

## Delegation of Authority, Communication Protocols and Clearances 3/9/2022

### KEY PRESENTATION POINTS – LEARNING GUIDE

#### UNDERSTANDING THE CA DELEGATION OF AUTHORITY AND COMMUNICATION PROTOCOLS

- Should there be a change in duties, the CA Agency must immediately notify the ADOT LPA Liaison in writing of the CA Agency's plan to reassign the duties to existing staff or fill the vacated position.
- Appropriate Communication Pathflow should be followed....
  - All Program Specific Communications from ADOT will be sent from the LPA Process Section to the CA Liaison. The CA Liaison is to disseminate to their subject matter areas.
  - All Program Specific Communications from the CA (CA Liaison or designee) will be sent to the LPA Process Manager or ADOT LPA Liaison. ADOT Process staff will disseminate as needed.
  - Project Specific Communication - ADOT and CA Project Managers will communicate directly and cc the CA Liaison.

#### ENVIRONMENTAL PLANNING

- Three types of National Environmental Policy Act (NEPA) approval
  - Environmental Impact Statement (EIS) – Class I
  - Environmental Assessment (EA) – Class III
  - Categorical Exclusion (CE) – Class II
- When starting a project, complete the Project Environmental Data Sheet (PEDS).
- Be sure to have a clear project description and scope of work.
- Communication changes quickly. Be sure to communicate new developments to the project team.
- Quick Reference Guide:
  - <https://azdot.gov/sites/default/files/2019/05/adot-quick-reference-guide.pdf>

#### RIGHT-OF-WAY (ROW) GROUP

- Be proactive with scheduling projects that include ROW.
- ROW should start at project initiation or at the project kick off meeting.
- Actively look for flaws in the design schedule that may impact ROW.
- The environmental/NEPA clearance may impact ROW. Be sure to track environmental activities on your project.
- ROW is not considered cleared until concurrence is obtained.
- Be sure to submit your signed ROW clearance memo or letter and your Real Property Interest Certification with necessary documents to your ADOT ROW coordinator.
- A conditional ROW clearance should be rare and not the norm.

#### UTILITY AND RAILROAD (URR) ENGINEERING

- Our cities and roads can consist of as many as 7 different types of utilities including – electric power, gas/oil, telecom/cable TV, water, sanitary sewer, reclaimed water and railroad (treated as a utility).
- When working with utilities, key objectives include:
  - Public safety
  - Project schedule
  - Project budget
- Utility related concerns should be addressed in the Utility Clearance Letter.
- Early coordination should take place, such as in the scoping phase, to determine the impacts utilities will have on the project. Be proactive to avoid utility conflicts.
- Become familiar with different types of data collection including:
  - Subsurface Utility Engineering (SUE)
  - AZ Blue Stake Center
  - As-Builts/record drawing