

CA TRAINING MODULE 4



Project, Specifications & Estimate

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Senior Project Manager
ADOT Project Management Group*

CA Project Managers

CA Project Managers

- Eric Prosnier
 - City of Scottsdale
 - City of Tucson
 - City of Mesa
 - Maricopa County
 - City of Tempe
 - City of Chandler
 - Pima County
- Jennifer Acuña
 - City of Phoenix

To be discussed...



- LPA Certified Acceptance Manual
- Construction Authorization Requirements
- Common Issues

Plans, Specifications & Estimate

ADOT LPA CA Manual

<https://azdot.gov/sites/default/files/2019/05/certification-acceptance-manual.pdf>

Plans, Specifications & Estimate

ADOT LPA CA Manual

- Per the LPA CA Manual:
 - CA must prepare & ensure registered PE or LA signs & seals the final PS&E
 - PS&E describes the location & design features and construction requirements in enough detail to be biddable
 - CA must ensure NEPA approval, R/W, URR clearances have been obtained

Plans, Specifications & Estimate

ADOT LPA CA Manual

- Final Sealed Plans
 - Federal Project Number
 - Project Name
 - AZ Registered PE or LA Sign and Seal

Plans, Specifications & Estimate

ADOT LPA CA Manual

- Final Sealed Specifications (Bid Book)
 - Federal laws & regulations require that specific contract provisions be included in federal aid construction contracts.
 - Pg 38 & 39 of the LPA CA Manual
 - Scope of Work
 - Design specifications
 - Agency's & Contractor's Responsibilities
 - Environmental Commitments
 - City Procurement Process, etc.

Plans, Specifications & Estimate

Authorization Request

- Letter Requesting Federal Authorization
- Map
- Final Sealed Plans
- Final Sealed Specifications “Bid Book”
- Construction Estimate
- Recap PDF and Excel
- NEPA, URR, & R/W Clearances
- Current STIP/TIP
- DBE Goal Assessment
- Materials QA Plan approval/concurrence email
- If Applicable Items (TSMO Syst. Checklist, Eligibility Ltr, DE, etc.)

Plans, Specifications & Estimate

Authorization Request

- Letter Requesting Federal Authorization
 - *Needs to include railroad, design exception, and proprietary products statements as well as contract time.*
- Clearances
 - *ROW (signed & approved by ADOT)*
 - *Utility & RR (required even when no RR involvement and can be included as a statement in the Utility Clearance)*
 - *NEPA approval that has been validated prior to PS&E submittal*

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Authorization Request

- Current MPO TIP and STIP pages
 - Project Name
 - Funding Year
 - Funding Source
- DBE Goal Assessment Notice
 - Email from BECO with DBE Goal
- Recap Sheet
 - Show cost breakdown – Local vs Federal share, and 100% Local
 - Federally eligible & Non-Federally eligible work

Plans, Specifications & Estimate

Authorization Request

- Materials Quality Assurance
 - Email with Concurrence from State Materials Engineer
- Period of Performance
 - Construction Schedule
 - Project Start/End Dates
- Project Location/Vicinity Map
 - Identify Project Start/End
 - Highlight Project Location
 - Local and State Level
 - Project Name, TRACS #, Federal ID

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Authorization Request

- If Applicable Items
 - Certification of a Proprietary Item, PIF, or Experimental Approval
 - Design Exception
 - Executed IGA
 - Subprogram Eligibility Letter (HSIP, etc)
 - Systems Engineering Checklist

Plans, Specifications & Estimate

Common Issues

- Funding/Scoping Changes
 - HSIP
 - HSIP letter needs to be updated to reflect additional funds or changes to the scoped items
 - Type of Work
 - Reporting Codes in Recap (Construction, CE, PDS, Contingency, etc)
 - TIP
 - Needs to reflect the correct funding amounts and type of work
- If Applicable Documents Missing
 - Systems Checklist, PIF, Design Exceptions

Plans, Specifications & Estimate

Common Issues

- Clearances Missing
 - R/W clearance is missing ADOT R/W Coordinator Signature
 - URR clearance missing RR language
- Plans
 - Missing PE/LA seal and/or signature
 - R/W impacts or project area additions since 100% plans submitted
 - This can impact R/W clearances and NEPA
- Estimate
 - Bid Item lists missing items from specs
 - Construction estimate doesn't match authorization request letter/recap amount.

Plans, Specifications & Estimate

Common Issues

- Specifications
 - Missing PE/LA Seal and/or signature
 - Incorrect project name, number, description, scope of work, funding
 - Missing updated project dates (i.e. bid opening dates)
 - Missing Federal Requirements:
 - General Wage Decision
 - Prompt Pay & Payment Reporting Provisions
 - DBE Affidavits
 - EEO
 - Etc.
 - Lapsed Versions of the Federal Requirement Language

Questions

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