

LEARNING GUIDE

WEDNESDAY, SEPTEMBER 2, 2025

MODULE 3 - PROJECT TOOLS AND MEETING ADDITIONAL FEDERAL REQUIREMENTS

Public Outreach:

- Community Relations provides public outreach for most projects throughout the state and there are Community Relations Project Managers in each district.
- Community Relations serves as ADOT's primary point of contact with the community. They provide public notice of project construction activities, and work with construction teams to address questions and issues from public stakeholders. Additionally, they ensure outreach is conducted and convey project progress, updates and document outreach and inquiries.
- Community Relations identifies community characteristics that affect how ADOT will implement outreach for a construction project, such as limited English proficiency (need for translation) demographics, other factors such as internet availability, tribal, etc.

Workfront

- Implemented in June 2018, the software houses design projects. It has 1,400 active users.
- Workfront has "Custom" How-To's (designed specifically for ADOT) to show users how to use Workfront.
- To have Workfront installed contact adotWFsupport@azdot.gov

Project Information Retrieval Tool (PIRT)

- Desktop application that displays ADOT design project information from multiple core systems like: eSTIP, AZ360\AFIS, Workfront, FAST, PRB, CARR, etc.
- Used since 2001 by more than 2,400 different employees.
- A ServiceNow ticket is required to get PIRT installed on your workstation.

Consultant vs. Inhouse and Task Order Assignment Schedule Tracker (TOAST)

- Tool that measures the amount of time it takes between the assignment of a consultant to a design project and the Notice to Proceed (NTP).
- Provides reports for project managers to monitor the progress of their task order with the consultant.
- TOAST was conceived as a countermeasure to reduce the amount of time to get a consultant working on a design project. The time has been cut from 150 days to 50.

Procurement Services

- More than buying items, it is about getting value, fairness and results. Procurement works in collaboration with you to ensure ADOT has the goods and services needed to support daily operations.
- Governed by laws, policies and ethics. Procurement serves public interest.
- ADOT Procurement Services will help you determine goals and identify clear requirements.

Engineering Consultants Section (ECS)

- ECS is responsible for the advertisement, selection, negotiation, execution, and administration of professional services contracts which are exempt from the State Procurement Code (ARS 41-2501).
- Contract types - Project Specific (Single and Multiphase), On-Call, Supplemental Services.
- The Advertisement Process includes: Initiation of the process, Advertisement and Submittals, Selection Panel and Kickoff Meeting, Evaluation and Scoring, Selection Meeting, Negotiation and Schedule.

External Civil Rights (ECR)

- External Civil Rights ensures agency compliance with Federal and State laws & regulations, ADOT policies and procedures that govern how ADOT provides services to our employees, customers, stakeholders and the general Arizona population.
- ECR ensures no member of the public is excluded from participation, denied benefits, or subject to discrimination from any ADOT sponsored program or activity.
- All allegations and complaints of discriminatory behavior should be immediately reported to ECR.

Business Engagement and Compliance Office (BECO) and the Disadvantaged Business Enterprise (DBE) Program.

- DBE program objectives include ensuring non-discrimination with federal contracts and to create a level playing field and opportunities for small businesses.
- As a condition to receive federal funds ADOT is required to implement a DBE program.
- Our ADOT DBE resources include AZ UTRACS registration and ADOT DBE and On the Job (OJT) training reporting system.