

# Working With Your ADOT Project Manager Procurement

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Project Management Group



# 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 LPA / PMG
- Questions



Sponsor

ADOT PM

Ray

Jacky

Beth Davies

Babek Shama

MJ Price

Participants in the grid (row by row):  
Row 1: Serena, Ray, Reta, Jessica, Kat, David  
Row 2: Babak, Charlotte, Danielle, Kelly, Maggie, Ty, Cynthia  
Row 3: Serena, Nathan, Krystal, Jamie, Jacky, Ivette  
Row 4: Charlie, Jason, Samantha, Alice, Chris, Filip, April  
Row 5: Jon, Annie, David, Lola, Shawn, Kai, Jamie  
Row 6: Neil, Ryan, William, Deborah, Thomas, Dennis, Kevin  
Row 7: Mukesh, Kim, Julia, Windy, Isabelle, Jennifer, Ryan

## SUP 3.09

### Working with your ADOT PM: Procurement Projects

#### SCOPING

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



# Working with you ADOT PM

## Procurement Projects

- Scoping
  - Location location location
  - Tools
    - [Maps](#)
    - TIP
    - KMZ Files
    - [Reality Models](#)
    - Site Visits
      - Project Footprint
      - Activities
        - Who does what where, and for how long

## SUP 3.09

### Working with your ADOT PM: Procurement Projects

- **Project Initiation**
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# Project Initiation

## Procurement Projects

### Sponsor

- 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

### ADOT PM

- N/A



Project Name: \_\_\_\_\_ Sponsor Agency: \_\_\_\_\_  
 Project Location: \_\_\_\_\_ COG/MPPO: Select One...  
 Sponsor Contact: \_\_\_\_\_ Functional Class: \_\_\_\_\_  
 Phone & Email: \_\_\_\_\_  
 Administered By:  CA  SA (fed \$)  SA (loc \$)  ADOT Design By:  Local  Consultant

PROJECT SCOPE	
<small>(Description of work being completed, current status, length of project, begin and end terms, etc.)</small>	
Pre-Scoping/Project Assessment (PA) Completed? <input checked="" type="radio"/> Yes <input type="radio"/> No / Public Outreach By: <input checked="" type="radio"/> Local Sponsor <input type="radio"/> 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								
<small>Most federal-aid projects will be subject to a 94.3%/5.7% split. Some projects may be funded at 100% (i.e. HSP) or 80%/20% if funding is from a Grant (i.e. BUILD/RAISE, etc.). Complete table as shown in the Regional TIP and if applicable HSP or Grant Award Letter.</small>								
Work Phase	Type of Funding	TIP ID #	Program Year	Federal Funds (100%)	Federal Funds (94.3% or 80%)	Local Match (5.7% or 20%)	Local Other (100%/Overmatch)	Total
ADOT REVIEW/PDA 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
<b>TOTAL</b>				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

ESTIMATED SCHEDULE (COMPLETE AS APPLICABLE)		
Action	Recommended	Completion Date
PROJECT INITIATION	30 Days	
IGA EXECUTION	3-4 Mo	
PE AUTHORIZATION	4-6 Wks	
KICK-OFF MEETING	3 Mo (ADOT PDOC)	
STAGE II (30%)		
STAGE III (60%)		
ENV CLEARANCE		
STAGE IV (90%)		
ROW CLEARANCE		
URR CLEARANCE		
STAGE V (95% BIDDING READY)		
BID ADVERTISEMENT		
BID OPENING	30 Days from Bid Adv	
BID AWARD	30 Days from Bid Open	
CONSTRUCTION START	30 Days from Bid Award	
CONSTRUCTION END	Substantial Completion	
PROJECT END DATE	With 4 Mo of Const End	

ENVIRONMENTAL CONSIDERATIONS	
Class of Action (COA)	Select One
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	
<input type="checkbox"/> New ROW Required	<input type="checkbox"/> ICE Required <input type="checkbox"/> RIM Land <input type="checkbox"/> Final Lane
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	
<input type="checkbox"/> Railroad is within 1/2 mile of project limits	
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).	

Rev July 2021

# Scope Schedule Budget

# SUP 3.09

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NO. 28998  
Filed with the Secretary of State  
Date Filed: 6-27-07  
*Janice L. Powell*  
Secretary of State  
By: *Michelle Montano*

JPA File: JPA 04-103-1  
A. G. Contract No. KR04-1412TRN  
Project: Operation and Maintenance  
Of Electrical Facilities  
TRACS No.: N/A  
Scottsdale No. 2006-215-COS

**INTERGOVERNMENTAL AGREEMENT**  
BETWEEN  
THE STATE OF ARIZONA  
AND  
CITY OF SCOTTSDALE

THIS AGREEMENT is entered into this date June 27th, 2007, pursuant to Arizona Revised Statutes, Sections 11-951 through 11-954, as amended, between the STATE of ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State") and the CITY OF SCOTTSDALE, an Arizona municipal corporation, acting by and through its MAYOR AND CITY COUNCIL (the "City"). The State and the City are collectively referred to as "Parties".

**I. RECITALS**

1. The State is empowered by Arizona Revised Statutes Section 28-401 to enter into this agreement and has delegated to the undersigned the authority to execute this agreement on behalf of the State.
2. The City is empowered by Arizona Revised Statutes Section 48-572 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has authorized the undersigned to execute this agreement on behalf of the City.
3. Design and construction of the State Highway System within the City has created the need to assign operation and maintenance responsibilities between the City and the State for electrical facilities and equipment. The facilities and supporting equipment are located at City streets intersecting the State highway system, and along State highway frontage roads, crossroads and pedestrian and equestrian bridges. Electrical facilities include such items as traffic signals, intersection lighting, frontage road lighting, underpass lighting, illuminated street name lighting, vehicle detection devices and associated electrical equipment. The operation and maintenance responsibilities assigned and identified in this

# IGA

## Procurement Projects

### Sponsor

- 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

### ADOT PM

- 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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# Invoicing

Procurement Projects

## 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

PRB Item #		ARIZONA DEPARTMENT OF TRANSPORTATION		ADOT	
<b>05</b>		Project Review Board (PRB) Request Form - Version 4.0			
1. PRB Meeting Date: 3/8/2022		2. Teleconference: No			
3. Form Date / S. Form By:		4. Project Manager / Presenter:			
3/2/2022		Troy Sieglitz @ (602) 712-2111			
Troy Sieglitz		205 S 17th Ave. , -			
6. Project Name:		7. Type of Work:			
SR 303L - SR 202L SOUTH MOUNTAIN PHASE I		Utilities			
8. CP&SD:	9. District:	10. Route:	11. County:	12. Req#:	13. TRACE #:
05E1	Central	30	Maricopa	0.0	H697001U
14. Len (MI):	15. Fed Id #:				
	NHPP05A-010A				
16. Program Budget:		17. Program Item #:			
\$50		6892			
18. Current Approved Program Budget:		19a. (+/-) Program Budget Request:		19b. Total Program Budget After Request:	
\$50		\$5,000		\$5,050	
<b>CURRENTLY APPROVED:</b>			<b>CHANGE / REQUEST:</b>		
<b>19. BUDGET ITEMS:</b>			<b>19a. BUDGET ITEMS:</b>		
Item #	Amount	Description	Comments	Item #	Amount
4500	\$50			4902	\$5,000
<b>CURRENT SCHEDULE:</b>			<b>CHANGE REQUEST/NEW SCHEDULE:</b>		
21. CURRENT FISCAL YEAR:			21a. REQUEST FISCAL YEAR:		
22. CURRENT BID READY:			22a. REQUEST BID READY:		
23. CURRENT ADV. DATE:			23a. REQUEST ADV. DATE:		
20. #FA's:		SIGNED:	NO	ADV. NO.	<input checked="" type="checkbox"/>
PROJECT FUNDING VERIFIED BY PM					
CHANGE IN:		24a. PROJECT NAME:	NO	24b. TYPE OF WORK:	NO
		24c. SCOPE:	NO	24d. CURRENT STAGE:	STAGE I
24e. ENVIRONMENTAL CLEARANCE:		YES	24f. MATERIALS MEMO COMP.:		NO
24g. USER CLEARANCE:		NO	24h. CAS CLEARANCE:		NO
24i. ROW CLEARANCE:		NO	24j. CUSTOMIZED SCHEDULE:		NO
24k. SHOPPING DOCUMENT:		NO			
25. DESCRIPTION OF REQUEST					
Increase Budget					
26. JUSTIFICATION OF REQUEST					
The environmental decision document (Environmental Assessment) was approved on 11/06/2019 with a Finding of No Significant Impact (FONSI) allowing for long lead utility relocations to move forward for the SR 30, Tree Root Firewey, Right-of-Way acquisition and funding is programmed over several years. This request will add FY 2022 funding for long lead utility relocations.					
FY22 funding for right-of-way and utilities was updated and approved by the MAG Regional Council through a TIP Amendment on December 1, 2021.					
DOT 22-839					
Utilities: \$45.5K					
ICAP: \$475K					
27. CONCERNS OF REQUEST					
28. OTHER ALTERNATIVES CONSIDERED					
<b>REQUESTED ACTIONS:</b>			<b>APPROVED / RECOMMENDED ACTIONS:</b>		
CHANGE IN BUDGET					

### 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.

# SUP 3.09

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Home » Business » Engineering Consultants » Upcoming Advertisements

### Upcoming Advertisements

Upcoming Advertisements | Current Advertisements | Public-Private Partnership (P3) Initiatives | SOQ Submittal Guidelines | Upcoming Projects

Other ADOT Procurement Activities | On-Call Statements of Interest

#### Upcoming Advertisements

Advertisements are current as of 6/7/2022, 11:40:51 AM. Information is subject to change.

Test the online submittal process here.

Contract Number	Contract Description	Project Manager/ADOT Group	ECS Specialist	DBE Goal
2022-014	Temporary Technical Engineering Personnel for Construction Administration Services ***Tentative Advertisement FY22, Q4***	Irene Dei Castillo		0.00%
2022-015	Interstate 40, CA State Line-Flagstaff, ITS Infrastructure ***Tentative Advertisement FY22, Q4***	Derek Boland	James Redican	TBD
2022-018	I-10, Baseline Road TI ***To review all documents regarding this project, please email the following to E2@azdot.gov. Name (must be the individual who will be downloading documents); Email address; Firm name and contract number. After approval, an auto-generated email will be sent with instructions to access the ECS ShareFile site where the documents are located.***	Madhav Mundle	Joslyn Junior	TBD



# Project Development On-Call

## Procurement Projects

### Sponsor

- Participate as requested

### ADOT PM

- 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.

## SUP 3.09

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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



# LPA Training Module 4

Working with your ADOT Project Manager: Procurement Projects

