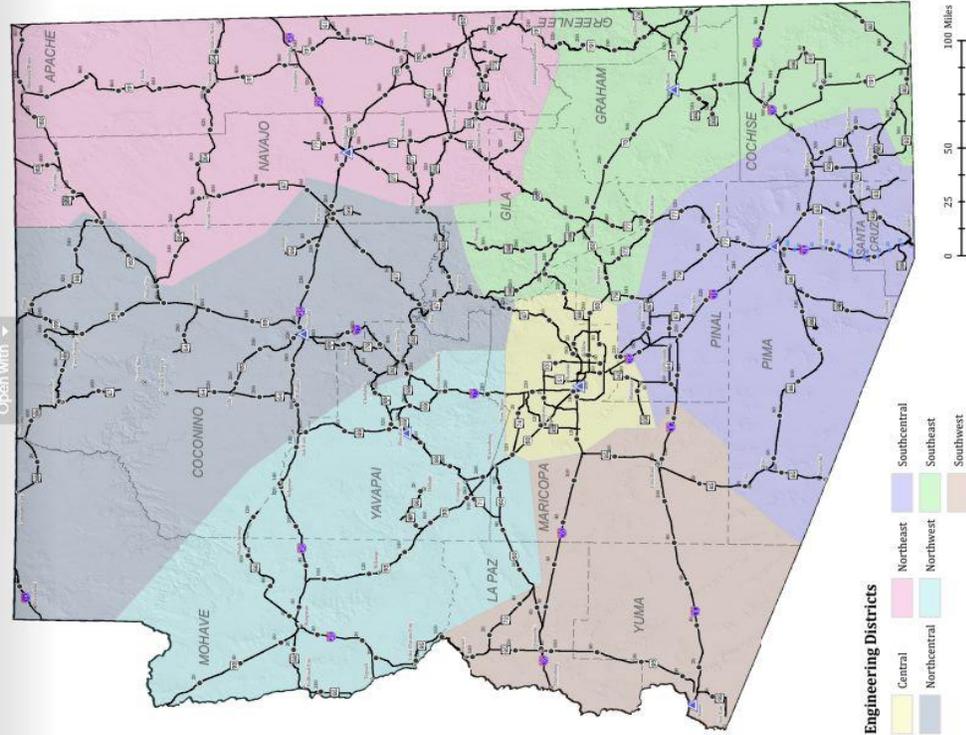


Working With Your ADOT Project Manager Procurement

**Derek B. Boland, P.E.
Project Management Group**



Name	Position/District
Steve O'Brien ☒	Sr. Division Admin/Group Manager
Cheryl Taylor ☒	AAIII
Velvet Mathew ☒	Transportation Manager
Madhav Mundle ☒	Transportation Manager
Derek Boland ☒	Transportation Manager
Craig Regulski ☒	Senior PM/Northwest
Vivian Li ☒	Senior PM/Northcentral
Rashidul Haque ☒	Senior PM/Northeast
Kirstin Huston	Senior PM/Central
Madhav Mundle ☒	Senior PM/Southwest (Acting)
Rehnuma Rahman	Senior PM/Southcentral
Jennifer Acuna ☒	Senior PM/Southeast





ADOT

Working with you ADOT PM

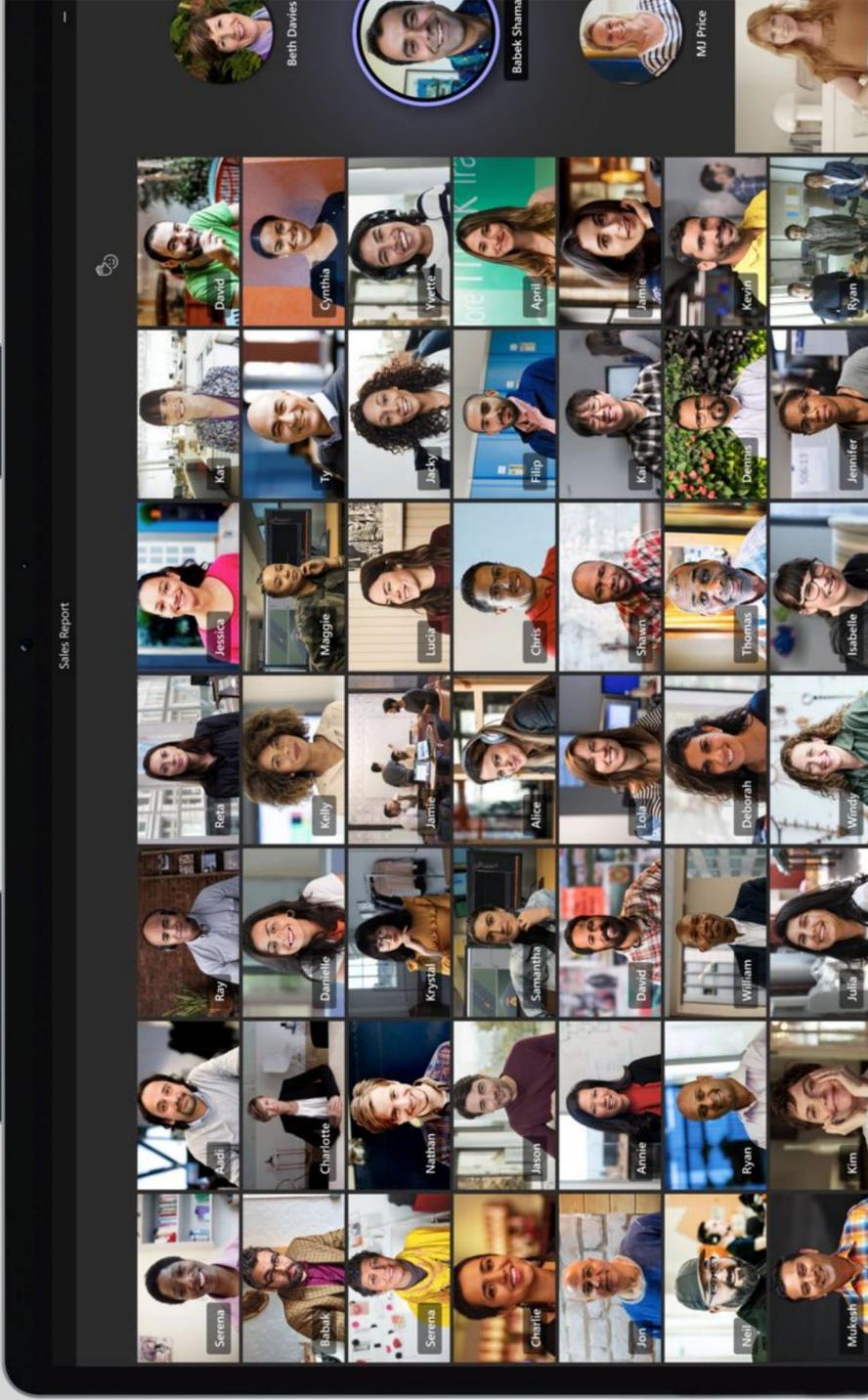
Procurement Projects

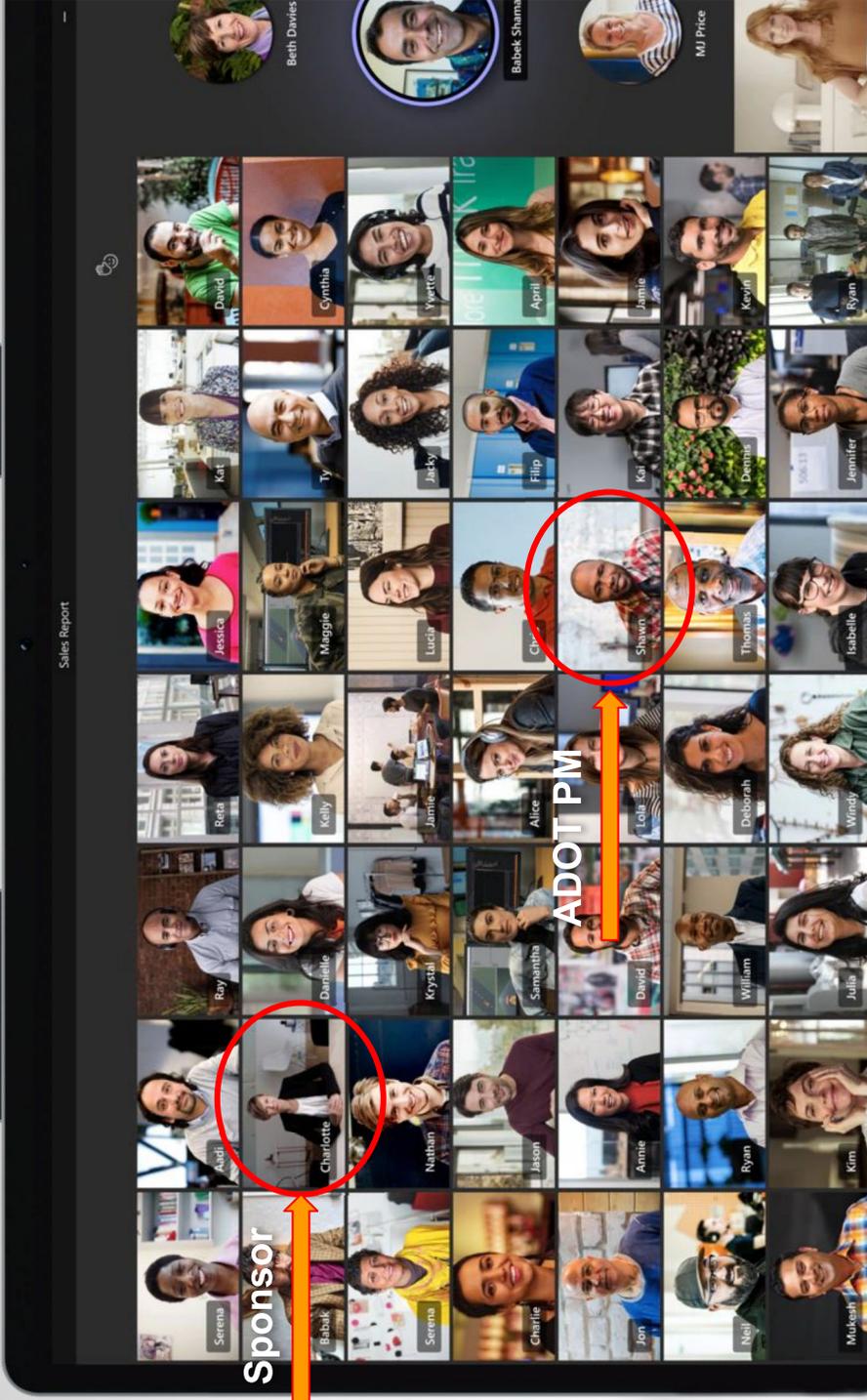
- Process Overview (SUP 3.09)
 - Scoping
 - How / when a PM gets assigned
 - Roles & Responsibilities
 - What submittals are required
 - Payment process
 - Project closeout process overview (account payable/receivable)
- Communication with PMG
- Questions

SUP 3.09

Working with your ADOT PM: Procurement Projects

- Project Initiation
- Intergovernmental Agreements (IGAs)
- Invoicing
- Project Establishment
- Development Process
- Authorization
- Project Development On-Call
- Advertisement
- Bid Award
- Post Award
- Installation & Invoicing
- Project Closeout





SUP 3.09

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Project Initiation

Procurement Projects

Sponsor

ADOT PM

- Identify project scope, schedule and budget needs
- Submit application for ADOT sub-program funding (as necessary)
- Work with COG / MPO to identify project and program funds in the CIP and STIP
- Submit project initiation packet to ADOT LPA section



Project Name: _____
Project Location: _____
Sponsor Agency: _____
COG/MPO: _____
Functional Class: _____
Sponsor Agency: Select One...
Design By: Local Consultant
Administered By: CA SA (fed \$) SA (loc \$) ADOT

PROJECT SCOPE
 (Indicate if work being completed, current status, length of project, begin and end termini, etc.)
 Pre-Scoping/Project Assessment (PA) Completed? Yes No / Public Outreach By: Local Sponsor / ADOT
 Provide a brief, but detailed scope of work that helps us understand the project, including type of work being performed, project limits with beginning and ending termini, project length, etc.)

PROJECT FUNDING

Most federal aid projects will be subject to a 5% match. For projects with a federal match of 10% (i.e. USRR or FTA 70%), a matching 5% from a Grant (i.e. Statewide/PA, etc.) is required. For projects with a federal match of 20% (i.e. USRR or FTA 70%), a matching 10% from a Grant (i.e. Statewide/PA, etc.) is required. For projects with a federal match of 30% (i.e. USRR or FTA 70%), a matching 15% from a Grant (i.e. Statewide/PA, etc.) is required.

Work Phase	Type of Funding	Program Year	Federal Funds (100%)	Federal Funds (94.2% or 80%)	Local Match (5.2% or 20%)	Local Other (Statewide/PA, etc.)	Total
ADOT REVIEW/POA FEES	Select One						\$ 0.00
DESIGN	Select One						\$ 0.00
CONSTRUCTION	Select One						\$ 0.00
ROW ACQUISITION	Select One						\$ 0.00
MATERIALS ONLY	Select One						\$ 0.00
TOTAL			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

ESTIMATED SCHEDULE (COMPLETE AS APPLICABLE)

Activity	Duration	Completion Date
PROJECT INITIATION	30 Days	
ISA REVIEW	3-4 Mo	
PA AUTHORIZATION	4-5 Wks	
KICK-OFF MEETING	3 Mo	
STAGE I (50%)		
ENV CLEARANCE		
STAGE IV (75%)		
ROW CLEARANCE		
UPR CLEARANCE		
STAGE V (90%)		
RD ADVERTISEMENT		
RD OPENING	30 Days	
RD AWARD	30 Days	
CONSTRUCTION START	30 Days from Bid Open	
CONSTRUCTION END	30 Days from Construction Completion	
PROJECT END DATE	at least 30 days	

ENVIRONMENTAL CONSIDERATIONS

Provide a brief description of all environmental considerations or risk to delivery that may impact the scope, schedule, or budget (i.e. NEPA, Historical, Cultural, etc.)

RIGHT OF WAY (ROW) CONSIDERATIONS

Provide a brief description of all ROW considerations and/or risk to delivery that may impact the scope, schedule, or budget (i.e. how many parcels are being acquired, coordination needs, permits, new easements, etc... or no new ROW will be required).

UTILITY & RAILROAD/URR CONSIDERATIONS

Provide a brief description of all ROW considerations and/or risk to delivery that may impact the scope, schedule, or budget (i.e. Type of and # of utilities that need to be installed/moved, Name of Utility or Railroad Companies, coordination needs, etc. or No URR Impacts).

Scope Schedule Budget



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Sponsor

ADOT PM

- Work with ADOT PM to evaluate project scope, schedule and budget needs
 - Identify contractor install vs. local install
 - Provide target date for IGA approval
 - Secure approval(s)
 - Return IGA to JPA Section Coordinator & PM once complete
- Review scope, schedule and budget with local sponsor and LPA section
 - Identify design standards
 - Address any risks to delivery
 - Create Project Work Plan
 - Request / Initiate IGA within CAR database

SUP 3.09

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Sponsor

- Upon execution of IGA, remit payment per invoice

ADOT PM

- Contact Accounts Receivable to request invoice be sent to sponsor

SUP 3.09

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Project Establishment

Procurement Projects

Sponsor

- N/A

ADOT PM

- Submit to Project Review Board (PRB), Priority Planning Action Committee (PPAC), State Transportation Board (STB) for review / approval
- *IFF using ADOT subprogram funding
- Projects using regional COG / MPO or local funds, project does NOT require PRB, PPAC, STB approval



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Development Process

Procurement Projects

Sponsor

- Provide design packet as needed to identify procurement materials to be installed
- Locations / map
- Itemized cost estimate

ADOT PM

- Provide detailed project description to team
- Distribute design packet for review for;
 - NEPA compliance
 - Utility conflicts
 - Right of Way / land ownership



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Authorization

Procurement Projects

Sponsor

- Submit Public Interest Finding (PIF) (if applicable)
- Complete Systems Engineering Checklist w/ TSMO (for ITS projects)

ADOT PM

- Request DBE Goal
- Complete a Detailed Recap Sheet to include in authorization packet
- Complete FHWA Auth. Letter
- Submit authorization packet to Procurement Manager / Resource Admin
- Notify Sponsor and team of approval or project funding to proceed with solicitation.



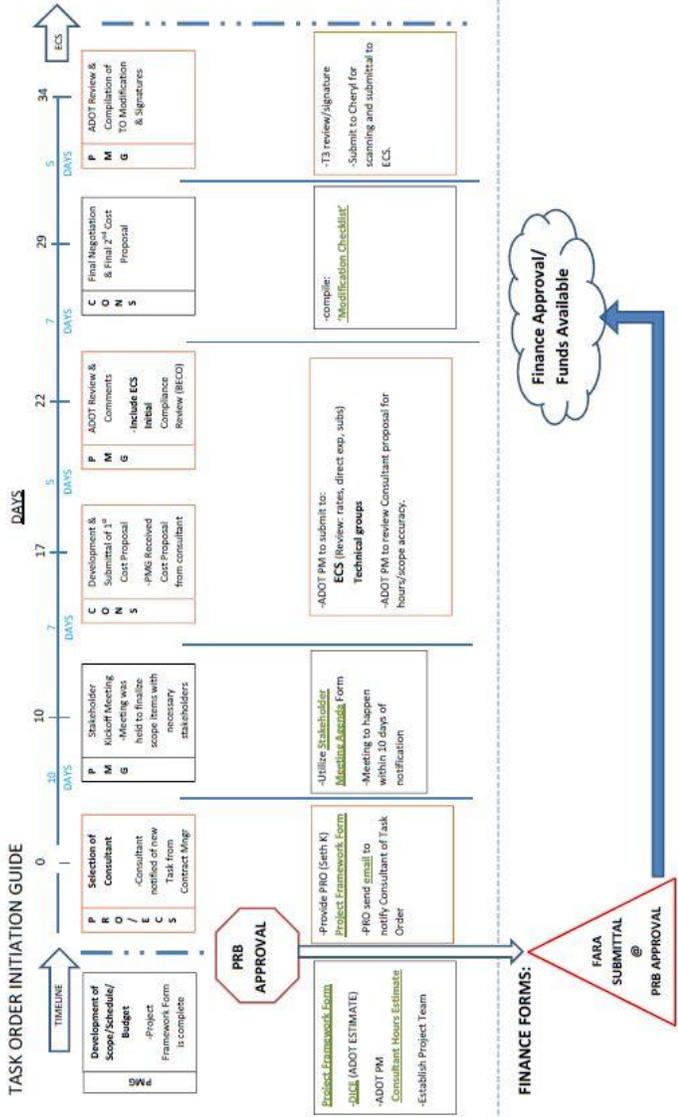
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TASK ORDER INITIATION GUIDE



Project Development On-Call

Procurement Projects

Sponsor

ADOT PM

- Participate as requested
- Identify designer project scope, schedule and budget needs (if necessary)
 - Only applies to Materials w/ Contractor Install)



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Advertisement

Procurement Projects

Sponsor

- Review documents and address any questions and / or special requirements with ADOT PM and Procurement Officer

ADOT PM

- Complete the Procurement Request Form (PRF) and upload a copy of the signed authorization packet and the signed FMIS Coding Form through the ADOT Procurement Service Site
- Notify applicable ADOT Construction District or pertinent information



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Bid Award

Procurement Projects

Sponsor

- Review offers once received from procurement officer
- Participate in evaluation committee meetings as necessary

ADOT PM

- Review offers once received from procurement officer
- Participate in evaluation committee meetings as necessary
- Complete the Agreement Estimate Recap and submit to Resource Admin.



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Post Award

Procurement Projects

Sponsor

- Submit DRAFT Purchase Order (PO) for review and approval by ADOT PM
- Submit PO to contractor, copy PM
- Enter contract and payments
- Complete evaluation of materials and shipping / accept delivery of materials
- Forward copies of shipping and acceptance of mat'l to PM and RE
- Contact District Office / RE to schedule pre-inspection or materials recv'd

ADOT PM

- Receive and review PO
- Submit contract documents to Field Reports
- Complete and submit FAST Project Creation Worksheet



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Installation & Invoicing

Procurement Projects

Sponsor

- Review and approve TTC
- Submit approved TTC to RE
- Develop schedule to track installation and share with District / RE for review and approval
- Receive invoice and issue payment to contractor
- Submit material certifications, invoice and Payment Request Form to ADOT PM (if local performing install)
- Complete installation
- Track installation per approved process

ADOT PM

- Review documentation confirming delivery / acceptance of materials
- Receive invoice and payment confirmation information
- Receive and process Payment Request Form
- Review copies of all shipping and other related documentation received from ADOT RE / send to

Procurement Officer



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Project Closeout

Procurement Projects

Sponsor

- Request post installation inspection / verification from District Construction Office
- Submit ADOT Payment Request Form to PM
- Initiate project closeout and submit Local Public Agency checklist and Project Closeout Letter to PM

ADOT PM

- Receive LPA Project Completion Checklist send to Procurement Officer
- Submit ADOT PM Project Completion Checklist and closeout packet
- Receive and process Payment Request Form
- Confirm release of encumbrances
- Notify Field Reports, Resource Admin and Procurement Officer
- Submit Record Drawings 

Name	Position/District	Phone
Steve O'Brien 	Sr. Division Admin/Group Manager	602.712.7329
Cheryl Taylor 	AAIII	602.712.7329
Velvet Mathew 	Transportation Manager	602.712.3062
Madhav Mundle 	Transportation Manager	602.712.2132
Derek Boland 	Transportation Manager	602.712.6660
Craig Regulski 	Senior PM/Northwest	602.712.8555
Vivian Li 	Senior PM/Northcentral	602.712.8708
Rashidul Haque 	Senior PM/Northeast	602.712.7352
Kirstin Huston	Senior PM/Central	602.712.2167
Madhav Mundle 	Senior PM/Southwest (Acting)	602.712.2132
Rehnuma Rahman	Senior PM/Southcentral	602.712.7342
Jennifer Acuna 	Senior PM/Southeast	602.712.8336





ADOT

LPA Training Module 4

Working with your ADOT Project Manager: Procurement Projects

