

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

# 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?

After project environmental clearance ADOT has an obligation to ensure that the project's environmental commitments are implemented.

EP has a role to help communicate the environmental commitments and ensure understanding and availability as needed. In addition, EP is the central coordinator with FHWA for their project monitoring reviews and audits.

# Before the Pre-con/Partnering Meeting

1. Planning meeting: Partnering Facilitator invites Environmental Commitments Coordinator to the planning meeting
2. Environmental Commitments Coordinator identifies the appropriate EP Planner that needs to attend the partnering meeting, along with any technical specialists based on review of the project file and environmental commitments.
3. Environmental Commitments Coordinator attends planning phone call.
4. Environmental Commitments Coordinator notifies identified planner and technical staff of the Pre-con/Partnering meeting and hands off to them.
5. 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

# 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 Planning contacts for the project. Environmental Commitments Coordinator 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."

# 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. For critical items such as monitoring, survey, or awareness training, Technical Specialists or assigned consultants should ask for designated time to speak to these topics.

# 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.

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YES.

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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:

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### 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>