

# ADOT Environmental Planning SOP for Preconstruction and Partnering Coordination on Construction Projects

EP Brown Bag Presentation  
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# What is Preconstruction and Partnering?

These meetings are often held on the same day, one after the other between ADOT and the Contractor to review details of building the project and the process by which ADOT and the Contractor will communicate, coordinate, partner to successfully deliver the project.

# Why is Environmental Planning (EP) involved?

Even after project environmental clearance ADOT has an obligation to ensure that the commitments and mitigation measures (MMs) are implemented.

EP has a role to help communicate the commitments and MMs and ensure understanding and availability as needed.

Environmental Planning used to attend these meetings, but it's been hit or miss over the last few years.

The Current SOP –  
subject to modification as the  
process evolves

## Before the Pre-con/Partnering Meeting

1. Planning meeting: Partnering Facilitator invites Project Delivery Manager to the planning meeting
2. Project Delivery Manager reviews the Planner Workload Spreadsheet to identify the planner monitoring the project.
3. Project Delivery Manager reviews the project clearance to identify any commitments that aren't standard.
4. Project Delivery Manager attends planning phone call.
5. Project Delivery Manager notifies identified planner and technical staff of the Pre-con/Partnering meeting and hands off to them.
6. Planner and technical staff should prepare for the meeting by reviewing the commitments/mitigation.

# Before the meeting – Coordination with the District

Planner should reach out to technical staff to gather any questions/concerns that are expected.

Planner should reach out to the District Environmental Coordinator to coordinate the plan to review environmental issues at the meetings.

Discuss plan for partnering/pre-con meeting (roles for reviewing environmental information), where the commitments/mitigation measures are in the contract documents, review the commitments/MMs with the DEC and check understanding/need to help describe, review non-standard mitigation

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## At the Pre-Con/Partnering Meeting

At this point, the project has been passed to the District and we are in a support role. The Partnering agenda is standard and includes Environmental. Project Delivery Manager's attendance of the planning meeting will also help to put that on the radar.

The District (may be the District Environmental Coordinator or other) will lead the discussion on the environmental part and provides support and clarification.

Environmental Planning doesn't direct the contractor. If the contractor has questions or changes, that goes through the RE/DE first. You can always say, "Let me check and get back to you."

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At the  
Pre-Con/Partnering  
Meeting

It may be appropriate or requested to  
review all commitments.

Have the commitment information and  
specific permits or mitigation ready to  
share for discussion at the meeting.

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## After the Pre-Con/Partnering Meeting

Remain available to answer questions and provide support to the District as needed/requested.

Be aware of timelines or monitoring dates in case the District requests support.

No need to attend the Construction weekly meetings unless requested by the District for a specific issue.

If there are questions or changes in scope, the District or PM may contact you for the environmental review information or approval - keep the PM, District, and Techs in the loop.



# What if I can't attend the meeting?

Connect with the Facilitator and District via email or phone. Let them know your role and if there are any specific commitments or measures you want to call attention to. Make sure they have your contact info in case they have questions.

If needed, request another planner or technical staff to attend the meeting in your place.

Can I keep an eye  
out for upcoming  
projects going to  
construction?

YES.

You can check on projects that have been awarded at the State Transportation Board website:

<http://aztransportationboard.gov/meetings.asp>



# ARIZONA STATE TRANSPORTATION BOARD

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## BOARD MEETINGS AND PROJECT AWARDS

The State Transportation Board Meetings are held to review transportation project, legislation, financing, and planning activities that affect the state's operations, and to issue project awards.

By Year:

[2020](#)[2019](#)[2018](#)[2017](#)[2016](#)[2015](#)[2014](#)[2013](#)[2012](#)[2011](#)[2010](#)

### 2020 MEETINGS

Agendas, minutes and project awards.

Date	Meeting Documents	Project Awards
August 21	<a href="#">Agenda</a> ; <a href="#">Agenda Amendments</a>	
July 17	<a href="#">Agenda</a> ; <a href="#">Agenda Amendments</a> ; <a href="#">Presentations</a>	<a href="#">Awards</a>
June 19	<a href="#">Agenda</a> ; <a href="#">Agenda Amendments</a> ; <a href="#">Presentations</a>	<a href="#">Awards</a>
June 2	<a href="#">Agenda</a> ; <a href="#">Presentations</a>	
May 15	<a href="#">Agenda</a> ; <a href="#">Presentations</a>	<a href="#">Awards</a>
April 28	<a href="#">Agenda</a> ;	<a href="#">Awards</a>

At the time of federal authorization, after planner signature -

Contact and Ask tech staff if they want to attend the partnering/precon meeting.

If yes, reach out to DEC and cc PM and tech staff and ask to be added to the invitation and let us know date.

*Revision 1: Procedure edited February 2021 to reflect change in initial contact role from Julia (Env Program Mgr) to Project Delivery Manager.*