

Work Plan Short Form

1. Enter the following information:

a. Project Manager	j. Stakeholders
b. Project Name	k. Project Number
c. Type of Work	l. TIP ID
d. Route	m. JPA No.
e. Milepost Limits	n. Funding Amount - Design (\$)
f. Federal ID	o. Funding Amount - Construction (\$)
g. District	p. Advertisement (FY/Qtr)
h. Project Type (State, LPA)	q. Design By:
i. Local Agency(s)	r. Lead Designer (Name/Firm):

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
Electronic Data Use Agreement	Electronic Data Use Agreement	Electronic Data Use Agreement	11/15/18
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 FRAMEWORK FORM

OVERVIEW & LOCATION INFORMATION

PROJECT NO:	PROJECT MANAGER:	DESIGN BY:
PROJECT NAME:	FEDERAL ID:	
ROUTE:	MILEPOST LIMITS:	DISTRICT:
	ADVERTISEMENT:	

FUNDING INFORMATION

Funding Source(s):	<input type="checkbox"/> HSIP	AMOUNT PROGRAMMED	Design: \$	-	Construction: \$	-
	<input type="checkbox"/> Federal	ADD'L FUNDS NEEDED	Design:		Construction:	
	<input type="checkbox"/> State	TOTAL FUNDS	Design: \$	-	Construction: \$	-
	<input type="checkbox"/> Local	PM ESTIMATED HOURS:	ADOT:		CONSULTANT:	
<input type="checkbox"/> Other						

TIP ID:														
TIP SNIP:	ItemNo/TRACS	Route	BMP	CO	Resource	Type of Work	Length	Funding	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Summary
		US 191	451	AP	Northeast	US-191; MP 450.5 - MP 453.0								
	100328 / Fxxxx01D	132, HIGHWAY SAFETY IMPROVEMENT PROGRAM				Shoulder Widening	4	HSIP	\$471	\$0	\$0	\$0	\$0	\$471
	100328 / Fxxxx01C							HSIP	\$0	\$2,438	\$0	\$0	\$0	\$2,438
		\$2,909 (Estimate)							\$471	\$2,438	\$0	\$0	\$0	\$2,909

PRB Date:	PPAC Date:	STB Date:
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FOR LOCAL PROJECTS:

Local Agency:	JPA No.:
COG/MPO:	Local Match:

SCOPE OF WORK SUMMARY

Review scope and project limits with technical groups and District to identify potential concerns

Major Items of Work:	Scoping document completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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ANTICIPATED SUBMITTAL MILESTONES

SUBMITTAL	DATE	DISCIPLINE	CONTACT	EMAIL
Initial Scoping Document		PRE-DESIGN		
Final Scoping Document				
Stage II (30%) Submittal		ROADWAY		
Stage III (60%) Submittal				
Stage IV (95%) Submittal				
Stage V (100%) Submittal				

CLEARANCES

NEPA Approval/Environmental Clearance		ENVIRONMENTAL PLANNING		
ROW Clearance		RIGHT OF WAY		
Utilities/RR Clearance		UTILITIES & RAILROAD		
Materials Design Report/Pavement		PAVEMENT DESIGN		

BID PACKAGE

Bid Package Ready		CONTRACTS & SPECIFICATIONS		
Bid Advertisement				

RESPONSIBILITY CHART

PROJECT NUMBER: 0

PROJECT MANAGER: 0

PROJECT NAME: 0

ROUTE: 0

MILEPOST LIMITS: 0

For details on each activity, please refer to the Dictionary of Standardized Work Tasks.

This checklist should only be used as an aid in developing the scope of work. The scope of work may include items not checked.

Put an "X" where Required

Req'd (X)	DSWT Section	Activity	ADOT Technical Lead	Consultant	Estimated Hrs
		Maintenance & Financial Agreements (JPAs, IGAs, etc.)			
	406	Scoping Document			
	405	AASHTO Design Criteria Report			
	410	Surveys			
		- Previous Surveys (Control points, DTM, DGN, ALG, etc.)			
		- Control Surveys & Results of Survey			
		- Topographic/DTM Surveys			
		- Roadway (PM to provide details)			
		- Structure Surveys (PM to provide details)			
	411	Photogrammetry & Mapping			
		- Geodetic Control			
		- Photogrammetric Control & Panels			
		- Aerial Photography			
	416	Geotechnical Design			
		- Field Investigation			
		- Foundation Report			
		- Geotechnical Report			
	417	Earthwork			
	419	Pavement Design			
		- Pavement Survey (FWD)			
		- Pavement Coring			
		- Materials Design Report			
		- Pavement Design Summary			
	425	Public Information Meetings & Public Hearings			
	440	Roadway Design			
		- Design Calculations/Quantity Take-offs			
		- Plans, Profiles, & Details			
		- Cross Sections			
		- Earthwork Report			
	445	Roadway Drainage			
	446	- Drainage Report			
	447	- Drainage Design/Plans & Details*			
	446	- Hydraulic Analysis			
	450	Landscape Architectural Practice & Design			
		- Specifications/Special Provisions			
		- Landscape Plans & Details*			
		- Irrigation Plans & Details*			
		- SWPPP Plans*			
	455	Bridge Design			
		- Initial Bridge Study			
	456	- Structure Selection Report			
	457	- Hydraulics Report – NBI Structures			
		- Plans & Details (Major Structures, Walls, etc.)*			
	460	Traffic Design			
	461	- Traffic Engineering Study			
	461	- Field Data Collection			
	461	- Traffic Analysis Report			
	462	- Transportation Management Plan (TMP) Memo			
	462	- Traffic Control Plans & Details*			
	462	- Detour Plans*			
	463	- Intersection Signalization & Details*			

	463	- Roadway Lighting Plans & Details*			
		- Parking Area Plans & Details*			
	464	- Signing Plans*			
	465	- Pavement Marking Plans*			
	466	Systems Technology			
		- ITS Infrastructure Plans & Details*			
		- Systems Engineering Checklist			
	480	Cost Estimates			
	485	Specifications			
	486	Special Provisions			
		Plumbing & Mechanical Design			
	490/495	Electrical Design			
		Construction Schedule and Durations			
		Construction Hand-off Documents & Meeting			
		Pre-Bid Conference			
CLEARANCES					
	420	Environmental Studies			
		- Section 404			
		- Section 401			
		- Section 4(f)			
		- Airport Conflict Identification & Determination			
		- Cultural Resources			
		- Archaeological Testing & Recovery			
		- Noise Analysis			
		- Biological Evaluations			
		- Hazardous Materials Evaluation/PISA			
		- Environmental Commitments/Mitigation Measures			
		- NEPA Approval			
		- Geotechnical Clearance			
	425	Public Information & Public Hearing Plan(s)			
	430	Utilities & Railroads			
	431	- Conflict Identification & Prior Rights Information			
	432	- Utility Base Map/Designating (SUE Phase I)			
		- Utility Locating/Potholing (SUE Phase II)			
		- Utility Report			
		- Utility Pre-Design Conference			
	433	- Utility Relocation Schedule			
	433	- Utility Relocation/Adjustment Plans & Details*			
	433	- Utility Agreement - Relocation			
		- Utility Agreement - Service			
	434	- Special Provisions & Clearance Letter			
	435	- Establishing Service Connections			
	436	- Railroad Coordination			
		- Railroad Service Agreement			
	471	Right-of-Way			
	471	- Right-of-Way Survey (PM to provide details)			
	471	- Right-of-Way/TCE Requirements Determination			
	472	- Right-of-Way Acquisition			
	473	- Temporary Entry Documents			
		- Right-of-Way Plans*			
		- Right-of-Way Clearance Memo			

* To be included with the Stage Submittals, as indicated on the Stage Deliverables Checklists.

PROJECT TEAM INFORMATION

PROJECT NUMBER:

PROJECT MANAGER:

PROJECT NAME:

ROUTE:

MILEPOST LIMITS:

ADOT DISCIPLINES

ASSIGNED TEAM MEMBER

EMAIL

PHONE NUMBER

RIGHT OF WAY

ENVIRONMENTAL PLANNING

UTILITY & RAILROAD

PRE-DESIGN

ROADWAY DESIGN

PAVEMENT DESIGN

ROADSIDE DEVELOPMENT

DRAINAGE

SURVEY

TRAFFIC

TSMO

ITS/SYSTEMS TECHNOLOGY

REGIONAL TRAFFIC ENGINEERING

TRAFFIC SAFETY

CONTRACTS & SPECS

BRIDGE

GEOTECH

PUBLIC INVOLVEMENT

DISTRICT REPS

OTHER CONTACTS

CONTACT

EMAIL

PHONE NUMBER

FHWA AREA ENGINEER

REVIEW FIRM

STAKEHOLDERS

SEND AS FYI

CONTACT NAME

EMAIL

PHONE NUMBER

STATEWIDE PERMITTING

AZ LOGO SIGNS

VALUE ENGINEERING STUDIES

SYSTEMS MAINTENANCE

SCHEDULE

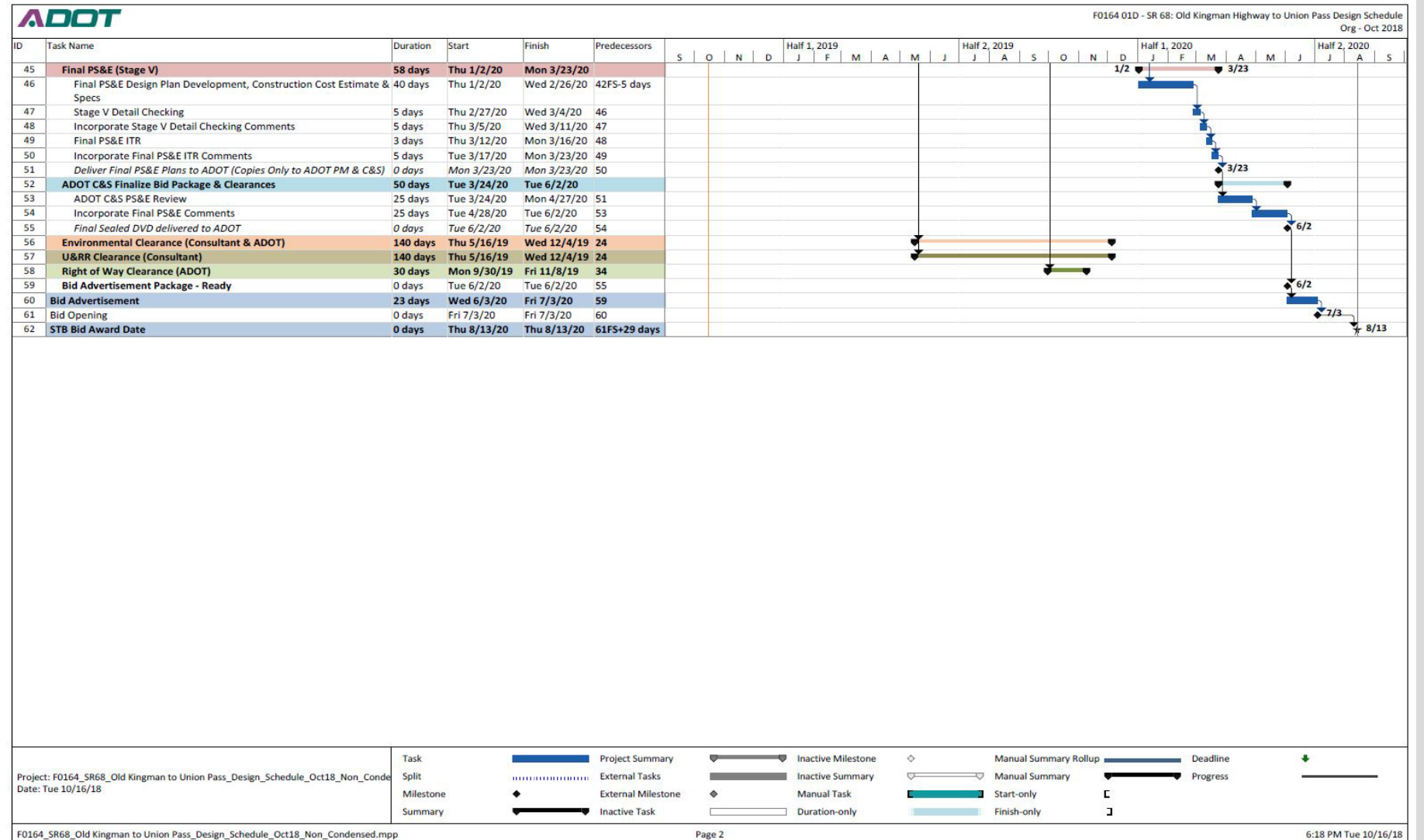
PROJECT NUMBER: 0

PROJECT MANAGER: 0

PROJECT NAME: 0

ROUTE: 0

MILEPOST LIMITS: 0



PROJECT FOLDER STRUCTURE

FILE INDEX FORMAT

100	Admin	
	101	Setup
	102	Contract
		Closeout
	103	Correspondance
	104	Emails
	105	Schedule
	106	Meetings
	107	Claims
200	Development	
	201	Clearances
		Environmental
		ROW
		Utilities
	202	Scoping
	203	Design
		Stage II-30%
		Stage III-60%
		Stage IV-95%
		Stage V-100%
	204	Photos
	205	Public Inv
300	Construction	
	301	Admin
	302	Partnering
	303	Post Design
	305	Record Drawings

Notes:

1. Subdirectories listed are suggestions. Additional subdirectories can be added as required. Numbered system should be followed for new subdirectories.
3. Most engineering files should be filed under 600DISC under a subdirectory that corresponds to its relevant discipline.

PROJECT CRITERIA DOCUMENT	
PROJECT NUMBER: 0	PROJECT MANAGER: 0
PROJECT NAME: 0	
ROUTE: 0	MILEPOST LIMITS: 0
Project Goals/Objectives	
Design Criteria	
Design Year	
Functional Classification	
Design Speed	
Lane Width	
Shoulder Width	
Bridge Width	
Horizontal Alignment	
Superelevation	
Stopping Sight Distance	
Vertical Alignment - Stopping Sight Distance	
Grade	
Stopping Sight Distance for Intersections	
Cross Slope	
Vertical Clearance	
Structural Capacity	
Bridge Barrier	
Traffic Interchange Criteria - Ramps	
Traffic Interchange Criteria - Crossroad	
Roadway Standards	
Slope Guidelines	
Maximum Mainline Gradient	
Minimum Vertical Clearance - Structures	
Minimum Vertical Clearance - Sign Structures	
Pavement Design	
Slope Guidelines	
Drainage	
Design Storm Event - Mainline	
Design Storm Event - Crossroad	
Traffic	
Design Level of Service	
Signing Permanent (Rural Arterial - Conventional Highway)	
Signing Temporary (Traffic Control During Construction)	
Structures	
AASHTO LRFD Design Guidelines	
Signals, Lighting, Electrical, and ITS	
MUTCD	
Other Features	
Guardrail/Barrier Type - (MASH Standards)	
Fencing Type - (STD C-12 Series)	
Pedestrian Facilities - ADAAG and PROWAG	
Local/Other Agency Standards	

PROJECT CRITERIA DOCUMENT

PROJECT NUMBER: 0 PROJECT MANAGER: 0
PROJECT NAME: 0
ROUTE: 0 MILEPOST LIMITS: 0

CADD Standards

See ADOT Website for drafting standards for Traffic, Roadway, and Bridge sheets

Software Standards

Document Format Standards

Design Exceptions

PROJECT ESTIMATED COSTS

PROJECT NUMBER 0 **PROJECT MANAGER:** 0
PROJECT NAME 0
ROUTE 0 **MILEPOST LIMITS:** 0

ADOT DISCIPLINE ESTIMATES				
DISCIPLINE		HOURS	RATE	COST
Bridge	Bridge Design		\$ 60.00	\$ -
Bridge	Scour		\$ 60.00	\$ -
Communications	Communication		\$ 45.00	\$ -
Contracts & Specs	Contracts & Specs		\$ 60.00	\$ -
District	District		\$ 55.00	\$ -
Environmental Planning	Environmental Planning		\$ 50.00	\$ -
Joint Project Agreement	Joint Project Agreement		\$ 40.00	\$ -
Materials	Geotech Design		\$ 50.00	\$ -
Materials	Geotech Field Investigation		\$ 50.00	\$ -
Materials	Pavement Design		\$ 50.00	\$ -
Materials	Soils & Aggregate		\$ 50.00	\$ -
Project Management	Project Coordinator		\$ 60.00	\$ -
Project Management	Project Manager		\$ 60.00	\$ -
Right of Way	Right of Way		\$ 50.00	\$ -
Roadway Group	Drainage		\$ 55.00	\$ -
Roadway Group	Pre Design		\$ 55.00	\$ -
Roadway Group	Roadside Development		\$ 55.00	\$ -
Roadway Group	Roadway Design		\$ 55.00	\$ -
Roadway Group	Roadway Review		\$ 70.00	\$ -
Surveying	Location Surveys		\$ 45.00	\$ -
Surveying	Photogrammetry/Mapping		\$ 45.00	\$ -
Traffic	Pavement Markings		\$ 55.00	\$ -
Traffic	Signal & Lighting		\$ 55.00	\$ -
Traffic	Signing		\$ 55.00	\$ -
Traffic	Studies & Analysis		\$ 55.00	\$ -
Traffic	Traffic Design		\$ 55.00	\$ -
TSMO	Regional Traffic Engineering		\$ 55.00	\$ -
TSMO	Systems Technology		\$ 55.00	\$ -
TSMO	Traffic Study		\$ 55.00	\$ -
Utilities & RR	30% and Prior		\$ 50.00	\$ -
Utilities & RR	Post 30%		\$ 50.00	\$ -
Value Analysis	Value Analysis		\$ 65.00	\$ -
TOTAL ADOT			\$	-

PROJECT COSTS		
ITEM		COST
ADOT DISCIPLINES		\$ -
COMPLIANCE REVIEW		
DESIGN CONSULTANT		
Contingency	7.5%	\$ -
iCAP	10.02%	\$ -
add item (Mod, Ut.Des, etc.)		\$ -
add item		\$ -
TOTAL ESTIMATED COSTS		\$ -

BUDGET TRACKER

PROJECT NAME: 0 PROJECT MANAGER: 0

PROJECT LOCATION: 0

ROUTE: 0 MILEPOST LIMITS: 0

ADOT DISCIPLINE TRACKING

DISCIPLINE	HOURS ESTIMATED	RATE	HOURS BILLED	REMAINING HOURS	REMAINING FUNDS
EIT	0	\$ 45.00	0	0	\$0.00
District	0	\$ 55.00	0	0	\$0.00
Roadway	0	\$ 55.00	0	0	\$0.00
Traffic	0	\$ 55.00	0	0	\$0.00
Bridge Operations	0	\$ 50.00	0	0	\$0.00
Bridge Design	0	\$ 60.00	0	0	\$0.00
ROW	0	\$ 50.00	0	0	\$0.00
Environmental Planning	0	\$ 50.00	0	0	\$0.00
Engineering Surveys	0	\$ 45.00	0	0	\$0.00
Utilities & Railroads	0	\$ 50.00	0	0	\$0.00
Contracts & Specifications	0	\$ 60.00	0	0	\$0.00
Project Management	0	\$ 60.00	0	0	\$0.00
Pavement Management	0	\$ 50.00	0	0	\$0.00
Traffic HSIP	0	\$ 55.00	0	0	\$0.00

TOTAL ADOT REMAINING	\$	-	\$0.00
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CONSULTANT INVOICE TRACKING LOG

CONTRACT AMOUNT		\$ -		Modifications	\$ 0.10
Invoice No.	Amount		% Complete	Remaining	% Remaining
XXXXXX	\$ -				
TOTAL	\$ -			\$0.10	100.0%

COMPLIANCE REVIEW TRACKING LOG

<i>ESTIMATED REVIEW COSTS</i>	\$0.00
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<i>ESTIMATED REVIEW COSTS</i>	\$0.00
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Invoice No.	Amount	% Complete	Remaining	% Remaining
xxxxxx	\$ -			

TOTAL	\$	-	\$0.00	#DIV/0!
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Programmed Amount	\$ 390,000.00
Amount Spent	\$ -
Amount Remaining	\$ 390,000.00
% Remaining	100%

PROJECT SPECIFIC QUALITY PLAN (PSQP)

PROJECT NUMBER: 0 PROJECT MANAGER: 0
 PROJECT LOCATION: 0
 ROUTE: 0 MILEPOST LIMITS: 0

WORK ITEM		ASSIGNED TO	SCHEDULED DATE OF REVIEW	REMARKS/COMMENTS
DESIGN PHASE		GROUP	REVIEWER	
Design Estimate < \$250 K = Another PM Reviews \$250 K - \$500 K = Senior PM > \$500 K = Manager	PMG			
Stormwater Management Plan	Roadside Dev.			
Survey Base Map (GIS)	Survey	Virgil Coxon		
Survey - Field Work Verification	Survey	Virgil Coxon		
Survey/Utility - Field Work Verification	Survey	Virgil Coxon		
Survey - Drawings	Survey	Virgil Coxon		
Scoping Document	Pre-Design	Reed Henry		14 Days Prior to Submittal
Potholing services	URR	Utility Coordinator		
Geotech report	Geotech	Geotech Manager		
Calculations	Depends on Project Type			
City Standard Specifications				
30% Plans	Roadway	Roadway Lead		14 Days Prior to Submittal
Written Responses to Review Comments - 30%	PMG	Project Manager		
60% Plans	Roadway	Roadway Lead		14 Days Prior to Submittal
Written Responses to Review Comments - 60%	PMG	Project Manager		
95% Project Specifications	C&S	C&S Lead		14 Days Prior to Submittal
95% Plans	Roadway	Roadway Lead		
95% Estimate	C&S	C&S Lead		14 Days Prior to Submittal
Written Responses to Review Comments - 95%	PMG	Project Manager		
100% Project Specifications	C&S	C&S Lead		
100% Plans	Roadway	Roadway Lead		7 Days Prior to Submittal
100% Estimate	C&S	C&S Lead		14 Days Prior to Submittal
BID PHASE				
Advertisement	C&S	C&S Lead		
Recapitulation Sheet	C&S	C&S Lead		
Addenda	C&S	C&S Lead		
Contract Documents	C&S	C&S Lead		
CONSTRUCTION PHASE				
Field Memos/Field Change Notices and Contract Document Updates	RE			
Shop Drawings	RE			
RFI Responses	RE			
Record Drawings	RE			

RISK REGISTER

PROJECT NO:

PROJECT MANAGER:

PROJECT NAME:

ROUTE:

MILEPOST LIMITS:

RISK	SEVERITY ¹	PROBABILITY ²	RISK CATAGORY ³	MITIGATION
Utility locations not accurate, in conflict	3	1	3	SUE 1 and SUE 2 designations completed during design

¹ LOW (1) MEDIUM (2) HIGH (3)

² UNLIKELY (1) POSSIBLE (2) PROBABLE (3)

³ 1-3 4-6 7-9 (Severity x Probability)

SITE SPECIFIC SAFETY PLAN

OVERVIEW & LOCATION INFORMATION

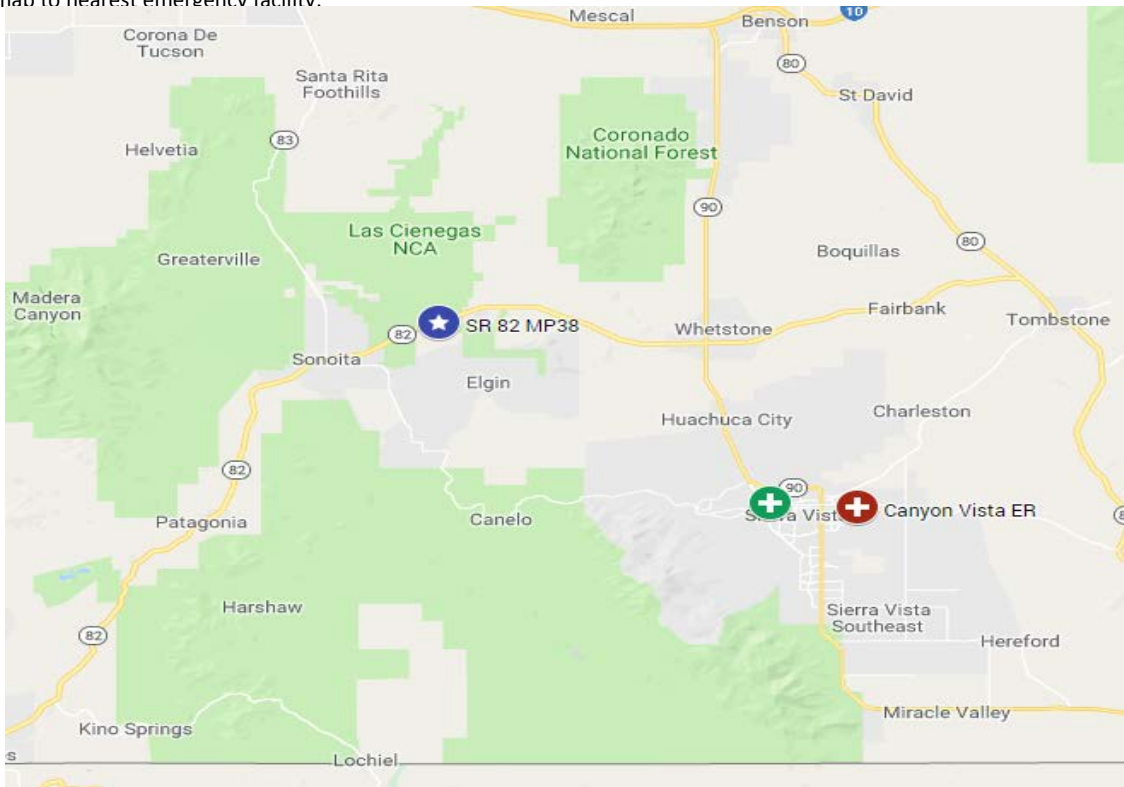
PROJECT NUMBER: 0	PROJECT MANAGER: 0
PROJECT NAME: 0	
ROUTE: 0	MILEPOST LIMITS: 0

EMERGENCY RESPONSE PLAN

In the event of an on site emergency team members should be aware of the closest medical facilities.

Emergency #	911
Local Non Emergency Number	
Closest Hospital to project site	 insert address
Closest Urgent Care to project site	 insert address

Insert map to nearest emergency facility:



First aid/CPR	Note if any team member is CPR or First Aid certified
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SITE HAZARDS

Slips, Trips, and Falls	
Weather - Heat, Cold, Rain, Snow	
Wildlife/Plants	
Railroad Crossing	
Personal Protective Equipment	

PROJECT CLOSEOUT CHECKLIST

PROJECT NUMBER: 0 **PROJECT MANAGER** 1/0/00
PROJECT NAME: 0
ROUTE: 0 **MILEPOST LIMITS:** \$0.00

ITEM	Y/N/NA	COMMENTS
DESIGN PHASE - 01D		
Confirm CE and PDS Costs with District		
Received Post-Design Services Proposal from Design Consultant		
LOCAL-Match Invoice Sent/Payment Received		
Design Consultant Review Completed		
Upload Geotechnical Report in AIDW before Advertisement		
Prompt Resource Admin to Close and Deobligate Funds in Completed Subphases (01U, 01R, ETC.)		
CONSTRUCTION PHASE - 01C		
Review and Approve Pay Requests for PDS Services		
Confirm PDS Services are Complete		
STAKEHOLDERS		
Notes on Agency (s), Stakeholders		
Agency contact names and telephone numbers		
QUALITY/SAFETY/IT		
Lessons Learned session with project team, quality and operations completed		
Lessons Learned been documented and entered into the project files		
RECORDS RETENTION MGT-9.02 Records Management Policy 06-07-16		
Pertinent Project Emails Copied into Project Folder and Deleted		
Clearance Documentation In AIDW		
Stage Submittal Documentation in AIDW		
Record Drawings submitted to: RecordDrawings@azdot.gov		

ARIZONA DEPARTMENT OF TRANSPORTATION

INFRASTRUCTURE DELIVERY AND OPERATIONS

ENGINEERING CONSULTANTS SECTION

CONTRACT SERIES: 2018-006

Project Development On-Call

REQUEST FOR STATEMENT OF INTEREST

ADOT PROJECT NO.

Request for Statement of Interest

The Arizona Department of Transportation (ADOT) is inviting your team to submit a Statement of Interest in response to the following request.

ADOT On-Call Contract Name: Project Development On-Call
ADOT On-Call Contract Series: 2018-006

Project Summary Information**Project**

Project Name:
Project (TRACS) No.:
District:
Route/MP:
Funding Source:

Project Manager Information

ADOT Project Manager Name:
Technical Group: Project Management
Phone Number:
Email Address:

Local Government Contact (if applicable)

Local Government Agency:
Local Government Contact:
Phone Number:
Email Address:

Solicitation Information:

Date of Request:
Submission Deadline for SOI:
Submission Instructions: Electronic Submittal is required (PDF). Submit an electronic PDF file of your firm's SOI to the ADOT ECS Contract Manager by 11:00am on the Submission Deadline Date. SOI's will not be accepted after the 11:00am deadline. Hard copies will not be accepted.

Format Instructions: A fillable pdf document has been made available for completion by interested prime consultants that are under contract on the contract series identified in this request. No changes to the document are permitted. Each section is limited to the space provided and set with a 10 pt font size and shall be text only. Pictures, graphics, hyperlinks, video clips or other multimedia applications are not permitted. Changes to the pdf file provided are not permitted. Failure to adhere to these guidelines shall result in rejection of the Statement of Interest.

Communication Instructions: Upon issuance of this Request for SOI, Consultants may not contact ADOT or the Local Government Agency as outlined in the ECS Manual.

Evaluation Factors: Project Understanding & Approach, Project Team and Availability, Project Risks, Schedule (Maximum 60 points); Project Manager Resume (Maximum 40 points)

Project Features:**Scope of Work:**

ARIZONA DEPARTMENT OF TRANSPORTATION
Engineering Consultants Section
Project Development On-Call – Statement of Interest

Consultant Name

ADOT Project Number

Project Understanding & Approach:

Discuss the tasks involved with the delivery of the project. Demonstrate your understanding of the design elements required for the project and the clearance tasks required to advertise the project. Highlight your approach to meet the critical path items associated with the project.

Project Team and Availability:

Identify what role the Prime Consultant and Subconsultants will perform to complete the project. Identify key team members who are committed to the project and provide their current commitments.

ARIZONA DEPARTMENT OF TRANSPORTATION
Engineering Consultants Section
Project Development On-Call – Statement of Interest

Consultant Name

ADOT Project Number

Project Risks:

Identify the risks and their potential impacts in delivering the project on schedule. Propose countermeasures to keep the project on schedule.

Schedule:

Provide a proposed milestone schedule with dates that will be met on the project.

ARIZONA DEPARTMENT OF TRANSPORTATION
Engineering Consultants Section
Project Development On-Call – Statement of Interest

Consultant Name

ADOT Project Number

Project Manager Resume:

Identify the Project Manager who will be in direct charge of the Scope of Services associated with the Task Order. This individual will be defined as the Key Personnel on the Task Order and cannot be replaced without prior written approval from the Department. The resume shall include applicable information regarding the Project Manager's knowledge, skills and abilities relevant project assignment, required licenses/certifications, relevant/similar experience in delivering a project of similar scope of work, availability and commitment for the duration of the project, examples of successful and timely delivery history, and interpersonal skills in aligning multiple stakeholders.