

“District Minor Projects” Administration Guidelines

- ALL District Minor Project requests will be submitted to TPG, District Minor Project Coordinator. It is recommended that each district keep a contingency amount for each FY (a district may elect to program the entire amount, but may also lose some flexibility in meeting changing transportation needs).
- The District Engineer will approve ALL requests and changes affecting minor projects. Projects cannot be canceled unless approved by the District Engineer
- Each District will submit an annual “District minor program” to TPG. Projects that will follow the normal process must be submitted 3-years prior to delivery. Submit to TPG on the same cycle as the pavement preservation program. See attached chart for minor funding categories and delivery times.
- An overall single project cost will not exceed \$1,000,000 (R/W not to exceed \$50,000) unless approved by the PPAC. Due to complexity and other issues, a project may have to become major project.
- All expenditures of money from the district minor project fund will require a project assessment or lesser scoping document.
- Project Scoping will establish the program budget. During design any cost increases within the original scope will be funded by the contingency fund, if the scope is changed by the district, funding will be provided from the district’s minor fund.
- The district minor funds may be used as follows: 1) Stand-alone project, 2) to supplement other projects, or 3) remain as contingency funds, to be used for IGA’s and special studies.
- Carryover of funds for 1-FY, only if approved by PDC/PPAC, it is recommended that each district make a good faith effort to expend funds each FY. Once the project is in the program and the schedule slips this will not affect subsequent years funding limits.
- Resource allocation and assignment of design personnel and project managers will follow the same process as all other projects.
- All districts should develop a pool of scoped projects (Requires consulting firm assistance) for programming into the “District minor program.”
- If a project is tied to another project, it goes with that projects priority and schedule.
- TPG, minor projects coordinator, will keep an accounting system for each district indicating the programmed projects, cost estimate, and district balance for each FY.
- Programming will be accomplished by the DE and the TPG minor projects coordinator.
- Any unspent “District minor project” funds will return to the general construction fund.

ARIZONA DEPARTMENT OF TRANSPORTATION

District Minor Task Order Process

Responsibilities

Statewide Project Management Group (SPMG) Contract Administrator

Responsible for overall contract administration which includes equitable distribution of task orders among the various on-call consultants, signature authority for all task orders, payment requests, and contract modifications, assignment of project managers for task orders, monitoring design fund distribution among districts.

District Representative

Normally the District Representative will be the District Development Specialist, but could be another person on specific projects due to workload, logistics, expertise, etc. The District Representative will be responsible for coordinating the minor program for their respective district. This includes project priorities, full utilization of pre-design, design and construction funds, coordination of district reviews and comments.

Transportation Planning Division (TPD) District Minor Coordinator

Responsible for monitoring construction funds for each district. Also represents district at PRB and PPAC to respond to funding questions if requested.

Process Flow

Scoping

1. District Representative prepares a Scoping Request.
2. Scoping Request is forwarded to TPD database administrator who will notify the TPD district minor coordinator, the SPMG contract administrator, the TPD Program Manager, PreDesign and the requestor that the project has been added into the database. The request will include the preference for scoping by PreDesign Program Management using their on-call consultants or scoping by SPMG using a district minor on-call consultant and funds.

NOTE: The following steps assume the district has requested a district minor on-call.

3. SPMG contract administrator assigns a project manager from SPMG or Valley Project Management Group (VPM), reviews the scoping request and consultant preference, communicates assignments with District Representative.
4. SPMG contract administrator and/or project manager contacts consultant, provides scope of services and requests cost proposal.
5. Project manager initiates S1D or K1D TRACS numbers for the project, negotiates fee with consultant and initiates task order.
6. Scoping will be conducted per PreDesign Program Management guidelines with PreDesign providing technical reviews of the scoping document.

Design Projects

1. All projects submitted by the district for development must have an approved scoping document: either a Scoping Letter or Project Assessment (PA).

District and TPD must concur on the development of the project. Two basic questions need to be answered: 1) Are there funds to build this project? and, 2) Is this project a priority for the district? The District Representative must verify construction funds through the Transportation Planning Division (TPD) district minor coordinator and the availability of design funds with the Statewide Project Management Group (SPMG) contract administrator. When all issues have been resolved, SPMG/VPM will kick off the development process.

2. Project scope is provided to SPMG contract administrator with a consultant preference, if any.

NOTE: Requests for consultants not assigned to your district must be pre-authorized by the Deputy State Engineer for Development.

3. SPMG contract administrator reviews scope and consultant preference, assigns project manager from SPMG or VPM and communicates assignments with District Representative.
4. SPMG contract administrator and/or project manager contacts on-call consultant, provides scope of services and requests cost proposal.
5. Project manager negotiates fee with consultant, initiates a task order and prepares a project master form for the 01C and 01D TRACS numbers for the project.
6. The consultant will provide a project schedule within ten (10) working days of the field review kickoff meeting. The project team's consensus on the schedule is required before the project will be programmed.
7. The project manager will prepare a Project Change Request form and submit it to the Program and Project Management Section for inclusion on the Project Review Board (PRB) agenda. The project manager will be responsible for presenting the project to the PRB and the Priority Programming Advisory Committee (PPAC).
8. Reviews will be conducted per the Project Development Process Manual by the various ADOT technical sections.

**ARIZONA DEPARTMENT OF TRANSPORTATION
STATEWIDE PROJECT MANAGEMENT GROUP
DISTRICT MINOR PRE-SUBMITTAL MEETING**

Introduction

Staff Engineer for Statewide Project Management

Will be contract manager to ensure equitable distribution of work to selected firms

Selected firms will work with various Project Managers

- Statewide PM's in Phoenix, Tucson, Flagstaff
- Possible District PM (i.e. District Development Technician)
- May work with Pre-Design PM for scoping
- PM from other Sections (Roadway, Traffic, Bridge, etc.)

Objectives

Provide responsive and cost effective scoping and design of District Minor projects

District Minor Resources

Construction funds of \$2 million per District per FY

Design funds of \$200,000 per District per FY (ae. \$67k/year/firm - submit accordingly)

Typical Funding Uses

Scoping and studies

Joint project agreements with local agencies

Supplement larger projects or other minor projects

Stand-alone construction projects

- Drainage improvements
- Intersection improvements
- Turn lanes
- Minor widening – passing lanes, auxiliary lanes
- Guardrail, fencing, lighting, striping

Submittal Process

SF 255 will be used

Firm will provide qualifications for up to six (6) key team members (Section 7)

Each firm will submit for three (3) Districts (Section 10)

No sub-consultants will be considered – they will be added to contract based upon task requirements

Selection Process

Will be selecting up to 33 firms, 3 per District plus 3 at-large firms

Each submitting firm will have a separate score for each District requested

Rankings will be per District due to scoring criteria

If a District has less than 3 qualified firms another non-selected qualified firm will be offered an assignment to that District

General Notes

Standard Dictionary has changed

At-large consultants will provide additional expertise as needed