

Every Day Counts (EDC) Arizona Local Public Agency (AZLPA) Stakeholder Council Meeting Minutes

Thursday, March 10, 2016

TIME: 10:00AM - 2:00PM

Maricopa Association of Governments (MAG) – 302 N. 1st Ave, Phoenix, AZ 85003

Welcome and Introductions

Jodi Rooney, ADOT

Meeting Summary for December 10, 2015

Primary discussion focused on Project Management Design Review Fees (PMDR). It was accompanied by a PMDR exercise that concentrated on:

1. understanding which ADOT technical areas “touch” a particular project
2. the amount of time attributed or “billed” to the review

The exercise exposed the compliment of people and hours needed, which helped with a better understanding of the review fees.

Council Network Feedback from the Dec. 10th Discussion Topic:

- We need more transparency. The documentation is not clear for what we are paying for.
- When they run out of money there should be a discussion with the project sponsor ahead of time.
- Good exercise; maybe the review time should not be as long.
- Going back to City Council (for more money) can take 3 to 8 weeks. The size of the fees should be in equity with the design budget. Online system to study billing? (Like consultants do). District review has been valuable.
- What is the local public agency (LPA) expecting?
- Would there be benefit of ADOT Contracts & Specs training the engineers in estimates?
- Would prefer just a compliance review; not the time to look at a new alignment (i.e. Roadway Design).
- Is the process different for ADOT Design vs LPA Design? No, it's the same.

Topic: Project Schedule

Guest: John Dickson, Sr. Project Manager, ADOT Project Management Group

John Dickson provided a recent schedule from a Yuma project and noted the Local Public Agency Projects Manual speaks to scheduling in Chapter Five. ADOT project managers are being held to measurements; we have monthly progress meetings. We (ADOT) scope our projects before they get into the program. Kristin Myers mentioned a Safe Routes to School project that was scoped and ADOT bent over backwards to get it out—it was good. Dallas Hammit remarked that we need to commit to a time schedule; ADOT needs to know when projects are coming in. Clem Ligocki stated that MCDOT has federal-aid process management; there are regular meetings with the project managers to keep an eye on the projects. Steve Tate noted that MAG has to reallocate funding in

the fiscal year. Kristin Myers made the observation that we (Local Agencies) only get two quarters to obligate (the project). A double-faced handout* was provided to assist with discussion:

*Why we need a development schedule

*What a good/reasonable schedule looks like

*Consequences of not meeting the schedule

John explained the *20-30-30-20 quarter delivery and why ADOT tries to spread out the delivery (as noted on the handout).

Working Lunch

Break Out Session

Activity: A case study was handed out; the picture provided the location of the pavement preservation project reflecting the environment. Discussion identified what in the footprint and surroundings could impact the project schedule.

Suggestions/Best practices to consider (in plain talk):

1. Scope the project as it will reduce "surprises", unplanned delays or expenses, and help to provide information to produce a real schedule to help you develop/deliver the project. It may also keep you from returning to Council for more money or time.
 2. Don't wait until the end of the fiscal year to authorize the project for federal funds because that is when you are competing with many other agencies and you have left no buffer time in case something goes wrong. Plan/schedule early for success.
 3. If you run into an issue while developing your project that looks like you will need to extend the schedule into the next fiscal year then communicate EARLY; don't lose project money by it not making the programmed fiscal year.
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FHWA UPDATE

The FAST ACT has a change per the provision for Davis Bacon Wages now applying to projects off the right-of-way—a bulletin was sent out on March 17th and is posted. There is \$300 million for TIGER and it was noted, "They smile on local projects". As well, there is \$800 million per the Freight and Highway Corridors Grant.

Announcements

Next meeting: June 9, 2016 at MAG

Adjournment

Attachments:

Handouts and Sign-in sheet

- Schedule for Yuma Project
- Project Schedule Handout
- Case Study
- March 10, 2016 Sign-in Sheet

Everyday Counts - Arizona Local Public Agency Stakeholder Council

Thursday, March 10, 2016 • 10:00 PM – 2:00 PM

Maricopa Association of Governments (MAG) • 302 N. 1st Ave, Saguaro Conference Room • Phoenix, AZ 85003

Completion of this sign-in sheet is completely voluntary and helps the project team keep an accurate record of meeting attendees. Under state law, any identifying information provided below will become part of the public record and, as such, must be released to any individual upon request. Please print clearly.

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Franth Marberry	City of Kingman	928-753-8134	fmarberry@cityofkingman.gov

ADOT
Debbie's Home is in the afternoon

Re-Run

<-- Back

PROJECT & SCHEDULE INFO

03/10/2016 8:30:02 AM

==Click HERE if this info is incorrect==

CPS ID IV1M
 THIS PROJECT IS NOT PROGRAMMED
 TRACS SL72501C
 COG \ MPO YMPD
 RTE CO MP SL72501D
 0000 YU YUM
 PROJECT NAME B-8; STATELINE - 1ST ST, YUMA
 TYPE OF WORK SYSTEM ENHANCEMENT - ENGINEERING
 PROJECT MANAGER GREGORY JOHNSON 602-712-7774
 DIST FY LENGTH PROJ BUDGET
 Y 17 0.3 \$
 RECID (TPD) FEDERAL ID# RESOURCE #
 TEA YUM-Q(213)T
 BID ADVERTISEMENT DATE 01/25/2017 (3rd Quarter)
 PROJECT COMMENTS ?
 Moving to first quarter of FY 2017

COG \ MPO YMPD
 LOCAL TIP
 COY-TE-08C
 BID OPENING
 DBE % IGA ONLY
 5YR PLAN ITEM#s
 PROJECT TYPE L

Schedule	Team List	R/W	Year Group
PRE DESIGN COMP: 07/25/2013 A	NEPA APPROVAL: NEPA RE-EVALUATION:	P.E. FED AUTHORIZ: STAGE 1 PLANS:	BID PACKG READY DATE: 12/28/2016 BID AWARD DATE: EST CONST DURATION:
OPTIMUM START DATE:	ENVIRONMENTAL CLEARANCE: 05/14/2014 A	STAGE 2 PLANS: STAGE 3 PLANS: STAGE 4 PLANS: STAGE 5 PLANS:	TRAFFIC CNTRL PLANS: ACTUAL AWARD DATE: CONSTRUCTION COMPLETE:
KICK-OFF MTNG DATE: 02/21/2013 A	MAP / SURVEY COMP.: VALUE ANALYSIS: 09/29/2015 A	RIGHT OF WAY CLEARANCE: UTILITY / RR CLEARANCE: 09/03/2015 A	
GEOTECH SURVEY COMP:	MATERIAL MEMO COMP: 09/26/2014 A	11/24/2014 A 10/28/2016	

(All dates are projected, unless an "A" Follows. "A" = "ACTUAL FINISH")
 Click Blue Labels to view AIDW Documents OR [VIEW ALL DOCS](#)

- Click to go to -
- [View PRB Actions](#)
 - [View PM Report](#)
 - [View Project Reference](#)
 - [DICE Application](#)
 - [View Schedule](#)
 - [View E2C2 Info](#)
 - [View EPG PTS Report](#)
 - [View DICE Report](#)

Project Scheduler is
 Leo Makler @ 712-8579
[Email Project Scheduler](#)



Project Schedule

Framing topic talking points:

- Explain why we need a development schedule
 - Allows local public agencies (LPAs) to anticipate work tasks, plan for, and use needed resources efficiently
 - Reduces or eliminates unnecessary delays due to incomplete or inaccurate documents
 - Reduces or eliminates the need for rework to meet quality standards
 - ADOT also relies on the schedule to place the project into the appropriate yearly quarter for delivery

- What a good/reasonable schedule looks like
 - It provides adequate time for each milestone, i.e. Right of Way clearance

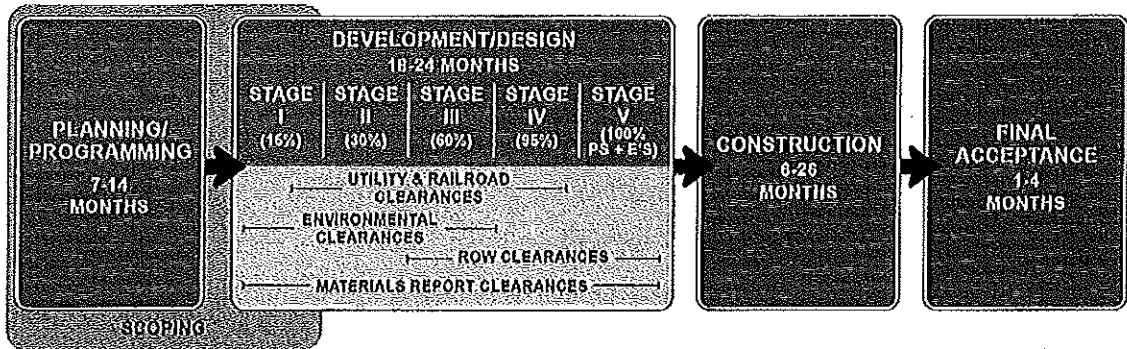
 - It takes into account the type of administration or delivery method used, i.e. ADOT administration, Design Build

 - It takes elevation or seasonal constraints into account, i.e. paving windows, nesting season for endangered species

- Consequences of not meeting the schedule
 - You may lose your money if it has to roll into the next fiscal year
 - If it stalls for too long, a new City Council may decide to shelve it to bring a different project forward
 - How could you better prepare or plan for delays?
 - Scope the project - A thorough scoping process will result in an accurate budget and schedule and will enable effective resource planning so that the project can be completed efficiently.¹
 - Provide enough lead time on items that have to be ordered

¹ Local Public Agency Projects Manual

<https://www.azdot.gov/docs/default-source/business/lpa-manual.pdf?sfvrsn=50>



Life Cycle of the Project Development Process

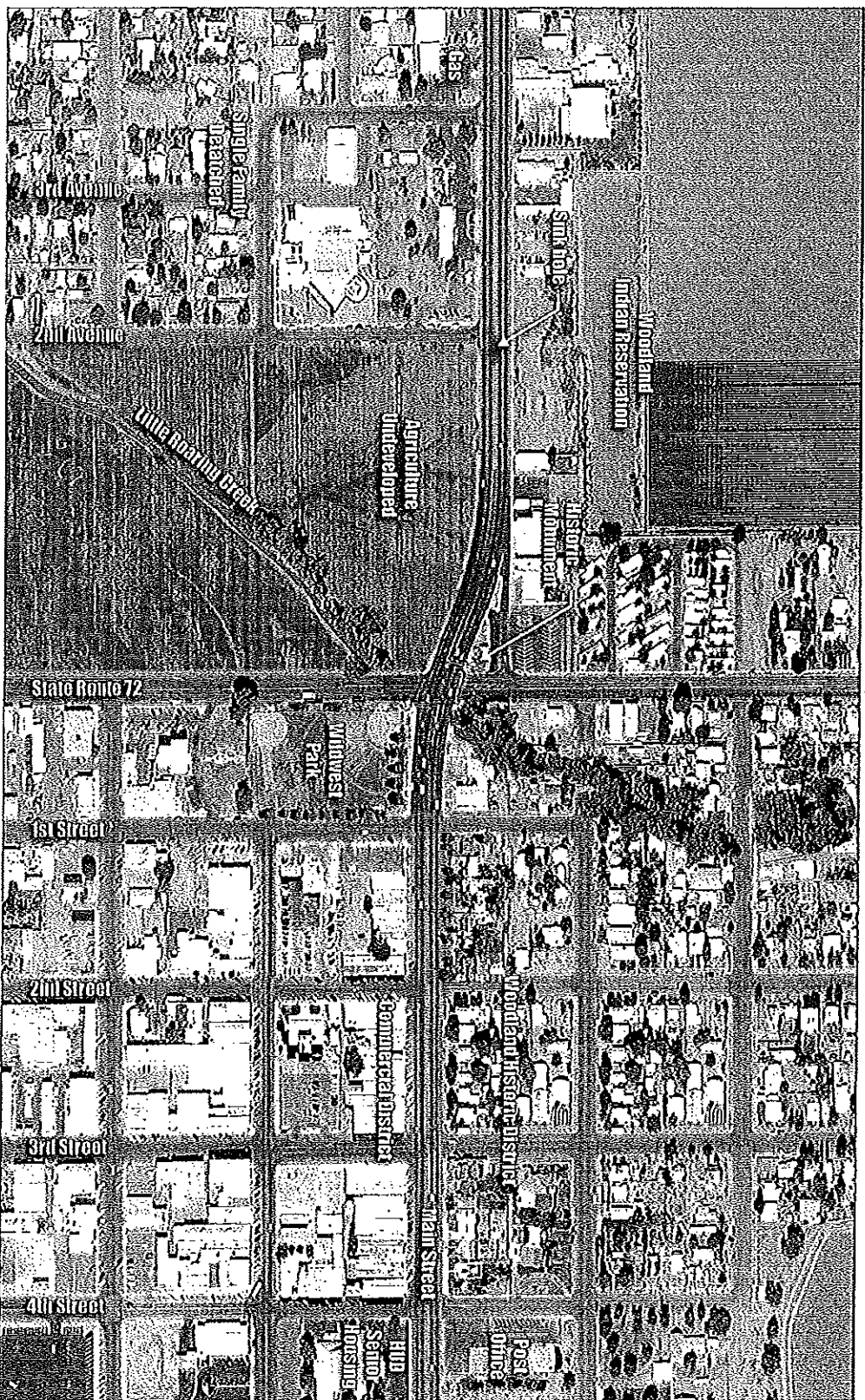
- 20-30-30-20 quarter delivery (A performance measure percentage of projects expected to deliver each quarter)

3rd Quarter	4th Quarter	1st Quarter	2nd Quarter
Jan. 1 to March 31	April 1 to June 30	July 1 to Sept. 30	Oct. 1 to Dec. 31

- Why ADOT tries to spread out the delivery?
 - 1) We want to reduce a spike between July 1st and Sept. 30th; a large % of projects end up delivering at this time. This HIGH number of projects competes for the same resources and if something goes wrong, the project may have to be pushed into the next quarter, where it can lose its funding. Having the glut of projects deliver in any one quarter is not balanced (w/ resources).
 - 2) ADOT has to “soak up” the obligation authority (OA) of federal money or this money leaves our state. If a project does not deliver in its programmed year, ADOT has to find another project to take its place to use the money (or lose it).

TAKE HOME MESSAGE: We have to all work together to spread the projects throughout the year to help equalize resources and not lose project funding.

Case Study: Arizonium Main Street Pavement Preservation/Intersection Improvement Project



Case Study: Arizonium Main Street Pavement Preservation/Intersection Improvement

- Arizonium – Local Public Agency Project Administered by ADOT
- LPA Project Description: SZ888 01D; STPMAO(555)A
- Typical Schedule:
- Funding \$750,000? With a local match of 5.7%
- Scope:
- The town of Arizonium, Woodland County, proposes the Arizonium Main Street Pavement Preservation/Intersection Improvement Project to mill, fill and add a traffic calming device. The project limits are approximately ½ mile at 500 feet +/- east of Main Street and 500 feet +/- west of Main Street at State Route 72.
- Considerations:
- No new right of way
- Possibility of Temporary Construction Easement (TCE)
- Warrants indicate traffic calming device is needed just west of State Route 72 on Main Street into the park
- There is a possibility an extension of a right turn lane is needed with the traffic calming device.
- There are some environmental items: 4f issues, Waters of the US, historic area addressed in the approved Categorical Exclusion
- Utilities include valve and sewer replacement
- Materials will be consistent with information used for the preservation of State Route 72 five years ago
- Three years for development
- Project Assessment finalized
- Joint Project Agreement (JPA) executed
- Project currently at 30% design stage plans