitted by the Prime Consultant along with each Contract Modification submittal. Please check the appropriate boxes designating documentation included in each submittal for the Prime Consultant, Subconsultant and Tier-Subconsultant.

Prime	Subs	Tier-Subs	Contract Modification Required Documents
☐	☐	☐	Transmittal Letter on Consultant Letterhead, signed and dated
☐	☐	☐	Scope of Work Narrative
☐	☐	☐	Cost Proposal Cost Derivation Sheet, Signed and Dated
			<u>All costs must be consistent with the contract</u>
			Cost Proposal Cost Derivation Sheet must contain the following:
			• Approved Labor Classifications • Approved Rates, Hours, Overhead Rates • List of Other Direct Costs • List of Subconsultant and Vendor Costs
			Are New Labor Classifications proposed? ☐ No ☐ Yes: Submit Certified Payroll
			Are New Subconsultants proposed? ☐ No ☐ Yes: Submit Add or Remove Subconsultant Request Form & Certified Payroll
☐	☐	☐	Direct Expense Cost Derivation
			• Detailed list of Approved Direct Expenses with unit, rate and total • Vendor quotes required for all externally generated Direct Expenses
			<u>Lump sum quotes for Direct Expenses are not acceptable</u>
☐	☐	☐	Are New Direct Expense Items/rates proposed? ☐ No ☐ Yes – Submit Vendor Quote
			Post Design Services (PDS) Scope of Work
			☐ Using previously established PDS Rates?
			☐ Proposing new or establishing PDS Rates (Initial PDS only)? – Submit Certified Payroll
☐	☐	☐	Does the Contract have a DBE Goal? ☐ No ☐ Yes: Submit appropriate documents listed below:
			☐ Intended Participation Affidavit – Consultant*, signed and dated
			☐ Intended Participation Affidavit – Subconsultant, signed and dated
			☐ Certification of Good Faith Efforts *, signed and dated
			* <i>If the affidavit does not meet the DBE Goal, a GFE is also required.</i>
☐	☐	☐	Other (describe): _____

ADOT Project Manager Contract Modification Submittal Checklist

ADOT Project Manager and Contract Manager have reviewed and recommend the attached Contract Modification Package and certify that the scope of work is consistent with the contract and authorize ECS to execute the Modification.

☐ Consultant Initiation Date (1st contact for this work) _____ Calendar Days required to complete this Project/Task Order work: _____

☐ ADOT Project Manager Review and Concurrence Date: _____ PM/TM Initials: _____ CM Initials: _____

Check boxes are to be marked to designate documentation included in PM submittal along with the above noted items from the consultant.

☐ Include ☐ Project Manager Scope of Work, ☐ Schedule, ☐ Hour and Contract Estimate, ☐ Negotiation Docs (REQUIRED)

☐ Funding Source Approval – Check Appropriate Box(es) for type and attach documents (REQUIRED)

☐ FHWA: Include Signed FARA form or FHWA email (include current available budget documentation)
☐ JPA: Executed JPA (include current available budget documentation)
☐ State: Signed RARF or Non-Federal form (include current available budget documentation)
☐ Other: Funding Approval Documentation (include current available budget documentation)

Funding Available? ☐ No ☐ Yes (AFIS/PIRT SCREENSHOT REQUIRED)

☐ If no, anticipated authorization/funding availability date: _____

☐ If Post Design Services, attach:

☐ Resident Engineer's Email & FAST 125 Financial Card or Recap Sheet
☐ If Task Order Waiver is required; attach the completed and signed document (If needed, ECS will obtain FHWA signature)
☐ If an ANTP/LNTP was executed, attach a copy of the completed and signed documentation

PROJECT DEVELOPMENT ON-CALL
[TASK NAME]
[LOCATION]

Initial Scoping Meeting

Meeting Date:
Location:
Call-In Number:
Conference Code:

Attendees:

1. Scope of Work

XX Minutes

- 1.1. Overview by ADOT Project Manager
- 1.2. Special Issues and Concerns
- 1.3. Discussion by Discipline *(Revise to address the specific requirements of the Task Order)*
 - Scoping Document Development
 - AASHTO Design Criteria Report and Design Exceptions
 - Surveys and Mapping
 - Geotechnical Investigations and Design
 - Pavement Design
 - Environmental Clearance and/or Permitting
 - Public Involvement/Communication
 - Utility Coordination, Relocation and Level of Designation
 - Railroad Coordination and Permitting
 - Roadway Design
 - ADA Improvements (Feasibility Report & Design)
 - Drainage and Hydraulic Design
 - Landscape Architecture Design
 - SWPPP Design
 - Structure Design
 - Traffic Studies
 - Signals, Lighting and ITS Design
 - Signing & Pavement Marking Design
 - Constructability/Maintenance of Traffic Design
 - Right-of-Way
 - Other
- 1.4. Design Standards *(if LPA project)*
- 1.5. Anticipated Project Meetings

2. Stakeholders

XX Minutes

- 2.1. Project Owner
- 2.2. ADOT District
- 2.3. Public Agencies
- 2.4. Utility Companies
- 2.5. Others

3. Tentative Schedule

XX Minutes

(Revise to address the specific requirements of the Task Order)

Milestone	Date
Pre-Submittal Review of Initial Scope and Fee with ADOT PM	
Initial Scope and Fee Submittal	
ADOT Comments Due	
Final Scope and Fee Submittal	
NTP	
Project Kickoff Meeting	
Stage I Submittal	
Stage II Submittal	
Stage III Submittal	
Stage IV Submittal	
PS&E Submittal	
Bid Advertisement	

4. Action Items

Task Order Assignment Schedule Tracker (TOAST)

- Make and Manage Assignments
- Schedule Tracking
- Reporting



TASK ORDER ASSIGNMENT SCHEDULE TRACKER

C6826

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WELCOME BRENDA CONTRERAS

What would you like to do:

[Make New Assignment](#)

[Manage Existing Assignment](#)

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Your Dashboard Items:

TO DO LIST:

Coming soon...

YOUR CURRENT TOAST INFO:

Coming soon...

TASK ORDER ASSIGNMENT SCHEDULE TRACKER

F1405

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Select from the list below: (Displaying All)

Filter by:

	TRACS	Project Name	Contract#	Consultant	Project Manager	Estimated Amount	Assigned On	NTP Date	Duration
Select	F006101D	TRUWOOD DR - FAIN RD	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	VIVIAN LI	\$217	05/27/2016	7/13/2016	47
Select	SZ10601C	55TH AVENUE, RIVIERA DR - CACTUS RD	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	LARRY DOESCHER	\$25	07/19/2016	9/30/2016	73
Select	H879101C	SOUTH OLD TIGER ROAD - MIGUEL ROAD	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	TRICIA BROWN	\$45	10/28/2016	11/23/2016	26
Select	SH62701C	SIGN MANAGEMENT SYSTEM/SIGN UPGRADE, AVONDALE	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	DAVID WOSTENBERG	\$40	12/05/2016	3/3/2017	88
Select	SH63401C	SIGN MANAGEMENT SYSTEM/SIGN UPGRADE, BUCKEYE	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	DAVID WOSTENBERG	\$40	12/05/2016	3/3/2017	88
Select	SH60301C	QUARTZSITE-VARIOUS LOCATIONS	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	GREGORY JOHNSON	\$30	03/14/2017	4/21/2017	38
Select	T009501C	PIERCE FERRY RD. - LLOYD ST. TO IRONWOOD DR.	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	GREGORY JOHNSON	\$150	03/27/2017	5/5/2017	39
Select	F001301C	LAKE PLEASANT RD - I-17	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	MOHAMMAD A. ZAID	\$250	03/29/2017	5/1/2017	33
Select	T009401C	COLORADO CITY - JOHNSON AVE- CENTRAL ST- AZ AVE	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	KIRSTIN TVEDTEN	\$50	04/27/2017	6/9/2017	43
Select	T013601C	ELWOOD ST-COTTON LN- ESTRELLA PWKY-ELLIOT RD	2014-006.02	AMEC Foster Wheeler Environment & Infrastructure I	KIRSTIN TVEDTEN	\$50	07/11/2017	8/21/2017	41
Select	F002901C	SR-95 AT KIOWA BLVD	2014-006.03	Aztec Engineering Group, Inc.	BHARAT KANDEL	\$201	06/30/2016	8/18/2016	49
Select	F005301C	CLOVER CREEK	2014-006.03	Aztec Engineering Group, Inc.	VIVIAN LI	\$30	08/08/2016	9/20/2016	43
Select	T002701C	ZORILLA STREET BRIDGE, CLIFTON	2014-006.03	Aztec Engineering Group, Inc.	JEFFREY DAVIDSON	\$180	08/22/2016	10/6/2016	45

TASK ORDER ASSIGNMENT SCHEDULE TRACKER

FI405

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Current Project Info:									
Route:	Co:	MP:	TRACS:	Const. Budget:	FY:	District:	Federal Id:	Length:	
0000	MO	MMO	T009501C	\$1723	20	Northwest	MMO-0(217)T	0.0	
Project Name:					Type of Work:				
PIERCE FERRY RD. - LLOYD ST. TO IRONWOOD DR.					ROADWAY WIDENING & INTERSECTION IMPROVEMENTS				
Project Manager:					ECS Specialist:				
GREGORY JOHNSON @ 602-712-7774					ANNETTE PEREZ @ 602-712-4171				
Consultant:					Schedule as of day:				
AMEC Foster Wheeler Environment & Infrastructure I					NTP on: 5/5/2017 1				

Current Assignment Schedule:

	Step Id	Step Name	Ideal Duration	Ideal Finish	Actual Finish	Actual Duration
Select	10	Selection of Consultant	0	3/27/2017	3/27/2017	0
Select	20	Stakeholder Kick-Off Meeting	10	4/6/2017	3/30/2017	3
Select	30	Development and Submittal of First Cost Proposal	7	4/13/2017	4/13/2017	14
Select	40	ADOT Review and Comments of First Cost Proposal	5	4/18/2017	4/18/2017	5
Select	50	Final Negotiation and Final Cost Proposal from Consultant	7	4/25/2017	4/25/2017	7
Select	60	PMG Review, Compilation of Task Order Modification, Signatures & Submittal to ECS	5	4/30/2017	4/28/2017	3
Select	70	ECS Complete and Accurate Review (Simple 14 Determination)	2	5/2/2017	5/1/2017	3
Select	80	Task Order Modification Finalize, Encumber, Sign and Notice to Proceed	14	5/16/2017	5/5/2017	4
Totals			50			39

[Back to List](#)

[Launch Tracking Report](#)

[Launch Tracking Report - With Comments](#)

Project Development On-Call Invoicing

- PM Receives Invoice Concurrently
- Please Review and Concur Timely
- Let me Know if There are Issues
- Prompt Pay Law (21 Calendar Days)



Project Development On-Call Evaluations

- Please Respond Timely (14 Days)
- Annual and Final
- Take it Seriously



New Development On-Call Contract

- QBS – Qualifications Based Selection
- DBE Goal – 12.55%
- Project Development On-Call Contracts
 - 2022-006 - 25 Consultants
 - 2025-011 - 25 Consultants





PROJECT DEVELOPMENT ON-CALL & TOAST APPLICATION





PROJECT DEVELOPMENT ON-CALL & TOAST APPLICATION

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