



Arizona Department of Transportation
Intermodal Transportation Division

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Governor

John S. Halikowski
Director

September 13, 2011

Floyd Roehrich, Jr.
State Engineer

TO: Agency Professionals, Local Public Agencies (Cities, Counties, Towns, Tribal)

FROM: Vivien Lattibeaudiere, Ph.D.
 Director
 Engineering Consultants Section

SUBJECT: Self-Administered (SA) Projects – Preliminary Engineering

In compliance with the FHWA Stewardship and Operating Agreement Joint Program Management Guide on Local Public Agencies (referred to as Stewardship Agreement), **effective immediately**, the Arizona Department of Transportation (ADOT), through its Engineering Consultants Section (ECS), will no longer accept self-administered (SA) project applications for pre-design and design projects from the local public agencies' (LPAs) that were advertised prior to obtaining ADOT's approval. Therefore, **LPAs must obtain prior written approval** for any preliminary engineering projects that qualifies for the following Federal-aid funds by contacting the applicable ADOT Section:

<u>Funding Source</u>	<u>ADOT Section</u>
Federal-aid Highway Program (FAHP)	Local Government Section (LGS)
Highway Safety Improvement Program (HSIP)	Traffic Safety Section (TSS)
Transportation Enhancement (TE)	Transportation Enhancement Section (TE)

Each ADOT Section will administer, oversee and monitor the architectural and/or engineering (A/E) process for the LPA projects to ensure compliance with the Stewardship Agreement.

LPAs must complete the Local Public Agency Application Review Checklist (ADOT Checklist) Parts A and B, attach the supporting documentation and send them to the appropriate ADOT Section. Without the completed ADOT Checklist and notification from the respective ADOT Section, ECS will not initiate or approve SA reviews.

The ADOT Checklist and other resource materials will be available on the ECS website by the end of September. Should you have any questions, please contact Pettie Penn at (602) 712-4171 or Michelle Ong at (602) 712-4894.

Attachment

- cc: Sharon Gordon, FHWA
- Nate Banks, FHWA
- John Dickson, Local Government Section, ADOT
- Tammy Flaitz, Transportation Enhancement & Scenic Roads Section, ADOT
- Irene Higgs, Traffic Safety Section, ADOT
- Pettie O. Penn, Contract Compliance Officer, ECS, ADOT
- Michelle Ong, Consultant Contract Specialist, ADOT
- Arizona Councils of Government
- Arizona Metropolitan Planning Organizations