

**LOCAL PUBLIC AGENCY (LPA) TRAINING MODULE 4**

**WORKING WITH YOUR ADOT PROJECT MANAGER (and) UNDERSTANDING PROCUREMENT**

**7/29/2021**

Working with your ADOT Project Manager (PM) – Procurement Projects:

* + Identify the project scope, schedule and budget needs.
	+ Submit application for ADOT sub-program funding (as necessary).
	+ Work with your COG/MPO to identify project and program funds in the State Transportation Improvement Program (STIP) and the Capital Improvement Plan (CIP).
	+ Submit your project initiation packet to the ADOT Local Public Agency (LPA) section.
	+ Work with your PM to evaluate the project scope, schedule and budget needs.
	+ Identify contractor install vs. local install.
	+ Provide target date for Intergovernmental Agreement (IGA) approval.
	+ Secure approvals.
	+ Return IGA to the ADOT.
	+ Upon execution of the IGA, remit payment per invoice.
	+ Provide design packet, location map, and itemized cost estimate.
	+ Submit Public Interest Finding (PIF) – if applicable
	+ Complete Systems Engineering Checklist – if applicable
	+ Review documents with the ADOT PM and the ADOT Procurement Officer
	+ Submit draft purchase order (PO) and submit it to the contractor.
	+ Complete evaluation of materials.
	+ Develop schedule for installation with the ADOT District.
	+ Submit materials certifications to complete installation.
	+ Request post installation inspection/verification.
	+ Submit ADOT payment Request Form from the ADOT PM.
	+ Initiate project closeout.

PROCUREMENT

* ADOT Procurement develops a timeline from start to award. There are ramifications if the award date is missed.
* Understand the federal guidelines for Buy America.
* Document payments to the vendor in the DOORS System.
* Consider bundling procurement projects.
* <http://www.azdot.gov/Inside_ADOT/Procurement/Index.asp>