

PROJECT DELIVERY ACADEMY

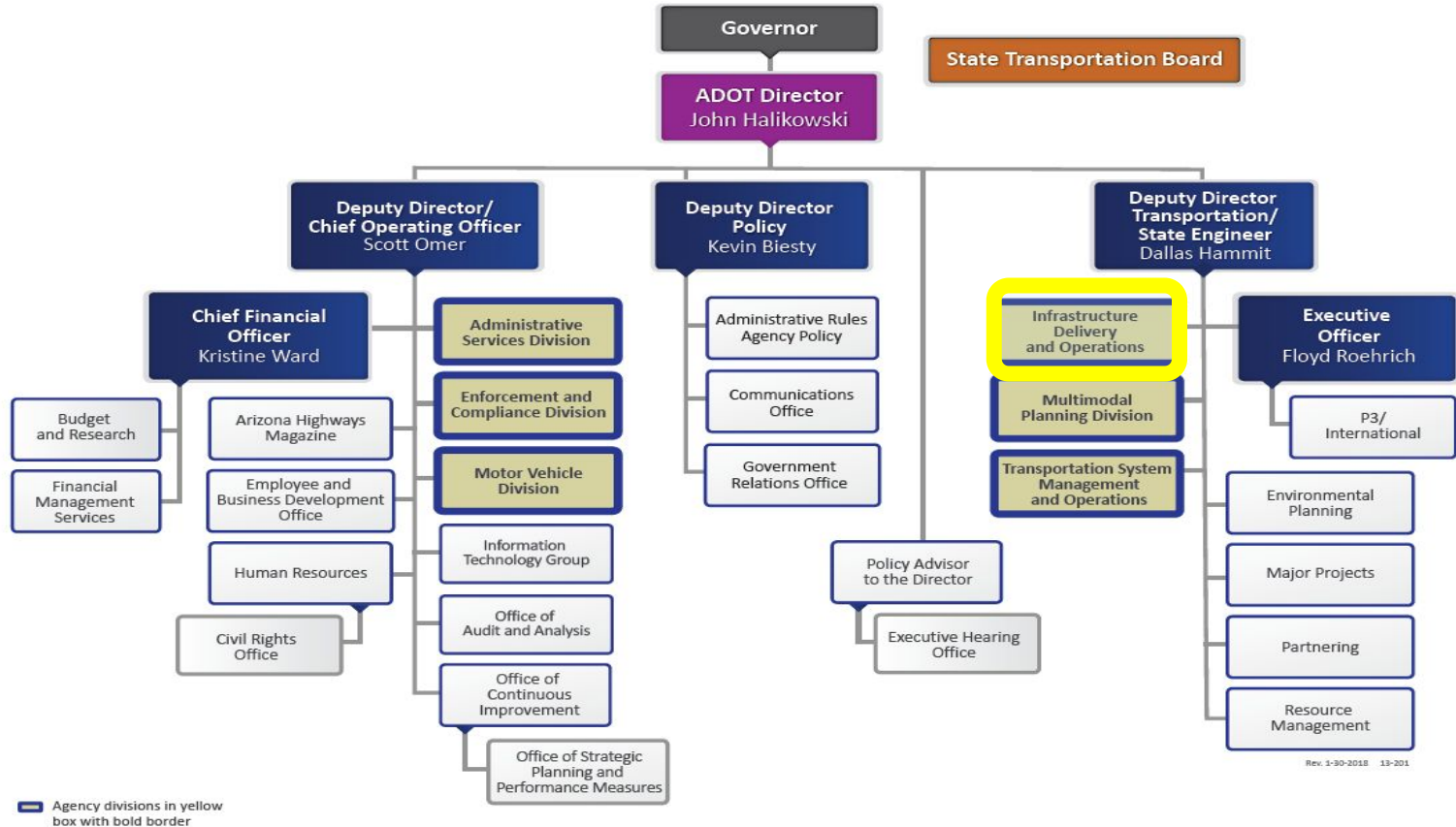
INITIATING / SCOPING A PROJECT

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

OVERVIEW

- PROJECT MANAGEMENT GROUP (PMG) OVERVIEW
 - WHO WE ARE
 - WHAT WE DO
- PROJECT DEVELOPMENT
 - PLANNING AND PROGRAMMING
 - DESIGN PROCESS OVERVIEW
- QUESTIONS??

ADOT ORGANIZATION



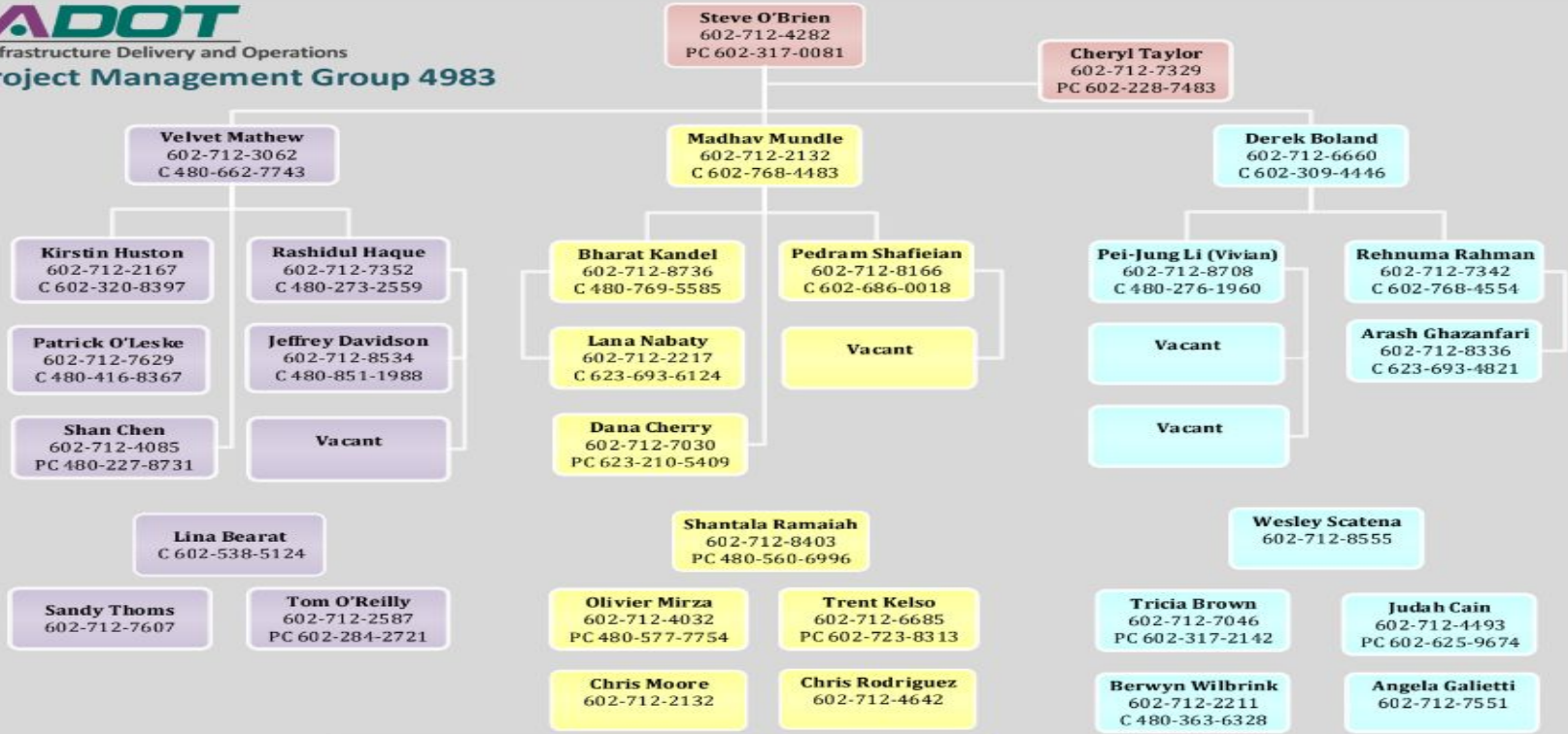
Rev. 1-30-2018 13-201

PROJECT MANAGEMENT GROUP



Infrastructure Delivery and Operations

Project Management Group 4983



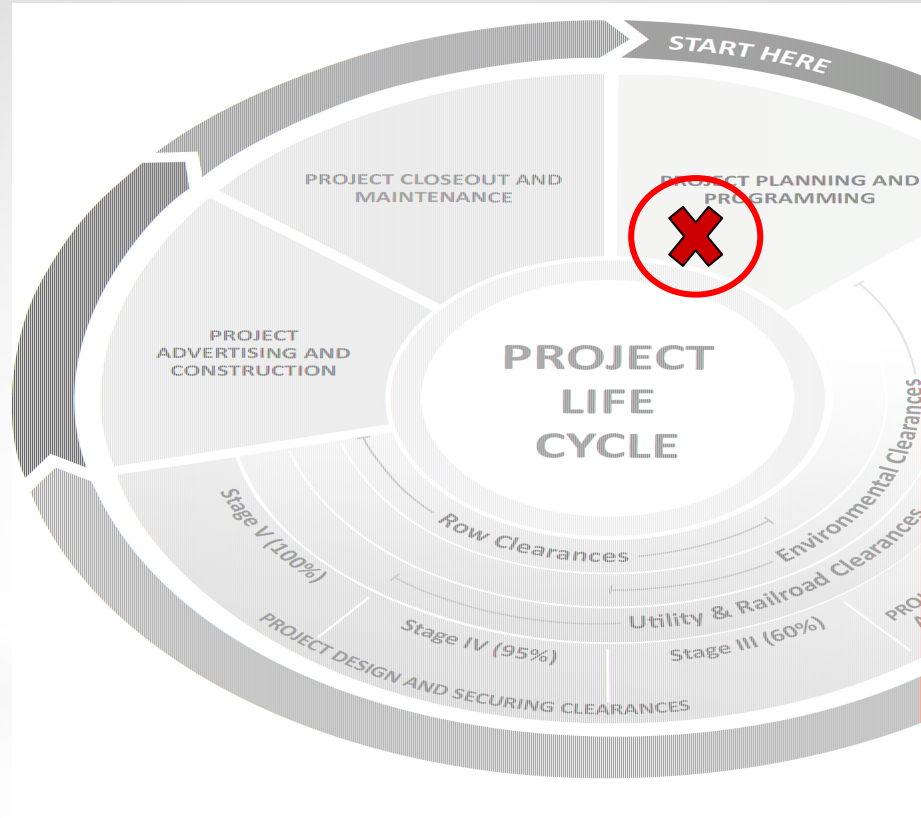
C-Work Cell
PC-Personal Cell

Conference Rooms		Miscellaneous Numbers	
PMG Huddle Room (North)	602-712-6030	PMG Fax Number	602-712-7630
PMG Huddle Room (South)	602-712-6425	Guard Station	602-712-4394
Arizona Room	602-712-2458	Capitol Police / DPS	602-542-4580
Gecko Room	WebEx Only	Facilities Help Desk	602-712-7888
Roadway Room	602-712-4310	Support Desk (Heat #)	602-712-7249

PROJECT MANAGEMENT GROUP OVERVIEW

- RESPONSIBLE FOR LEADING THE DEVELOPMENT OF ALL PROJECTS TO BE ADVERTISED FOR CONSTRUCTION BY ADOT C&S
- PERFORMANCE GOAL TO ADVERTISE A WELL DISTRIBUTED NUMBER OF PROJECTS EACH QUARTER (20-30-30-20)
- 110 STATE & LOCAL PROJECTS IN FY22





PROJECT DEVELOPMENT

Planning & Programming

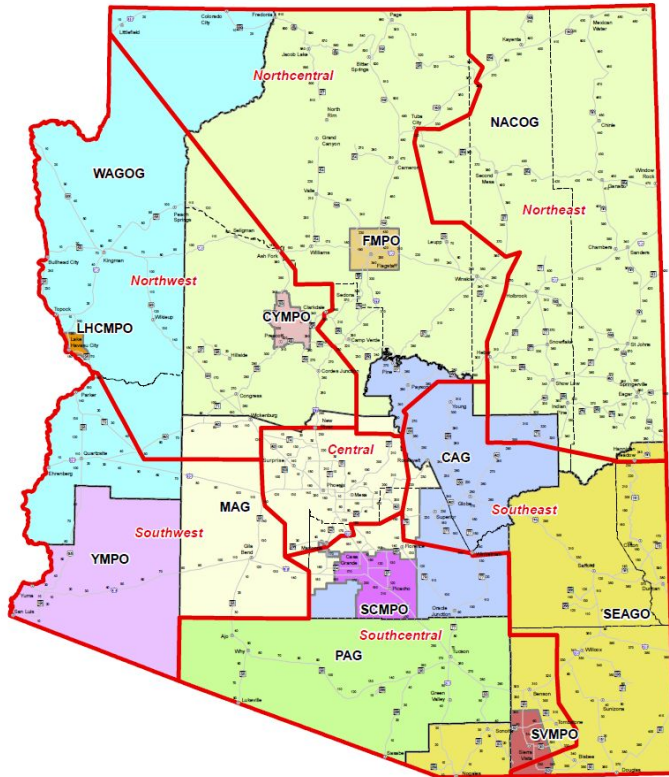
WHERE DO STATE PROJECTS COME FROM?

ADOT's Transportation Improvement Plan (TIP):
(STIP, 5-year plan, the Program)



PROJECT DEVELOPMENT

Planning & Programming



WHERE DO LOCAL PROJECTS COME FROM?

COGs & MPOs TIPs

(Transportation Improvement Plan)

PROJECT DEVELOPMENT

Planning & Programming

WHAT DO WE KNOW ABOUT THE PROJECT?

What resources are available? *Time, Funding, People*

Who local / District contacts are there?

What is the purpose & need for the project?

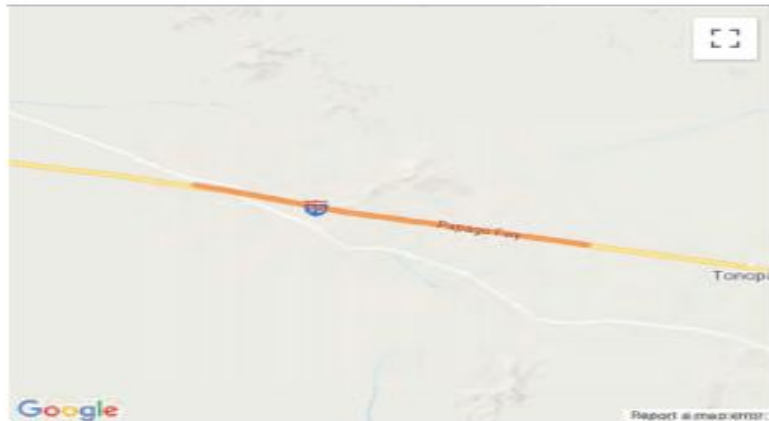
Knowns vs Unknowns (*Manage Risks*)

PROJECT DEVELOPMENT

Planning & Programming

<i>ADOT ID</i>	101684	<i>MPO/TIP</i>	MAG 21-00	<i>Local ID</i>		<i>Total Cost</i>	\$21,400,000
<i>Lead Agency</i>	ADOT	<i>Contact</i>	Jennifer Acuna 602-712-8336	<i>ADOT Number</i>	F034501D, 01C	<i>County</i>	Maricopa
<i>Project Type</i>	Road - Rehabilitation	<i>Air Quality</i>	Exempt	<i>TCM</i>		<i>Construction</i>	2023 start
<i>Project Name</i>	W of Salome Rd - W of Tonopah						
<i>Route</i>	I 10						
<i>Project Limits</i>	I 10 from Salome Rd to Tonopah Rd milepost 90 to 100 (10 mile)						
<i>Description</i>	Pavement Rehabilitation						

Phase	Fund Source	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	Future	Total
DESIGN	NHPP	-	\$377,360	-	-	-	-	-	\$377,360
DESIGN	State Match	-	\$22,640	-	-	-	-	-	\$22,640
	<i>Total DESIGN</i>	-	\$400,000	-	-	-	-	-	\$400,000
CON	NHPP	-	-	-	\$19,811,400	-	-	-	\$19,811,400
CON	State Match	-	-	-	\$1,188,600	-	-	-	\$1,188,600
	<i>Total Construction</i>	-	-	-	\$21,000,000	-	-	-	\$21,000,000
	<i>Total Programmed</i>	-	\$400,000	-	\$21,000,000	-	-	-	\$21,400,000



Version History

<i>TIP Document</i>	<i>MPO Approval</i>	<i>State Approval</i>	<i>FHWA Approval</i>	<i>FTA Approval</i>
21-00 Adoption 2021-2025	Pending	Pending	Pending	N/A

Current Change Reason

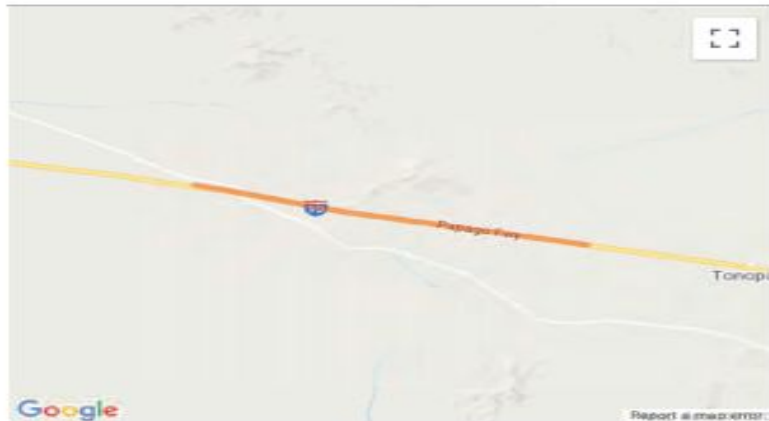
SCHEDULE / FUNDING / SCOPE - New Project

PROJECT DEVELOPMENT

Planning & Programming

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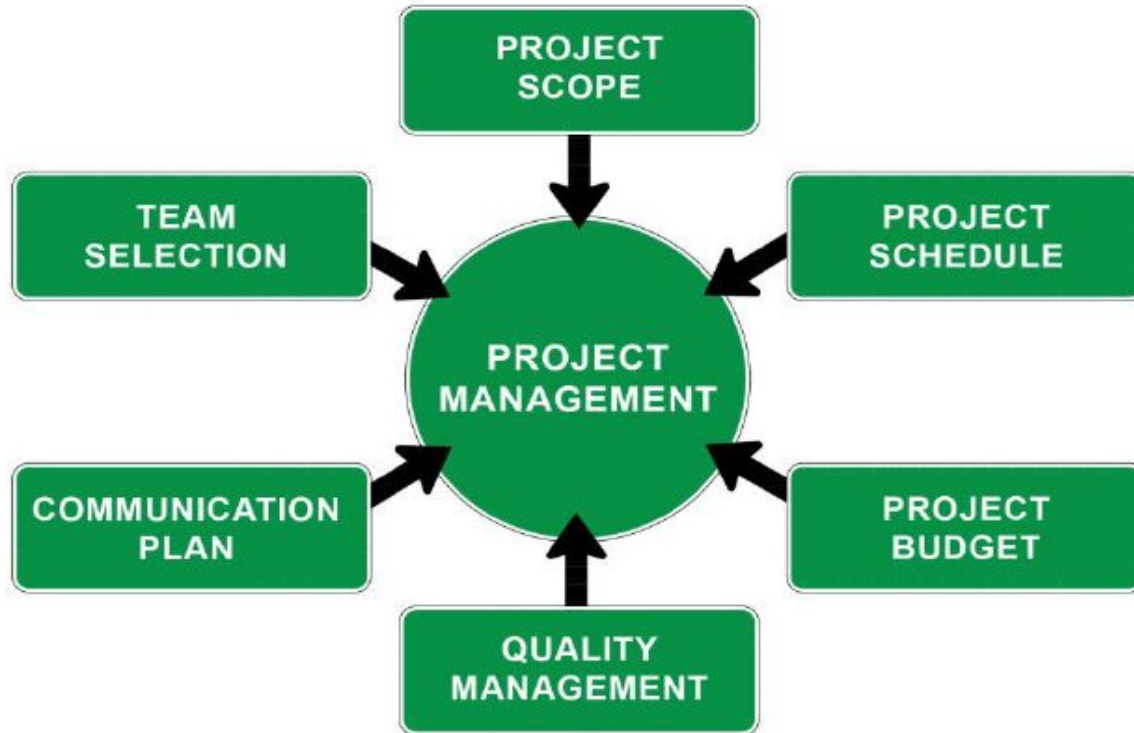
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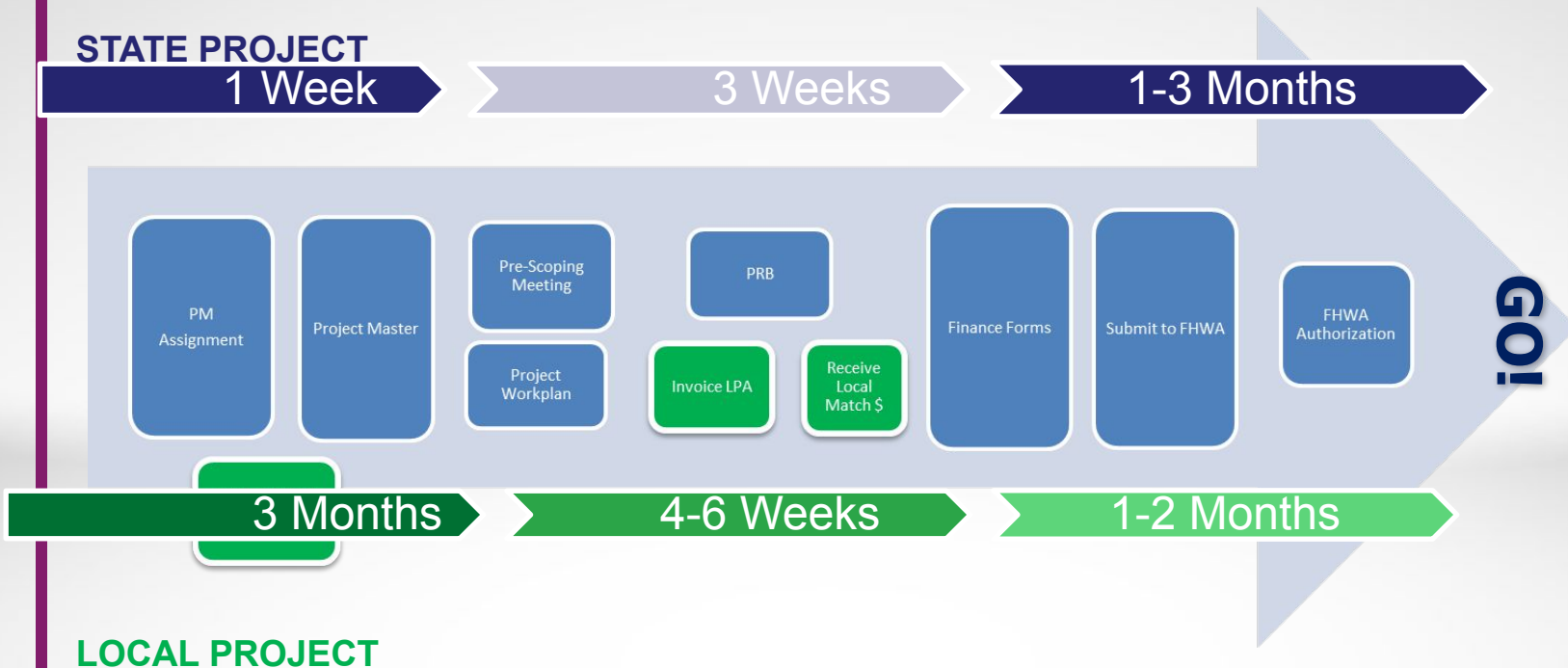
PROJECT DEVELOPMENT

Project Management



PROJECT DEVELOPMENT

Project Set Up – Funding Authorization



PROJECT DEVELOPMENT

Scope, Schedule, & Budget

- Team
- Communication Protocol
- Design Criteria
- Project Schedule/Budget
- Project Risks/Risk Register
- Project Quality Plan

Work Plan Short Form			
1. Enter the following information:			
a. Project Manager	Jennifer Acuna	j. Stakeholders	Flagstaff
b. Project Name	WINONA TI UNDERPASS STR # 1084	k. Project Number	F0108
c. Type of Work	Bridge Rehabilitation	l. TIP ID	8808
d. Route	I-40	m. JPA No.	N/A
e. Milepost Limits	210-212	n. Funding Amount - Design (\$)	578,000
f. Federal ID	040-D(237)T	o. Funding Amount - Construction (\$)	4,700,000
g. District	Northcentral	p. Advertisement (FY/Qtr)	FY20/2nd
h. Project Type (State, LPA)	State	q. Design By:	ADOT In-House
i. Local Agency(s)			
INSTRUCTIONS			
1. Enter the information above. It will autofill throughout the Workbook.			
2. Not all conditions apply to every project. If, in going through the checklist of questions, a condition does not apply, simply indicate "N/A".			
3. Use forms throughout project life cycle unless indicated			
4. Templates and Links to Project Documents Below:			
Link to Document or Reference	Item	Description	Version Date
TIP	TIP	Link to TIP, STIP	
Project Master	Project Master	New Project Number and Subphase Setup, View Finance Auth. Status, Search for Budget Item Numbers, Etc.	
Project Folder	Project Folder	New Project Folder Set-up	6/29/17
Project Initiation	Project Initiation Form	Project Contacts	9/21/18
JPA Agreements	JPA Initiation and Amendments	Initiation of JPA Agreement and Amendment Request Form	
Design Hour Estimate	Design Estimate	Design Estimate Worksheet	8/23/18
Invoice Request	Invoice Request	Request to Accounts Receivable for Local Match Invoices and other Local expenses	2/23/16
Contract Mod Checklist	Contract Modification Checklist	Contract Modification Checklist	6/15/17
Project Determination	Project Determination Form	Form for Scoping Document Concurrence	6/15/18
FARA & MPARA	FARA and MPARA	Federal Authorizations and Modifications	5/1/15
Stage Deliverables Checklists	Stage Deliverable Checklists	Stage Deliverable Checklists	6/8/16
Meeting Templates	Meeting Templates	Meeting Templates	
Comment Form	Comment Resolution Form	ADOT and Compliance Comment Form	10/5/18
iCAP Calc	iCAP Calculator	Calculates iCAP and Local Match Amounts	7/18/18
Project Status Form	Project Status Form	Monthly Status Updates	10/11/16
AIDW	AIDW	Project Submittal and Document Repository	
Systems Engineering Checklist	Systems Engineering Checklist	Filled out and Signed by ADOT ITS for all ITS Projects	1/8/18
Recap	Recapitulation Worksheet	Recapitulation Worksheet	3/5/18
CAG TIP	Central Arizona Governments TIP		
FMPO TIP	Flagstaff Metropolitan Planning Organization TIP		
LHMPO TIP	Lake Havasu Metropolitan Planning Organization TIP		
MAG TIP	Maricopa Association of Governments TIP		
NACOG TIP	Northern Arizona Council of Governments TIP		
PAG TIP	Pima Association of Governments TIP		
SCMPO TIP	Sun Corridor Metropolitan Planning Organization TIP		
SEAGO TIP	Southeastern Arizona Governments Organization TIP		
YMPO TIP	Yuma Metropolitan Planning Organization		

PROJECT DEVELOPMENT

Designer Assignment

WHO WILL DESIGN THE PROJECT?

ADOT (30% OF PROJECTS – NO LOCAL PROJECTS)

ADOT PM is the facilitator between the technical groups

ADOT technical teams perform design services, ADOT team members are assigned from the following disciplines:

Pre-Design

Roadside

Traffic

Geotech

Right of Way

Roadway

Drainage

Contracts & Specs

HSIP

Environmental

Pavement

Survey

Bridge

TSMO

Utility/RR

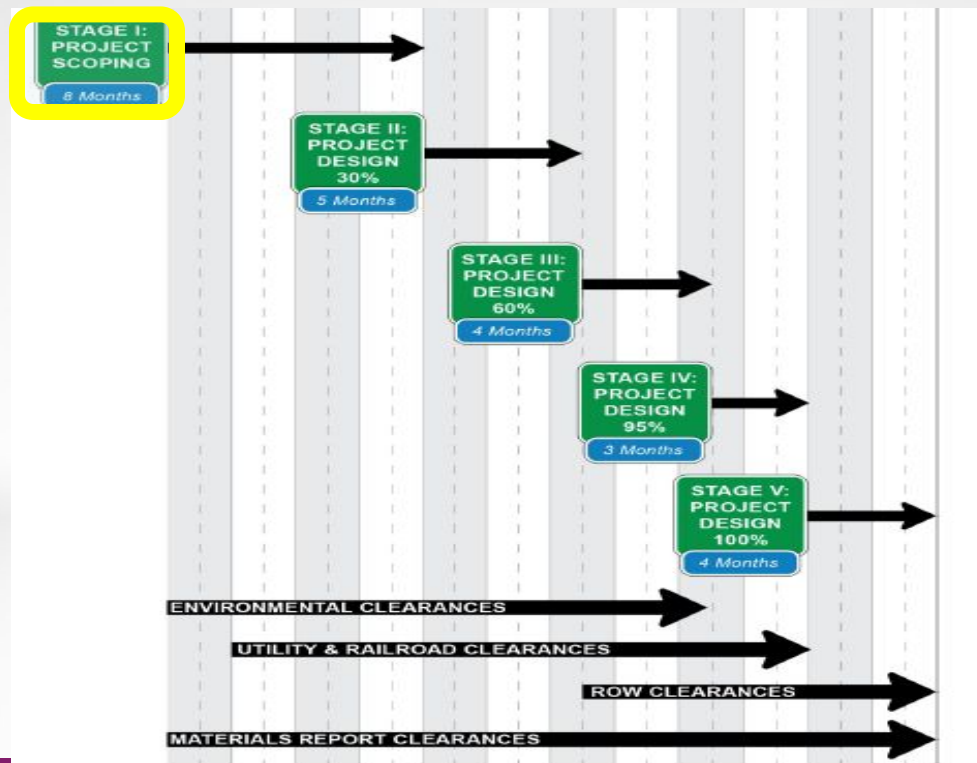
Consultant (70% OF ALL PROJECTS)

Prime Consultant performs all design disciplines and clearance documentation- internal staff or Subconsultants

- Need to use subconsultants to meet Disadvantaged Business Enterprise (DBE) Goal

PROJECT DEVELOPMENT

Stage I & Project Scoping



PROJECT DEVELOPMENT

Stage I & Project Scoping

WHAT IS DONE DURING STAGE I/SCOPING?

- Kick-Off Meeting and **Site Visit**
- Gather project information including:
 - Survey & mapping
 - Stakeholder interests/concerns
 - Record drawings, etc.
- Prepare and Finalize scoping document

- Current site characteristics
- Potential project footprint
- Major project components
- Potential design alternatives

- Environmental resource clearance requirements
- ROW clearance needs
- Utility and railroad coordination requirements
- Landownership
- Geotechnical investigation needs
- Hydrologic conditions
- Cost estimates

PROJECT DEVELOPMENT

Stage I & Project Scoping

WHAT IS A SCOPING DOCUMENT?

- Feasibility Studies
- Design Concept Reports
- Project Assessments
- Scoping Letters

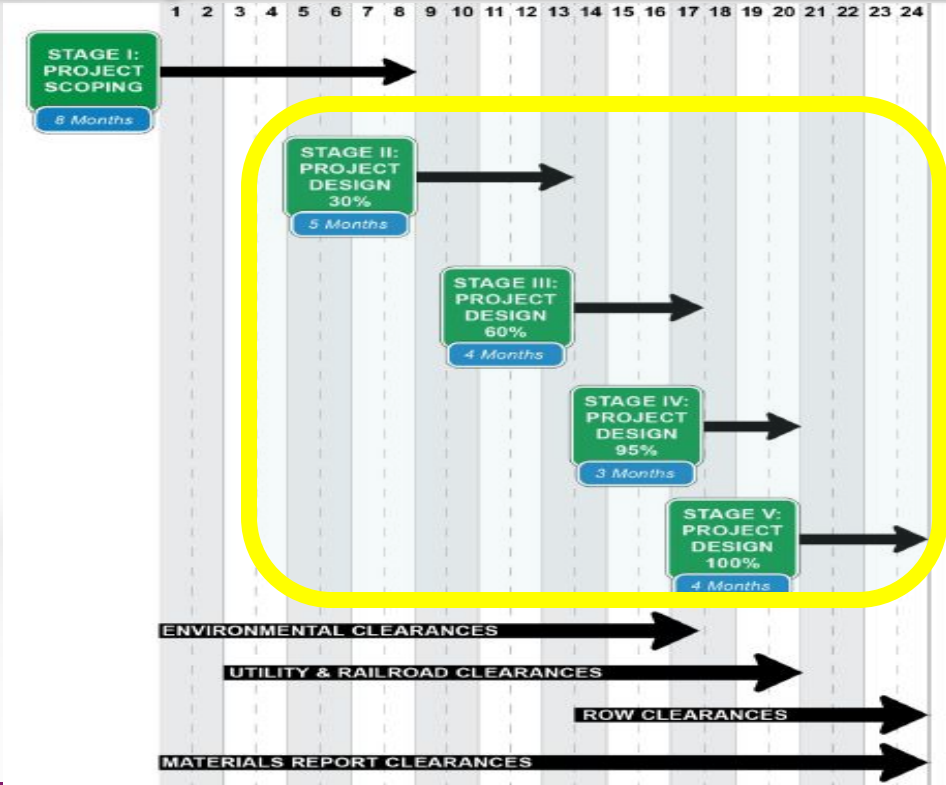
Concurring Signatures from:

Pre-Design	Environmental
Project Management	Subprogram Manager
Deputy State Engineer	District Engineer

PROJECT DETERMINATION FORM																																							
Project Number 260 NA 302 F0035 01C 260-B(222)T	County and ADOT District Navajo County Northeast District	Project Name and Highway Mainline Rd – Overgaard SR 260	Final Project Assessment Date June 4, 2018																																				
Project Description Pavement Preservation	Construction Fiscal Year																																						
Existing Program Yes No X	Program Year 2019	Programmed Budget Not programmed PA Construction Cost Estimate \$4,259,000	Operating Partnership Category S F T D Z N/A X																																				
Public Hearing: In the Highway Development Process, at least one public hearing or the opportunity for a hearing will be offered for any project that:																																							
Requires a significant amount of new right-of-way;	Substantially changes the layout or function of connecting roadway or the facility being improved;	Has a significant adverse impact on abutting real property;	Otherwise has a significant social, economic, environmental or other effect is controversial on environmental grounds; Or has significant floodplain encroachment None of the above conditions apply																																				
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Concur: <u>Reed Henry</u> 6/6/2018 Manager Roadway Pre-design Section 605 E		Concur: <u>Paul O'Brien</u> 6/6/2018 Manager Environmental Planning Group EM02																																					
Concur: <u>Kirstin Tvedten</u> 6/6/2018 Project Manager Statewide Project Management Group 614E		Concur: <u>Kevin Robertson</u> 6/6/2018 Manager Pavement Management Section 068R																																					
Approved: <u>Michael DenBleyker</u> 6/6/2018 Deputy State Roadway Engineer Roadway Engineering Group 605 E		Approved: <u>Lynn Johnson</u> 6/6/2018 District Engineer Northeast District																																					

PROJECT DEVELOPMENT

Stage II – Stage V



PROJECT DEVELOPMENT

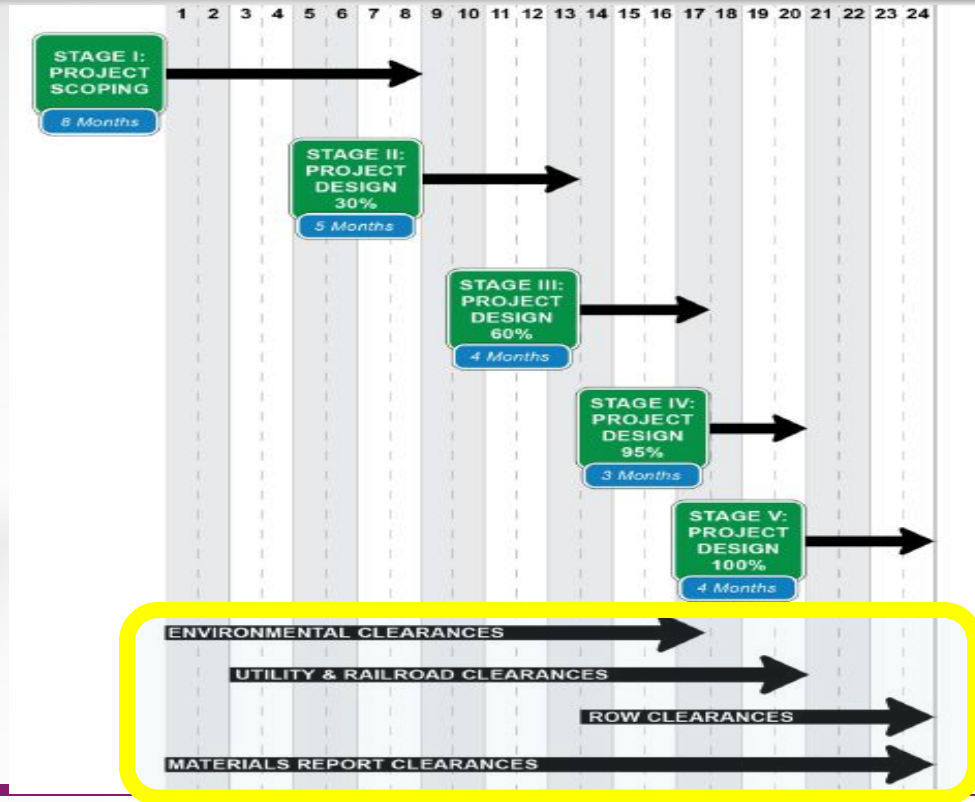
Change Approval Process

HOW ARE PROJECT CHANGES APPROVED AND DOCUMENTED?

- Changes in project scope, schedule, or budget require formal approval from ADOT boards/committees
 - 3 tiered process –
 - Project review board (PRB) – meets most Tuesdays at 9:00 am
 - **Priority planning advisory committee (PPAC) – meets once a month*
 - State Transportation board – meets once a month

PROJECT DEVELOPMENT

Clearances



PROJECT DEVELOPMENT

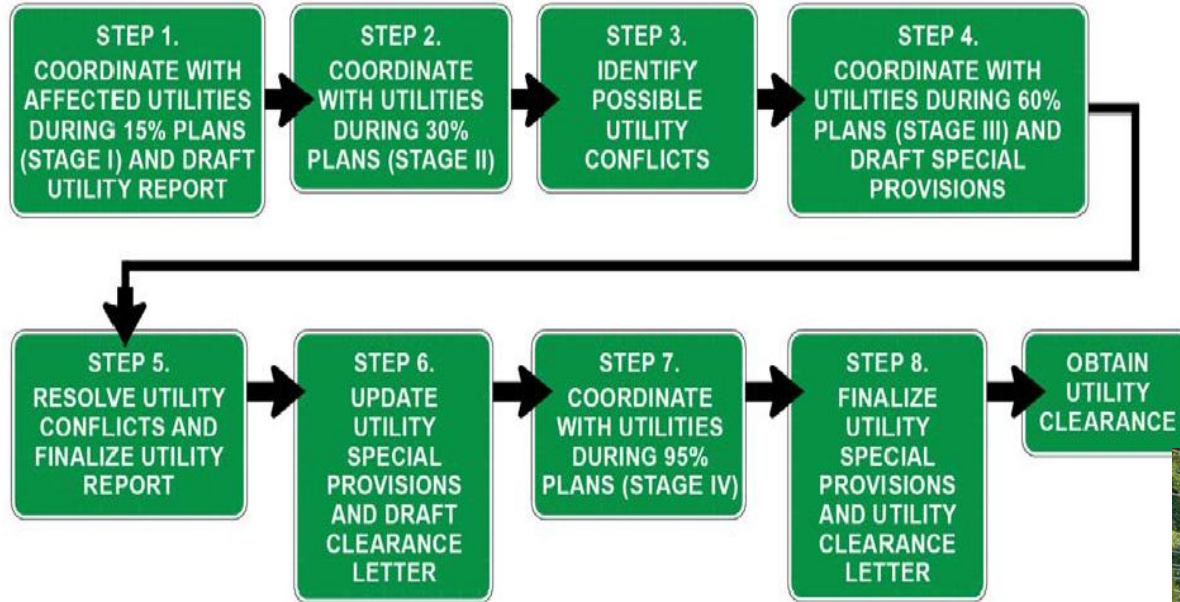
Environmental Clearance

- National Environmental Policy Act (NEPA)
- Clean Water Act (CWA)
- Clean Air Act
- Endangered Species Act
- Migratory Bird Act
- Section 106 of the National Historic Preservation Act (NHPA)
- Section 4(f) of the U.S. Department of Transportation Act
- Procedures for Abatement of Highway Traffic Noise and Construction Noise
- Resource Conservation and Recovery Act (RCRA = Hazmat)



PROJECT DEVELOPMENT

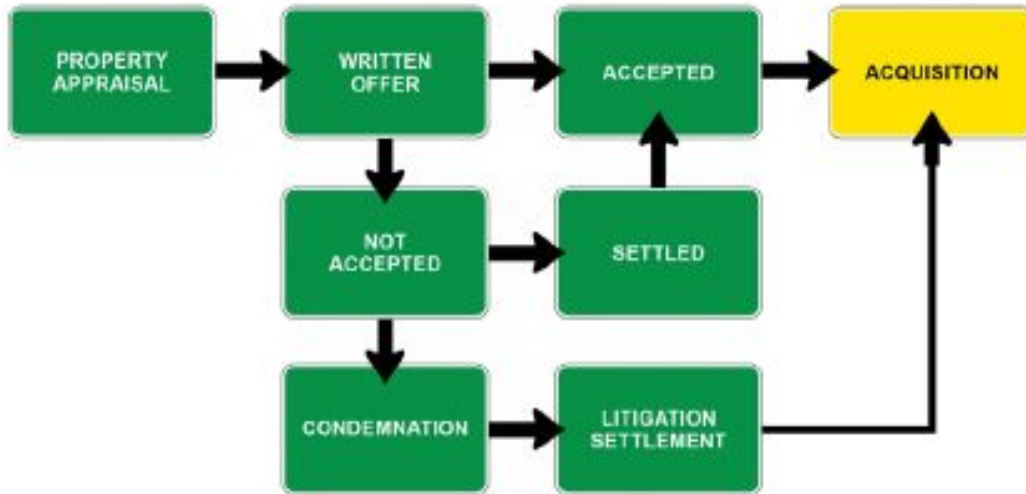
Utility Clearance



PROJECT DEVELOPMENT

Right of Way Clearance

- R/W Clearance process starts as soon as ADOT R/W is notified that R/W is needed.
- New ROW can take 6 months or much, much longer:



PROJECT DEVELOPMENT

Bid Ready

WHEN IS THE PROJECT BID READY?

- All Clearances have been obtained
- All Review comments have been addressed
- Contracts & Specifications has reviewed and approved specifications and engineer's estimate
- Plans, Specs, & Estimate complete and sealed

PROJECT DEVELOPMENT

Advertisement for Construction

WHEN WILL THE PROJECT ADVERTISE?

- C&S submits Federal Authorization Request to FMS
- FMS submits to FHWA
- 2 to 3 weeks later – FHWA gives Federal Authorization
- C&S Advertises!

PROJECT DEVELOPMENT

Advertisement for Construction

Arizona DOT / Business / Contracts and Specifications / Current Advertisements

subscribe for updates

Contracts and Specifications

Current Advertisements

The **Project Documents** (including Proposal Pamphlet, Project Plan, Addendum, etc.) are available to download in **Portable Document Format (PDF)** format, which will require Adobe Acrobat Reader to view.

Register	Plan Holders	Project Documents	Route	County	Milepost	TRACS #	Project #	Bid Opening	Plans Status	Address
Register			093 MO		093-028	H865701C	093-A-(205)T	8/24/2018	Available	1
Register			999 UN		999-999	F005501C	999-A-(518)T	8/31/2018	Available	1

PROJECT DELIVERY ACADEMY MODULE 1

Project Development – Initiation and Design

QUESTIONS?

COMMENTS?

-  PMG@azdot.gov