

CONSTRUCTION CLOSEOUT AND MAINTENANCE

12/8/2021

KEY PRESENTATION POINTS – LEARNING GUIDE

RECORD DRAWINGS and the REPOSITORY OF ONLINE ARCHIVED DOCUMENTS (ROAD) PORTAL:

- Record Drawings are formally known as As-Builts and are a full set of As-Bid engineering plans that show all of the filed changes that occurred during construction.
- Record Drawings can be submitted via ADOT Sharefile, by an FTP site and via email.
- The ROAD Portal houses state and local projects administered by ADOT. The Record Drawings note field observations, design changes and red line corrections and are approved by the Resident Engineer.

PROJECT CLOSEOUT:

- Project Master – A system where project information is entered. Project numbers are generated through an automated process in a sequential order.
- AFIS – Statewide accounting system used to track expenditures, charges, revenues and budgets on projects.
- Project Accounting and Final Voucher is responsible for billing FHWA. – Average 60 million a month.
- The Project Dashboard is a newly released system to track details of a project. Information can be extracted into Excel. It shows program phases, budget (available and total), among other details.
- End Dates – Required! Expenses after End Date are not eligible for Federal reimbursement.

Final Voucher:

- Every federally funded project needs to be “Final Vouchered”. This means a financial reconciliation must be completed and all required documents are compiled.
- All phases of the project must be accurately completed.
- All final bills must be paid.
- All encumbrances must be released.
- All required documents must be provided or available for download.
- Email: FVoucher@azdot.gov
- *If a request does not meet the criteria, it will be rejected and has to be resubmitted.

URBAN MAINTENANCE:

- Central District serves two counties, 26 incorporated communities and 2,016 maintenance lane miles.
- The District maintains the roadways, structures and drainage systems. They react to weather hazards.

RURAL MAINTENANCE:

- Southeast District serves portions of six counties, 14 incorporated communities and 1,028 centerline miles.
- Southeast District coordinates and responds to routine maintenance and traffic incidents.

ACRONYMS

Accounts Payable (AP)
Accounts Receivable (AR)
Attorney General's Office (AG)
Federal Highway Administration (FHWA)
Financial Management Services (FMS)
Highway Fund (HWY)
Local Agency Deposit Fund (LAD)
National Environmental Policy Act (NEPA)

Notice to Proceed (NTP)
Plans, Specifications and Estimate (PS&E)
Preliminary Engineering (PE)
Project Information Retrieval Tool (PIRT)
Project Management Group (PMG)
Project Planning Advisory Committee (PPAC)
Project Resource Board (PRB)
Transportation Accounting System (TRACS)