

**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>