LEARNING GUIDE

WEDNESDAY, NOVEMBER 4, 2026

MODULE 5 - PROJECT ADVERTISING AND CONSTRUCTION

CONTRACTS AND SPECIFICATIONS (C&S):

- The responsibility of C&S is to review design submittals (PS&E): biddable, awardable, constructible. Cost estimating, build engineer's estimate, initiating FHWA authorization package for a project, submit DBE goal request and advertise the project.
- C&S will address contractor questions, issue addendums, open bids, review bid tabulations, write justifications, make award rejection recommendations and work on bid protests with SEO.

PARTNERING OFFICE:

- Partnering is the formal process of collaborative teamwork that allows groups to achieve measurable results through agreements and productive working relationships.
- Types of partnerships - ADOT contractor, subs and stakeholders. Partnerships vary in duration. We encourage long lasting relationships between personnel.
- Partnering promotes the four Cs of communication – Communication, commitment, cooperation, continuous improvement.

DISTRICT CONSTRUCTION - PRESCOTT:

- A district construction office provides input on design alternatives and project delivery methods, constructability and maintenance concerns, specs and contract requirements, traffic control, schedule, phasing and sequencing, liquidated damages, earthwork and ADA coordination.
- The district construction coordinates work with field reviews, value engineering, permits, environmental mitigation measures, clearances and agreements.

FIELD REPORTS - FIELD OFFICE AUTOMATION SYSTEM (FAST):

- A tool to help project managers understand how ADOT manages construction projects, costs and schedules. It also assists field office personnel to track, manage and administer projects during construction.
- The system provides better design packages to the construction team, provides project historical data and real time tracking.