

Greg Froslic, Lake Havasu City (TAC Chairman)  
Steven Latoski, Mohave County (TAC Vice Chairman)  
Jason James, ADOT  
Todd Steinberger, ADOT  
Jess Knudson, Lake Havasu City  
Stuart Schmeling, Lake Havasu City  
Tim Walsh, Mohave County  
Justin Hembree, WACOG

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## **MPO Technical Advisory Committee (TAC) Meeting Regular Meeting Agenda**

**Tuesday, September 22, 2020, 1:30 p.m.**

**In-Person Attendance is Suspended for this Meeting.  
This meeting will be held through technological means.**

Zoom Meeting ID: **835 9836 2249** Call in Information: **1-669-900-6833**

**Shaded Items are action items**

1. Call To Order
2. Roll Call
3. Title VI – Notice to the Public (Sarah Lojewski)
4. Action Item - Approve the TAC meeting minutes of August 18, 2020
5. LHMPO Director's Report  
*Vinny Gallegos, LHMPO Director*
6. WACOG Transportation Report  
*Justin Hembree, WACOG Transportation Manager*
7. ADOT District Engineer's Report  
*Todd Steinberger, P.E. Northwest Assistant District Engineer*
8. ADOT Planner's Report  
*Jason James, Transportation Planning Program Manager*
9. ADOT Local Public Agency (LPA) Report  
*Mark Henige, LPA Program Manager*
10. Lake Havasu City Transit Report  
*Patrick Cipres, Transit Manager*
11. 2045 Regional Transportation Plan (RTP) Update  
*Vinny Gallegos, LHMPO Director*  
*Phyllis Davis, Kittelson & Associates Project Manager*
12. HPMS – Statewide Traffic Count Program  
*Sage Donaldson, ADOT GIS / HPMS Analyst*
13. Intelligent Transportation System (ITS) Presentation  
*Vinny Gallegos, LHMPO Director*  
*Steve Latoski, Mohave County Public Works Director*  
*Todd Steinberger, P.E. Northwest Assistant District Engineer*

14. Future Agenda Items

15. Upcoming Meeting Schedule

- LHMPO Executive Board Meeting: **October 6, 2020 2:00 PM**
- LHMPO Technical Advisory Committee Meeting: **October 27, 2020, 1:30 PM**

16. Adjourn

# ITEM # 4

**Action Item**

**TAC Meeting Minutes**

Greg Froslic, Lake Havasu City (TAC Chairman)  
Steven Latoski, Mohave County (TAC Vice Chairman)  
Jason James, ADOT  
Todd Steinberger, ADOT  
Jess Knudson, Lake Havasu City  
Stuart Schmeling, Lake Havasu City  
Tim Walsh, Mohave County  
Justin Hembree, WACOG

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## **MPO Technical Advisory Committee (TAC) Meeting Regular Meeting Minutes**

**Tuesday, August 25, 2020, 1:30 p.m.**

**In-Person Attendance is Suspended for this Meeting.  
This meeting will be held through technological means.**

Zoom Meeting ID: 835 9836 2249    Call in Information: 1-669-900-6833

**Shaded Items are action items**

1. Call To Order  
Greg Froslic called the meeting to order at 1:30 p.m.
2. Roll Call  
The roll call was performed by Jeanette Buckley  
Present via Zoom Meeting: Greg Froslic, Steven Latoski, Todd Steinberger, Jason James, Stuart Schmeling, Jess Knudson, Justin Hembree, and Scott Holtry.
3. Title VI – Notice to the Public (Jeanette Buckley)  
Jeanette Buckley read the Title VI – Notice to the Public
4. Action Item - Approve the TAC meeting minutes of May 19, 2020  
**Motion**  
Jess Knudson presented a motion to approve the TAC meeting minutes of May 19, 2020.  
Motion was seconded by Stuart Schmeling.  
**Vote on Motion**  
The vote on the motion was unanimous.
5. LHMPO Director's Report  
Vinny Gallegos announced that Jeanette Buckley has been transfer to Transit Department. She will be transitioning into Transit and the MPO is filling this position in the coming weeks.  
  
Vinny Gallegos advised the TAC that he revised the Agenda to give each agency a chance to give a report.
6. WACOG Transportation Report  
Justin Hembree announced that the Transit TAC awarded the Regional Implementation Transportation Plan to Kittleson & Associates.
7. RTAC (Rural Transportation Advocacy Council) Report  
Kevin Adams updated the TAC that the impact on public revenues weren't not as bad as estimated. State revenues are up state sales tax was up 13 % over July of 2019. Revenues are trending in the right direction. Gas tax is 12% down on collections due to the people working remotely. ADOT financial staff was looking at an 11 million dollar loss due to COVID affecting the revenues. ADOT financial staff is looking at finalizing the revenue forecast by

August 31<sup>st</sup>. Arizona State Transportation Board will adopt the 5 Year State Transportation Plan on October 27<sup>th</sup>. On the federal level there looks like there will be another round of COVID funding and hopefully there will be transportation infrastructure funding included.

8. ADOT District Engineer's Report

Todd Steinberger reported to the TAC the State Traffic Engineer will be coming to Lake Havasu City to look at the Kiowa shopping center for the traffic signal project. He will let the District know if he is going to support that the signal go forward at the third driveway.

Todd Steinberger advised the TAC that the micro-sealing will be pushed to next year because of the funding.

Greg Froslic asked Todd Steinberger if he knew when the 3<sup>rd</sup> driveway at Kiowa was going to be evaluated. Todd Steinberger responded he hasn't heard a schedule from the State Traffic Engineer.

Vinny Gallegos indicated to the TAC that anybody that would like to comment to the Arizona State Transportation Board regarding SR95 or the funding. Originally the September meeting was supposed to be held in Lake Havasu City but since they are still holding the meetings virtually it is still a good opportunity to join the meeting virtually and addressing the State Transportation Board.

9. ADOT Planner's Report

Jason James provided the following report to the TAC

1. P2P (FY22-26): Consultant (AECOM) is currently working on Technical & Policy Score updates for Pavement Preservation & Bridge projects. Call for District Top 5 Modernization Projects was sent to all ADOT Districts. The P2P Workshops will take place in October 2020. Final P2P List will be completed by mid-November 2020. Planning Level Scoping & Finalized Project List to Programming by the end of February 2021.
2. MPO/COG Manual Update: WSP was selected to be the consultant for the AZ MPO/COG Manual Update. An internal review by ADOT/FHWA program sections should be wrapping up this week. Once this internal review is completed, the Draft manual will be sent to COG/MPO Planners for comment. This comment period will last 2 weeks. Around end of Sept/early Oct, final Manual Presentation will take place at AZ COG/MPO Planners Meeting.
3. Corridor Profile Studies: ADOT's Corridor Planning Group is currently preparing an RFP to update the Corridor Profile Studies. It is anticipated that the next Corridor Profile Studies will kick-off in late 2020. The purpose of the corridor profile studies is to evaluate the performance of each of the state route corridors in five main categories including pavement, bridge, safety, mobility, and freight. Based on performance, the study team would be able to develop solutions and propose projects to address the corridor needs. Each of these solutions/projects would be submitted for consideration in ADOT's Planning to Programming (P2P) process. Corridors of interest in LHMPO Region:
  - SR 95 from I-8 to I-40

- I-40 West (California Border to I-17)
- SR 68/SR 95 North Corridor

4. Planning Level Estimating: In place of the September 2020 Every Day Counts (EDC) Stakeholder meeting, ADOT LPA Group will be following up on a topic previously discussed and identified as a subject to improve delivery on federal-aid projects. The topic is "Planning Level Estimating." An online training session will take place on Thursday, September 10, 2020 at 10:00 AM to 11:30 AM. The training will consist of the following:

- ADOT LPA, How to Do A Planning Level Estimate Using E2C2 (Estimated Engineering Construction Cost). 30 Minutes + 15 Min Q & A
- Pima County's Methodology for A Planning Level Estimate. 30 Minutes + 15 Min Q & A

The focus of the Planning Level Estimate Using E2C2 will show local agencies how to look up recent ADOT historical bid prices and discuss consideration of defining detailed description of work and impacts of time on planning level estimating. Pima County will share their recent experience preparing a planning level estimate.

10. Lake Havasu City Transit Report

Patrick Cipres updated the TAC that Lake Havasu City Transit has been able to navigate the TRAMS system. Also been working with ADOT Transit Division on the statewide Safety Plan that is a requirement for the 5307 funding. Currently we are working on the National Transit Database requirements. We were successful in putting in a CARES act application and a 5307 application.

Patrick Cipres thanked Greg Froslic and Vinny Gallegos for with the transition of Jeanette Buckley to Transit to get these items done it takes two people to navigate through all the requirements. Greg Froslic congratulated the Transit team on all the accomplishments so far.

11. **HSIP FY19/20 Project Update** - Pedestrian Hybrid Beacon for Acoma Blvd. & Pima Dr. North

Greg Froslic updated the TAC that on August 19<sup>th</sup> there was partnering meeting and construction conference. This meeting was attended by ADOT, KAZ Construction and Lake Havasu City staff. Lake Havasu City is working with KAZ Construction with what they need as far as submittals. Construction will start in January.

12. **HSIP FY21/22 Project Update** - Swanson Ave. / Acoma Blvd. Revised Scope and Cost

Vinny Gallegos advised the TAC that Mike Blankenship with Greenlight Traffic Engineering finished the cost estimate for a traffic signal at Swanson Ave/Acoma Boulevard it came in right under \$1 million dollars.

Mike Blankenship updated the TAC that the project came in right under \$1 million dollars. In addition to the traffic signal there is also rectangular flash beacons and speed feedback signs on Acoma by the golf course area. There also will be a couple of speed feedback signs on McCulloch on the approach to El Dorado. If the bids come in higher than estimated Lake Havasu City can send in a justification letter to ADOT dropping the additional projects to cover the traffic signal this project has no match for Lake Havasu City.

Vinny Gallegos will reach out to ADOT and advise them that the scope of work is completed, and it came in under the \$1 million-dollar mark.

**13. HSIP FY23/24 Projects Update** – London Bridge Road Safety Improvements / MPO Strategic Transportation Safety Plan

Vinny Gallegos updated the TAC that Lake Havasu City MPO was awarded two projects for FY23/FY24. The MPO Strategic Transportation Safety Plan was awarded \$350,000. Vinny Gallegos turned the update on London Bridge Road Safety Improvement over to Mike Blankenship.

Mike Blankenship informed the TAC that the London Bridge Road Safety Improvements are restriping the southern end of London Bridge Road to SR95 adding bike lanes. Where appropriate reduce the lanes to two lanes and add four speed feedback signs.

**14. 2045 Regional Transportation Plan (RTP) Workshop**

Vinny Gallegos indicated that this is the first meeting/workshop with the TAC and looking for engagement. Vinny Gallegos advised the TAC their input will shape this 25-year plan.

Phyllis Davis gave the TAC a presentation which is available at the Lake Havasu MPO office. Phyllis Davis provided what the Regional Transportation Plan and this workshop will be covering:

- This plan will set up the region up for success
- What are the changing transportation needs
- What federal compliances have changed
- Determine priorities for the region
- The final plan should be completed in May 2021
- The differences with this plan versus the 2040 plan will be an integrated approach (vehicle, pedestrian, bicycle, transit, goods movement, and aviation)
- Federal and State performance measures and targets
- Project Prioritization Process
- Who's on the team Kittleson and Associates, Greenlight Traffic Engineering and AECOM
- Will be reviewing what major improvements have been completed since the 2040 RTP
- Develop the future needs of the community as far as transportation needs
- What corridors should the plan focus on
- Updated functional classifications and increased number of minor collectors
- Focus on regionally significant routes
- What key intersections should be included
- What improvements need to be done to the key intersections
  - Stuart Schmeling asked about a second connection to the island could be looked at
  - Greg Froslic advised that there is property that has been purchased for a possible second bridge
- Travel conditions what areas are experiencing congestion or operational issues
  - Greg Froslic advised that the transition from SR95 to Mesquite or Swanson the traffic signal timing has caused back up
  - Steven Latoski suggested floating car runs to determine level of service for SR95

- Jeff Herb suggest Lake Havasu Avenue and Kiowa intersection
  - Greg Froslic said the traffic guys should be included in this conversation
  - Steven Latoski asked if freight corridors should be looked out
- How has COVID-19 impacted traffic
  - Greg Froslic advised that traffic has increased in Lake Havasu City
  - Steven Latoski advised that with the pent-up demand in California has been bringing these folks into Bullhead City, Parker and Lake Havasu City
  - Greg Froslic advised that anywhere boat launches has been causing backups every weekend
- What areas experience safety issues
  - Michael Blankenship informed the TAC that 40% of the fatal crashes are involving motorcycles
  - Two fatal accidents were head on crashes on SR95 Mike Blankenship suggested raised medians on SR95
  - Vinny Gallegos that there has been discussion of medians on SR95 by this group and would like to see if there is support for doing the medians
  - Todd Steinberger indicated that ADOT is probably is going to go after medians on SR95
  - Steven Latoski said he wants to see in this Regional Transportation Plan is technology and adaptive traffic signal control
  - Steven Latoski has done a white paper on this technology in Mohave County
  - Phyllis Davis and Greg Froslic requested a copy of this white paper from Steven Latoski
  - Jeff Herb that signal coordination could help with the rear end crashes
  - Jeff Herb suggested looking at potential bus pullouts for transit since this will be starting in the near future
  - Vinny Gallegos added that Lake Havasu MPO does have money set aside to do a potential project with ADOT to do traffic signal technology
  - Jeanette Buckley informed that the price for this project was \$187,000 and that Lake Havasu MPO's half would be around \$94,000
  - Vinny Gallegos stated this is still an option that there needs to be further discussion with the TAC
- What Multimodal improvements do you think are needed
- Phyllis Davis will be sending out maps to the group to see if there needs to be additional walking/bike paths
- What is the biggest challenges and future trends for the region moving forward
  - Jess Knudson advised that one of the biggest challenges will be the amount of right-of-way available
  - Greg Froslic indicated that in some areas Lake Havasu City is built-out and limited on the right-of-way that is available
  - Vinny Gallegos advised that with the census that there possibly will be a neighboring MPO in Bullhead/Mohave area this can cause the funding resources can be reduced
  - Justin Hembree stated that he agreed with Vinny Gallegos that the funding is getting reduced and projects are increasing in cost
  - Todd Steinberger suggested at looking at the region as a whole when we start talking about technology and also look at another route that takes the place of SR95 besides London Bridge Road and Lake Havasu Avenue
- What is next

- Existing and Future Conditions - Fall 2020
- Public Outreach Phase 1 – Late Fall 2020
- Evaluation and Prioritization - Winter 2020-2021

15. Future Agenda Items?

Greg Froslic asked for any future agenda items none were given.

16. Upcoming Meeting Schedule

- LHMPO Executive Board Meeting: **September 8, 2020 2:00 PM**
- LHMPO Technical Advisory Committee Meeting: **September 22, 2020, 1:30 PM**

17. Adjourn

Motion to adjourn was presented by Jess Knudson, seconded by Stuart Schmeling. Meeting adjourned at 3:20 p.m.

DRAFT

# ITEM # 5

**Action Item**

**LHMPO Director's Report**

# ITEM # 6

**Action Item**

**WACOG Transportation Report**

# ITEM # 7

**Action Item**

**ADOT District Engineer's Report**

# ITEM # 8

**Action Item**

**ADOT Planner's Report**

# ITEM # 9

## Action Item

### **ADOT Local Public Agency (LPA) Report**

# **ADOT LPA Project Initiation Process For Federally Funded Projects**

**Presentation by Mark Henige & Jennifer Henderson  
Lake Havasu TAC Meeting  
September 22, 2020**

Rev 9/22/20



# ADOT Local Public Agency Section

**Purpose:** Provide guidance and assistance with federally funded project delivery as well as oversight to local public agencies such as Counties, Towns, Cities, and Tribal Governments.

**What we do:**

- Support delivery of the Five-Year Construction Program (20-30-30-20).
- Communicate with stakeholders.
- Build trust while advocating for LPAs.
- Provide assistance and guidance pertaining to the Federal-Aid Highway Program in support of our local partners.
- Develop tools and training programs.
- Conduct oversight and monitoring activities on LPA Projects in accordance with the ADOT/FHWA Stewardship Agreement and O&M Workplan.
- Handle Self-Administration (SA) and Certification Acceptance (CA) requests.
- Project reporting and tracking.



# Process Branch

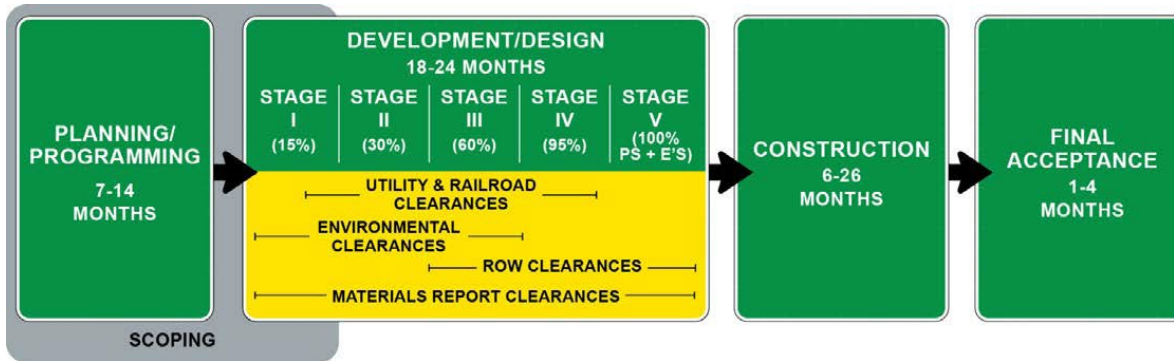
- Develops and carries out processes associated with the oversight and monitoring of LPA projects under the Federal-Aid Highway Program.
- Ensures projects and programs are compliant with federal regulations, laws, and policies.
- Responsible for the oversight and monitoring of the CA and Self-Administration programs.
- Maintains the Local Public Agency and Certification Acceptance (CA) user manuals.

# Program Branch

- Provides the linkage between local project planning and project development for Arizona's LPAs.
- Provides guidance with the federal process and steps necessary to evaluate and initiate LPA projects.
- Initiate all federally funded projects for LPAs.
- Conducts training and facilitates communications between LPAs and ADOT Technical Groups as necessary to assist in delivery of projects.
- Administer project delivery for Highway User Revenue Fund (HURF) Exchange, Off-System Bridge Program, and Transportation Alternatives Program and set-aside programs such as the Safe Routes to School Support Programs.



# Project Development Process



The Federal-Aid **Project Development Process** consists of multiple steps.

Let's take a "high level" look at major project milestones...

## Phases

Local Public Agencies (LPAs) move through these phases to satisfy requirements of the federal-aid highway program so the project is eligible for Federal funding \$\$\$.

# Planning & Programming

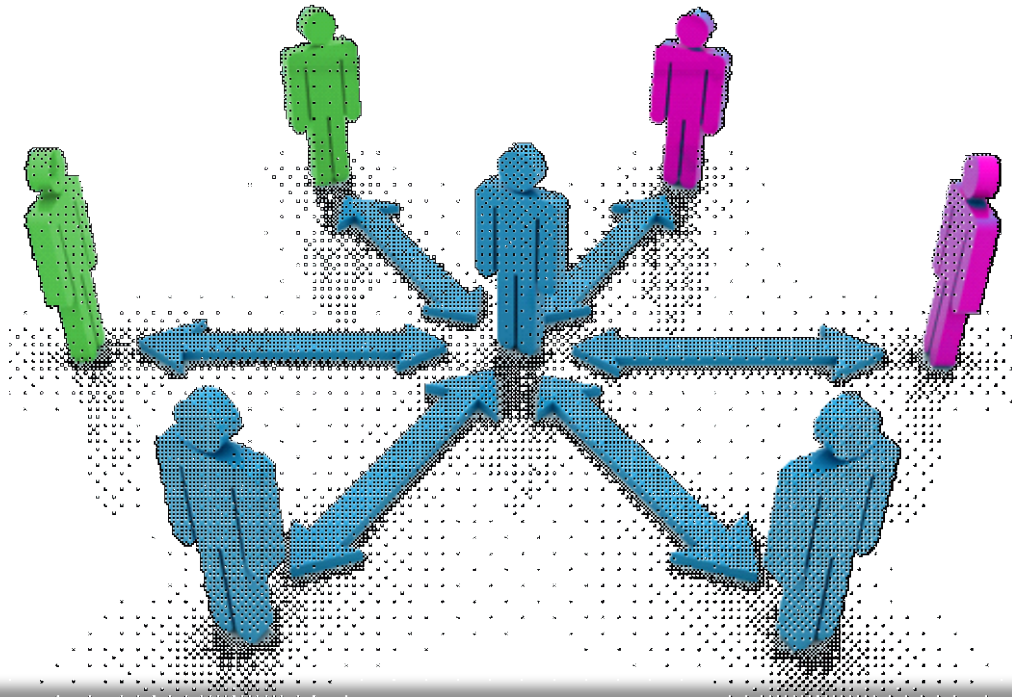
## PLANNING/ PROGRAMMING

7-14 Months

*ADOT partners with Councils of Governments (COGs) and Metropolitan Planning Organizations (MPOs) as a conduit for federal funding to the local public agencies.*

- Before a project can be initiated, Local Sponsors must apply and be selected for federal funding through their regional COG/MPO or through an ADOT Local Program.
- Applications should identify a realistic preliminary scope, schedule, and budget so that appropriate funding can be programmed.
- All phases of the project must be programmed in the regional Transportation Improvement Plan (TIP) and E-Stip.
- Local Sponsor can then start the Project Initiation Process through ADOT LPA Section.

# PROJECT INITIATION for Local Public Agencies



# Project Initiation with ADOT

## ADOT LPA Section will...

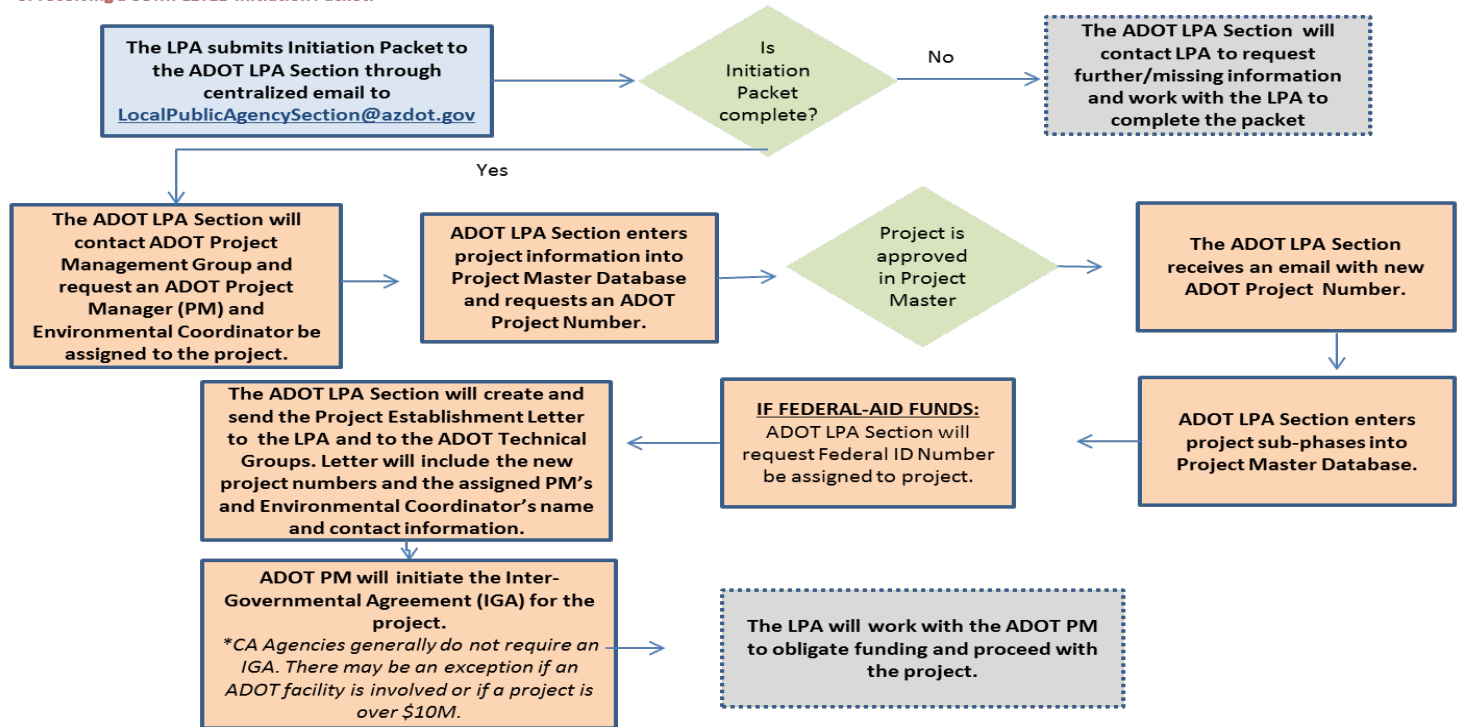
- Review documents to understand scope, schedule and budget to ensure project is feasible and meets program eligibility requirements.
- Coordinate with Local Sponsors if revisions are needed.
- Request an ADOT Project Manager (PM) and Environmental Coordinator.
- Meet with assigned ADOT PM to discuss scoping and project needs.
- Initiate project in Project Master Database and request Federal ID and ADOT Project numbers.
- Sends an Establishment Letter with the Federal ID, ADOT Project Number, Names and contact information for ADOT PM and Environmental Coordinator assigned to the project.
- Hand-off project to ADOT PM.

**NOTES:**

- Prior to requesting funding through ADOT, LPA Coordinator should have approval from their local COG/MPO and the project must be added to the COG/MPO's Transportation Improvement Plan (TIP)
- Project Initiation forms and documents can be found on the ADOT website at: <https://azdot.gov/node/14142>
- ADOT LPA Section will initiate the project within 30 days of receiving a **COMPLETED** Initiation Packet.

## Project Initiation Process for Local Public Agencies

=Local Public Agency (LPA)/Project Sponsor
=ADOT
=ADOT and LPA



Revised on 04/14/20

# REQUIRED Forms & Documentation

## REQUIRED Forms:

- Project Initiation Letter should include:
  - ✓ Project Name (**match project/location name in TIP**)
  - ✓ Functional Classification
  - ✓ Description of work – help us get to know your project
  - ✓ What is the type of project? What are the project limits? Type of project funding?
- ADOT Project Initiation Form
- ADOT Functional Classification Map (<https://azdot.gov/node/5623>)
- Project location map (boundaries of project, beginning termini/ending termini)
- A **legible** copy of the local MPO/COG TIP page, with the project highlighted and all phases of the project shown in a programmed year.

# Project Initiation Resources

<https://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency/ProjectInitiation>

## Project Initiation

Home (LPA)	Federal Aid Highway Programs	Certification Acceptance (CA)	Self-Administration
Project Initiation	Communication Bulletins	Stakeholder Meetings	
Resource Materials	Trainings	Contact Us	

### Required Documents:

 [Project Initiation Sample Letter](#) Rev. 1/23/20

 [Project Initiation Form](#) Rev. 1/23/20

- [ADOT Functional Classification Map](#)
- A legible copy of the local MPO/COG TIP page, with the project highlighted and all phases of the project shown in a programmed year
- Supporting Documentation

### Supporting Documentation:

Supporting documentation is a required part of the packet; however, the type of supporting documentation is up to you.

The ADOT LPA Section has tools available on our website to help with projecting schedule and estimated costs, including:

 [Sample Scoping Document](#) (.doc) Rev. 2/6/18

 [Project Scoping Document Guidelines](#) (.pdf)

 [ADOT Cost Estimate Tool](#) (.xls) Rev. 4/10/19

- [Historical Bid Unit Prices E2C2](#) (apps.azdot.gov)

Other types of supporting documentation can include: A copy of the approved COG/MPO funding application or workbook, PA, any other types of planning and scoping documents that give details about the project.

### Additional Resources:

 [Project Initiation Flow Chart](#) (.pdf)

[ADOT Business Coach On Demand](#)

[Business Engagement and Compliance](#)

[Engineering and Construction](#)

[Contracts and Specifications](#)

[Project Management Services](#)

[Highway Maintenance](#)

[Procurement](#)

[Engineering Consultants](#)

[Programs and Partnerships](#)

[Adopt a Highway](#)

[Border Liaison Unit](#)

[Every Day Counts Initiative](#)

[Grand Canyon State Logo Sign Program](#)

[Joint Project Agreement](#)

[Local Public Agency](#)

[Home \(LPA\)](#)

[Certification Acceptance](#)

[Federal Aid Highway Programs](#)

**Project Initiation**

[Resource Materials](#)

[Self-Administration \(SA\)](#)

[Trainings \(LPA\)](#)

[Communication Bulletins](#)

[Stakeholder Council](#)

[Contact Us](#)

DT: Initiation

# Project Initiation Sample Letter

## LOCAL PUBLIC AGENCY PROJECT INITIATION SAMPLE LETTER

Place on Sponsoring Agency's Letterhead

**\*Note: All items in red should be removed and replaced with the information being requested prior to submitting the ADOT Local Public Agency Section for initiation.**

All requests should be emailed to the ADOT Local Public Agency Section through the centralized email [LocalPublicAgencySection@azdot.gov](mailto:LocalPublicAgencySection@azdot.gov).

(Insert Date)

ADOT Local Public Agency Section  
205 S. 17<sup>th</sup> Ave. Mail Drop EM11  
Phoenix, AZ 85007

Re: Request for Local Government Project Initiation  
Sponsoring Agency:  
Project Name:  
Project Location:  
COG/MPO TIP ID Number:  
Funding Type: (Insert Type of Funding: HSIP/TAP/STGB/Off-System Bridge/Etc.):

To Whom It May Concern:

On behalf of the (Insert sponsoring agency's name), I am writing to request initiation of a local public agency project and assignment of a Federal project number and an ADOT project number for the above referenced project.

Attached is a copy of the current (Insert COG/MPO) Transportation Improvement Program (TIP) page, highlighting all phases of the project. All phases of this project have been approved and programmed for funding in the amount of \$ (Insert total amount of requested funding).

Attachments include:

**\*Note: All initiation requests that are submitted to the ADOT Local Public Agency Section will be returned without action unless all items listed below are submitted with this initiation letter.**

- ☐ ADOT Project Data Sheet
- ☐ A legible copy of the local MPO/COG TIP page, with project highlighted and all phases shown
- ☐ A scoping letter that includes:
  - Project Name(As shown on TIP)
  - Functional Classification Type
  - Scope of Work (Establishes the three major components of a project agreement: scope, budget, and schedule. The project description should provide sufficient detail for the applicable phase of work (e.g., preliminary engineering (PE), right-of-way (ROW), construction, or other), specified work to be performed, and specific location limited to the specific work for which the Project Sponsor is requesting authorization. A clearly defined project scope and schedule provide financial controls and mitigates the risk of unauthorized activities occurring which could result in non-compliance with Federal requirements and is used in the development of an Intergovernmental Agreement. A third party (e.g., the public, Congress, auditors, Office of Inspector General, etc.) should be able to understand the scope of work for the project and its limits from the information in the project agreement. The total project cost must account for all costs for the authorized work from all sources—Federal, State, local, private, and donations, and non-participating costs, and include the ADOT Project Design Administrative (PDA) fees.

- ☐ Supporting Documentation (Type of supporting documentation will vary depending on the type of project. Sponsor may provide a copy of the COG/MPO funding application or workbook, Scoping Document, Cost Estimate Tool, Project Assessment (PA) or any other planning documents that gives details about the project and supports the scope, schedule, and budget).
- ☐ ADOT Functional Classification Map, available on the ADOT Webpage ([https://azdot.gov/maps/Functional\\_Maps](https://azdot.gov/maps/Functional_Maps))
- ☐ Project Location Map that shows beginning and ending termini of the project

Please contact us if you have any questions regarding this request or require additional information. Thank you.

Sincerely,

Project Manager Name  
Title  
Agency  
Address  
City, AZ, Zip code  
Phone Number  
Email address

# Project Initiation Form

**ADOT**  
LPA PROJECT INITIATION FORM

Project Name:   
 Project Location:   
 Sponsor Agency:   
 Functional Class:   
 Phone & Email:   
 COG/MPD: Select One...  TIP ID:   
 Administered By: ☐ CA ☐ SA (fed S) ☐ SA (loc S) ☐ ADOT  
 Program FY: DESIGN  ROW  CONST   
 Design By: ☐ ADOT Staff (In-House) ☐ Consultant

**PROJECT SCOPE** (Detailed description of work being completed, including current status and beginning and end terms)  
 Pre-Scoping/Project Advertisement (PA) Completed: ☐ Yes ☐ No Public Outreach By: ☐ Local Sponsor ☐ ADOT

**PROJECT FUNDING** (COMPLETE AS APPLICABLE)  
 \*Note all costs below should match what is in the Regional TIP\*

Item	Source	Federal \$	Local \$	Total \$
ADOT Review/PDA Fee (formerly DMD)	Select One...			\$ 0.00
Design (Local: Fed(5.7% Local)	Select One...			\$ 0.00
Design Other (Local: 100%/Overmatch)	Select One...			\$ 0.00
Construction (Local: Fed(5.7% Local)	Select One...			\$ 0.00
Construction Other (Local: 100%/Overmatch)	Select One...			\$ 0.00
ROW Acquisition (Local: Fed(5.7% Local)	Select One...			\$ 0.00
ROW Acquisition (Local: 100%/Overmatch)	Select One...			\$ 0.00
<b>Total Project Cost:</b>		\$ 0.00	\$ 0.00	\$ 0.00

**ESTIMATED SCHEDULE**

Item	Completion Date
Project Initiation	
IGA Execution	
PE Authorization	
Kick-Off Meeting	
Stage I (15%)	
Stage II (30%)	
Env Clearance	
Stage III (60%)	
ROW Clearance	
Stage IV (95%)	
Utilities Clearance	
Bid Packet Ready	
Bid Advertisement	
Bid Award	
Construction Start	
Construction End	
Project End	

**Environmental Considerations** (Identify scope and risks to delivery)  
 Cost of Action (COA) ☐ CS ☐ EA ☐ EA Re-evaluation  
 Do not use N/A in this field. Please provide a brief description of the environmental considerations. An estimate of what type of work will be done to address environmental needs (i.e. NEPA, Historical, Cultural, CE only, EA, only, EA Re-evaluation).

**Right of Way** (Identify scope and major risks to delivery)  
 New ROW required? ☐ Yes ☐ No  
 Do not use N/A in this field. Please provide an estimate of what type of work will be done to address ROW needs (i.e. purchase of # of properties will be required, or no new ROW will be required).

**Utilities & Railroad** (Identify scope and any major risks to delivery)  
 Do not use N/A in this field. Please provide an estimate of what type of work will be done to address URR needs (i.e. Type of Utility will need to be installed/moved or No URR impacts are anticipated).

**TOTAL DEVELOPMENT HOURS**  
 (ESTIMATE OF ADOT REVIEW HOURS)

Item	Review Hours
Design Review	
Scoping/Pre-Design	
Final Design	
Right of Way	
Environmental	
<b>Total</b>	0

Rev. Jan 2020

- LPA Section's "Framework form" or "Napkin".
- Preliminary planning tool to identify scope, schedule, and budget and possible delivery risks.
- All fields should be completed as applicable to the project.

# Transportation Improvement Plan (TIP)

SEAGO REGION  
Draft: 2020-2024 TIP Amendment #1  
Approved By: Administrative Council- Executive Board -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	MURF EXCHANGE	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2022														
SCC 20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unimproved road segments in unincorporated Santa Cruz County	10.39 miles	PMUR Fee	Rural Local	2	2	CMAQ	\$28,290		\$1,710		\$30,000
SCC 20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unimproved road segments in unincorporated Santa Cruz County	10.39 miles	Construction	Rural Local	2	2	CMAQ	\$719,917		\$43,516		\$763,433
NOG 20-02	City of Nogales	Pathway Project, Baffert Dr to Nogales High School	Baffert Drive to Country Club Drive, intersects with Grand Avenue path on south side of Frank Road Road to Nogales High School	3 miles	Design	N/A	N/A	N/A	CMAQ	\$358,340		\$21,660		\$380,000
SCC 19-09	Santa Cruz County	Rio Rico and Ponderosa Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$984,555		\$58,512		\$1,043,067
GSH-BR-02	Graham County	PL Thomas River Structure No. 8131 Phase 1	PL Thomas River Road @ Gila River		Scoping, Design, Environmental	Minor Collector	2	2	Off System Bridge	\$328,290		\$19,844		\$348,134
		TAP								\$10,000				\$10,000
		TOTAL FOR 2020								\$2,429,392		\$748,241		\$3,177,633
2021														
BAP12-02	City of Baffert	20th Ave, Phase II	Reunion St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$3,653,581		\$220,840		\$3,874,421
COH 21-01	Cochise County	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strip	Charleston Road from Tombstone to 4.8 miles south of Tombstone Double Adobe Road from SR 80 to Frontier Road, Barataria Boulevard from Moon Road to Ranch Road	10.7 miles	Design	Major Collector	2	2	HSP	\$264,000		\$0		\$264,000
SCC 21-01	Santa Cruz County	Ponderosa Drive - Roadway Dip Elimination	Ponderosa Drive Dip at Sonolita Creek Wash	25 miles	Design	Major Collector	2	2	HSP	\$241,438		\$14,980		\$256,000
GSH 21-01	Graham County	Golf Course Road, Cottonwood Wash Road, Shoulders and Rumble Strips	Golf Course Road from Hoppes Avenue to just west of 20th Avenue, Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South	5.1 miles	Design	Major Collector	2	2	HSP	\$213,603		\$13,861		\$225,454
GSH-BR-02	Graham County	PL Thomas River Structure No. 8131 Phase 2	PL Thomas River Road @ Gila River		NOV	Minor Collector	2	2	Off System Bridge	\$89,699		\$4,213		\$93,912
		TAP								\$10,000				\$10,000
		TOTAL FOR 2021								\$4,451,291		\$252,458		\$4,703,789
2023														
COH 21-01	Cochise County	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strip	Charleston Road from Tombstone to 4.8 miles south of Tombstone Double Adobe Road from SR 80 to Frontier Road, Barataria Boulevard from Moon Road to Ranch Road	10.7 miles	Construction	Major Collector	2	2	HSP	\$383,840		\$0		\$383,840
SCC 21-01	Santa Cruz County	Ponderosa Drive - Roadway Dip Elimination	Ponderosa Drive Dip at Sonolita Creek Wash	25 miles	Construction	Major Collector	2	2	HSP	\$424,350		\$25,650		\$450,000
NOG 20-02	City of Nogales	Pathway Project, Baffert Dr to Nogales High School	Baffert Drive to Country Club Drive, intersects with Grand Avenue path on south side of Frank Road Road to Nogales High School	3 miles	Construction	N/A	N/A	N/A	CMAQ	\$945,000		\$57,121		\$1,002,121
GSH 21-01	Graham County	Golf Course Road, Cottonwood Wash Road, Shoulders and Rumble Strips	Golf Course Road from Hoppes Avenue to just west of 20th Avenue, Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South	5.1 miles	Construction	Major Collector	2	2	HSP	\$1,091,490		\$120,375		\$2,111,865
GSH-BR-02	Graham County	PL Thomas River Structure No. 8131 Phase 3	PL Thomas River Road @ Gila River		Construction	Minor Collector	2	2	Off System Bridge	\$602,011		\$36,389		\$638,400
		TAP								\$10,000				\$10,000
		TOTAL FOR 2022								\$4,566,961		\$233,638		\$4,800,599
2023														
		Phase 1 only												
		TAP								\$10,000				\$10,000
		TOTAL FOR 2023								\$10,000		\$0	\$0	\$10,000
2024														
DOH17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road, 9th Street to BR65	.85 miles	Design	Urban Minor Arterial	2	2	STP	\$75,440		\$4,560		\$80,000

- Must be approved by TAC, ADOT, and FHWA.
- Must be legible.
- Must show all work phases for the project (highlighted).
- Must show project phases in fiscally constrained program years.

# Supporting Documentation

Supporting documentation is a required part of the packet, however the type of supporting documentation submitted will vary depending on the type of project and how much pre-scoping has been completed.

Acceptable supporting documents must show details about the project and support the scope, schedule, and budget.

- Project Assessment (PA), Scoping letter, and/or DCR
- A copy of the funding application or workbook approved by:
  - TMA/COG/MPO (STGP, CMAQ (MAG), HURF Exchange)
  - ADOT (HSIP, CMAQ, Off-System Bridge)

# Additional Planning Tools

The ADOT LPA Section also has other tools available on our website to help with projecting schedule and estimated costs, including:

- Sample Scoping Document
- Cost Estimating Tool
- Link to ADOT E2C2 Historic Bid Tool

# Sample Scoping Document Format

## SCOPING DOCUMENT FORMAT (PROJECT ASSESSMENT OR SCOPING LETTER)

### A. TITLE PAGE

Include project name and location, ADOT TRACS number, and federal-aid project number (if applicable).

### B. INTRODUCTION

The introduction contains the project program information. The project name & route name including termini and Functional classification, location, estimated cost, funding type (TAP, HSIP, OIAQ, HURF, etc. & Local funds), Fiscal Year of expected construction, expected project development start and completion dates. Include who will bid the project and administer the construction. Briefly explain what the project is.

### C. BACKGROUND DATA

This section should include a summary describing the need/justification for the project. Please include all project development completed to date such as master planning, public meetings, etc.

### D. PROJECT SCOPE

Describe project limits and all the components of the recommended project scope. Provide all route names, project lengths, detail the type of work; describe how the work is to be done, and how the work is to be paid for. Include PA development, plan design and construction. If the project will be part of a larger project, such as a roadway improvement project, describe the project components, particularly in terms of the design and construction schedule and timing of funding requests. Describe the roles of the sponsor, ADOT, etc.

### E. PROJECT DEVELOPMENT CONSIDERATIONS

Please describe how the following criteria impact your project. If there is no impact please state why.

1. Environmental requirements: Provide a brief description as determined by the project scope. Detailed discussion will be handled in the Environmental Determination (ED).
  - a. Species Investigation—animals & plants
  - b. Wetland & Riparian Areas
  - c. Flood plain encroachment
  - d. Section 401/404
  - e. Section 4 (f) Impacts
  - f. Potential Contaminants
  - g. Social or economic impacts
  - h. Cultural Resources Investigation

## SCOPING DOCUMENT FORMAT Page 2 of 4

### i. Scenic or Historic Route

### 2. Construction Contract Method

Will the construction contract be awarded by lowest responsive bid or do you intend to request ADOT/FHWA approval to utilize a non-traditional construction contracting technique such as Job Order Contracting (JOC) or Construction Manager at Risk?

### 3. Geotechnical and Drainage Requirements

Address geotechnical and drainage implications of the project and the need for geotechnical investigation and materials design and drainage report.

### 4. Critical Outside Agency Involvement

Describe any project locations that are likely to involve lengthy clearance procedures (SHPO, Forest Service, Bureau of Land Management (BLM), other municipalities, Indian reservations, railroads, utility companies, etc.)

### 5. Right-of-Way Requirements

Describe all project right-of-way. Describe the land ownership (Private, City, ADOT, Forest Service, BLM, etc.) Describe any R/W that will have to be acquired and how it is expected to be acquired (donation, purchase, or condemnation and by whom). Note that the need for temporary construction easements is a R/W activity.

### 6. Utility Relocation Requirements

First, try to design project to avoid utility conflicts. Describe any utility impacts, and how the relocation of the utilities is expected to be accomplished (work done by the utility co., bid item in the construction project). How the work to be is financed (local funds, fed-aid funds). Are there any "Prior Rights" issues for any of the utilities?

### 7. Traffic Requirements

Is there a need for traffic control plans for this project? What about pedestrian traffic control? Will there be any artwork that will be highly visible from the roadway?

### 8. Seasonal Considerations

Describe the limits of the construction/planting season. If the project includes landscaping, how will construction be scheduled to ensure that plantings are installed during the proper time of the year? Does the construction schedule need

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to coordinate with any local special or school events, or the school year, that would otherwise be impacted by construction activities?

**9. Design Criteria**

Describe the design criteria to be used. Does the design criteria comply with standards being used (AASHTO, MAG, County, ADOT)? Are there features which do not comply with the above standards? Address your intent for either meeting the criteria or requesting a design exception. The appropriate ADOT Technical Section Manager approves design exceptions.

Note that reference to design standards other than ADOT standards need to be physically included in document submittals, not just a reference to the standard. ADOT staff cannot be expected to hunt online or take the time to contact the LGA for a copy of the standard. They need to physically be included in the submittal to ADOT so that the ADOT reviewers can compare the standard with the applicable ADAAG and AASHTO standards.

**F. OTHER REQUIREMENTS**

Describe the funding sources for the project. State the desired bid advertisement date. The construction start date will be a minimum of three months after the project has initially advertised for bid. Describe how the project will be developed (designed in-house, or by a consultant firm).

**G. ESTIMATED COST**

Describe project cost by funding source and address the following criteria:

- Design (preliminary engineering) costs and if those costs are to be funded with local funds or reimbursed with federal program funds?
- Right-of-way acquisition costs and if those costs are to be funded with local funds or reimbursed with federal program funds?
- Utility relocation costs and if those costs are to be funded with local funds or reimbursed with program federal funds?
- Identify project components that need to be funded entirely with local funds including items ineligible for federal reimbursement with program funds.
- Construction costs, preferable itemized by ADOT item number and including construction engineering (15%) and contingencies (5%).
- Total Cost

**H. ITEMIZED ESTIMATE**

Be sure to divide out Federal Funds, Local Matching Funds and Local Additional Funds if any.

**I. VICINITY MAP**

Provide a detailed vicinity map showing project termini, and indicate appropriate street names.

**J. TYPICAL SECTIONS**

Provide typical sections for major project locations that show property lines, right-of-way and known easement limits, slope dimensions, and proposed pavement structural elements. The sections should show critical horizontal and vertical dimensions.

**K. SCHEDULE**

Preferably in bar chart format. Show milestones and include all major project development tasks such as clearance phases and design development/review periods of project.

**L. 15% PLANS**

Provide half-size 15% plans with topographic survey basemap.

END OF DOCUMENT

|

# ADOT Cost Estimate Tool

Estimated Project Costs						
<b>INSTRUCTIONS:</b> List all items necessary to develop and construct your project. The applicant is responsible for verifying all costs and their accuracy. Construction cost overruns will be the responsibility of the sponsoring agency.						
Enter values into GREEN CELLS.		The program will automatically calculate the Totals and Federal Share at 94.3%.				
<b>LOCAL PROJECTS:</b> Please note that the Stage I Costs shown below are to be funded by the sponsoring agency and are not eligible for Federal Reimbursement.						
ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL	FEDERAL FUNDS @ 94.3%	MATCHING FUNDS @ 5.7%
<b>STAGE I – SCOPING (15% Preliminary Design)</b>						
<b>SCOPING COSTS</b>						
Costs cannot be applied toward the federal participation or local match						
SITE TOPOGRAPHIC SURVEY (2-in-5 of contract cost) <i>(Enter \$0 in Unit Price column if none required)</i>	LS	1		\$0.00		
SCOPING DOCUMENT (Scoping Letter, Project Assessment and DCR)	LS	1		\$0.00		
ENVIRONMENTAL DETERMINATION (Including technical supporting documents)	LS	1		\$0.00		
HAZARDOUS MATERIALS ASSESSMENT (Including heavy metals & asbestos (If an assessment is necessary, anticipate \$1,500. <i>Enter \$0 in Unit Price column if none required</i> .)	LS	1		\$0.00		
<b>SUBTOTAL – PROJECT SCOPING COSTS</b>				\$ -	\$0	\$0
<b>STAGES II, III, IV – DESIGN (30%, 60%, 95%-100% Design)</b>						
<b>DESIGN COSTS</b>						
Note: The use of federal funds for design is optional and subject to authorization. Design should not go beyond Stage II (30%) without environmental approval.						
PERMITS – Plans, Special Provisions, Cost Estimator & Schedule (10%-20% of construction cost) (Shall be refunded if project is not constructed)	LS	1		\$0.00		
GEOTECHNICAL INVESTIGATION (If a report is necessary, anticipate 5% of construction cost) Includes testing, Geotech Report, Materials & Pavement Design Report <i>Enter \$0 in Unit Price column if none required.</i>	LS	1		\$0.00		
DRAINAGE REPORT (If a report is necessary, anticipate 5% of construction cost) <i>Enter \$0 in Unit Price column if none required.</i>	LS	1		\$0.00		
STORMWATER POLLUTION PREVENTION PLAN (Require if there is over 1 acre of total disturbance, total construction cost) <i>Enter \$0 in Unit Price column if none required.</i>	LS	1		\$0.00		
<b>SUBTOTAL – PROJECT DESIGN COSTS</b>				\$ -	\$0	\$0
Federal Funds for design are calculated at 94.3% of the total design cost. If requested less than 94.3% Federal Funds for design, enter requested % in the Federal column.						

- Provides a complete, realistic picture of preliminary costs for Scoping, Design, Environmental, Right of Way, Utilities, Construction, and Post Construction costs.
- Itemized list of work items.
- Calculates quantities and unit prices.
- Splits federal 94.3% and local matching 5.7% funds.

ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL	FEDERAL FUNDS @ 94.3%	MATCHING FUNDS @ 5.7%
<b>STAGE V - CONSTRUCTION</b>						
<b>SITE ACQUISITION &amp; HARDSCAPE CONSTRUCTION</b>						
RIGHT-OF-WAY ACQUISITION (If necessary)	LS	1		\$0.00	\$0.00	\$0.00
INSTALLATION OF STORMWATER POLLUTION PREVENTION MEASURES (If over 1 acre of disturbance, 5% of contr. cost) <i>Enter \$0 in Unit Price column if area of disturbance is less than one acre.</i>	LS	1		\$0.00	\$0.00	\$0.00
SITE PREPARATION (Clearing and grubbing, plant salvage)	LS	1		\$0.00	\$0.00	\$0.00
DEMOLITION						
Sawcut	LF			\$0.00	\$0.00	\$0.00
Remove Structure and Obstructions	LS	1		\$0.00	\$0.00	\$0.00
Remove Fencing	LF			\$0.00	\$0.00	\$0.00
Remove Structural Concrete				\$0.00	\$0.00	\$0.00
Remove Asphaltic Concrete Pavement	OY			\$0.00	\$0.00	\$0.00
Remove Concrete Sidewalk, Slab				\$0.00	\$0.00	\$0.00
HAZARDOUS MATERIALS ABATEMENT (If applicable, include heavy metal & asbestos; 5% of construction cost) <i>Enter \$0 in Unit Price column if none required.</i>	LS	1		\$0.00	\$0.00	\$0.00
UTILITY RELOCATION (If necessary) Only the cost of utility relocation, as a direct result of the enhancement project, are eligible for federal reimbursement. Because of the cost involved, the undergrounding of overhead utility is not eligible.	LS	1		\$0.00	\$0.00	\$0.00
RETAINING WALL (Concrete; 5% of face above the footing)	SF			\$0.00	\$0.00	\$0.00
EARTHWORK						
General Excavation				\$0.00	\$0.00	\$0.00
Drainage Excavation				\$0.00	\$0.00	\$0.00
Structural Excavation	OY			\$0.00	\$0.00	\$0.00
Structural Backfill				\$0.00	\$0.00	\$0.00
Barrow (In Place)				\$0.00	\$0.00	\$0.00
CURB & GUTTER	LF			\$0.00	\$0.00	\$0.00
AGGREGATE BASE	OY			\$0.00	\$0.00	\$0.00
PATHWAY OR SIDEWALK MATERIALS						
Concrete				\$0.00	\$0.00	\$0.00
Colored Concrete	SF			\$0.00	\$0.00	\$0.00
Stamped Color Concrete				\$0.00	\$0.00	\$0.00
Precast Concrete Paver				\$0.00	\$0.00	\$0.00
Asphaltic Concrete	Ton			\$0.00	\$0.00	\$0.00
Polymer or Resin Stabilized Surface	SF			\$0.00	\$0.00	\$0.00
CROSSWALK ENHANCEMENT						
Concrete Paver				\$0.00	\$0.00	\$0.00
Stamped Asphalt	SF			\$0.00	\$0.00	\$0.00
Stamped Concrete				\$0.00	\$0.00	\$0.00
Concrete				\$0.00	\$0.00	\$0.00
Integral Color Concrete				\$0.00	\$0.00	\$0.00
PEDESTRIAN ADA RAMP	SF			\$0.00	\$0.00	\$0.00

ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL	FEDERAL FUNDS @ 94.3%	MATCHING FUNDS @ 5.7%
CULVERT EXTENSIONS	LF			\$0.00	\$0.00	\$0.00
PEDESTRIAN LIGHTING (Include conduit and trenching) Street lighting is not eligible for federal reimbursement.	Each			\$0.00	\$0.00	\$0.00
HANDRAIL						
Standard	LF			\$0.00	\$0.00	\$0.00
Decorative				\$0.00	\$0.00	\$0.00
<b>SUBTOTAL - SITE ACQUISITION &amp; HARDSCAPE CONSTRUCTION</b>				\$ -	\$0	\$0
<b>LANDSCAPING &amp; IRRIGATION ITEMS</b>						
TREES (Above 15 gallon in size are required per local code or special design requirements)	Each			\$0.00	\$0.00	\$0.00
TREES (15 GALLON SIZE)	Each			\$0.00	\$0.00	\$0.00
TREES (5 GALLON SIZE)	Each			\$0.00	\$0.00	\$0.00
SHRUBS (5 GALLON SIZE)	Each			\$0.00	\$0.00	\$0.00
SHRUBS (1 GALLON SIZE)	Each			\$0.00	\$0.00	\$0.00
CACTUS (5 GALLON SIZE)	Each			\$0.00	\$0.00	\$0.00
MULCH						
Decomposed Granite	OY			\$0.00	\$0.00	\$0.00
Organic				\$0.00	\$0.00	\$0.00
TOP SOIL	OY			\$0.00	\$0.00	\$0.00
SEEDING	Acres			\$0.00	\$0.00	\$0.00
TURF SOD	SY			\$0.00	\$0.00	\$0.00
BOULDERS	Each			\$0.00	\$0.00	\$0.00
IRRIGATION SYSTEM						
Drip				\$0.00	\$0.00	\$0.00
Turf	SF			\$0.00	\$0.00	\$0.00
SLEEVING FOR IRRIGATION SYSTEM						
Directional Bore	LF			\$0.00	\$0.00	\$0.00
Cut and Patch				\$0.00	\$0.00	\$0.00
LANDSCAPE HEADER CURB	LF			\$0.00	\$0.00	\$0.00
LANDSCAPE ESTABLISHMENT (Typically 4.5% of the cost of landscaping)	LS			\$0.00	\$0.00	\$0.00
<b>SUBTOTAL - LANDSCAPING &amp; IRRIGATION ITEMS</b>				\$ -	\$0	\$0
<b>SITE FURNISHINGS</b>						
BENCHES	Each			\$0.00	\$0.00	\$0.00
SEAT WALLS	LF			\$0.00	\$0.00	\$0.00
BIKE RACKS	Each			\$0.00	\$0.00	\$0.00
TRASH RECEPTACLES	Each			\$0.00	\$0.00	\$0.00
DRINKING FOUNTAINS	Each			\$0.00	\$0.00	\$0.00
SIGNAGE (Standard Traffic Control)	Each			\$0.00	\$0.00	\$0.00
TREE GRATES	Each			\$0.00	\$0.00	\$0.00
<b>SUBTOTAL - SITE FURNISHINGS</b>				\$ -	\$0	\$0

ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL	FEDERAL FUNDS @ 94.3%	MATCHING FUNDS @ 5.7%
<b>OTHER CONSTRUCTION ITEMS</b> (List line items)						
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
<b>SUBTOTAL - OTHER CONSTRUCTION LINE ITEMS</b>				\$ -	\$0	\$0
<b>MOBILIZATION AND ADMINISTRATION COSTS</b>						
CONTRACTOR MOBILIZATION (Typically 0% of construction cost)	LS	1		\$0.00	\$0.00	\$0.00
TRAFFIC CONTROL (0-5% of construction cost)	LS	1		\$0.00	\$0.00	\$0.00
CONSTRUCTION SURVEY & LAYOUT (Typically 1% of construction cost)	LS	1		\$0.00	\$0.00	\$0.00
CONSTRUCTION CONTINGENCIES (Typically 5% of construction cost)	LS	1		\$0.00	\$0.00	\$0.00
CONSTRUCTION ADMINISTRATION (Averaging 10% of construction cost)	LS	1		\$0.00	\$0.00	\$0.00
<b>SUBTOTAL - MOBILIZATION &amp; ADMINISTRATION COSTS</b>				\$ -	\$0.00	\$0.00
<b>TOTAL STAGE V COSTS (CONSTRUCTION)</b> (Enter this amount in Box A below.)				\$ -	\$0.00	\$0.00
ADOT REVIEW FEES (Cannot be applied to the federal participation or the local match. On local Certification Acceptance or Self-administration project, charge is \$3,000)	LS	1	\$30,000.00	\$30,000.00	NO ENTRY	
<b>TOTAL PROJECT COST</b> (All subtotals + ADOT review fee)				\$ 30,000	NO ENTRY	
<b>SUMMARY OF FEDERAL AND LOCAL FUNDS</b>						
<b>TOTAL STAGE V COSTS (CONSTRUCTION) FROM THE ESTIMATE ABOVE, AND DESIGN COSTS IF REQUESTING FEDERAL FUNDS FOR DESIGN.</b> Include design costs (Stage II thru IV) if federal funds are requested for design or shown under Design Costs in the federal column above.					BOX A	\$ -
<b>TOTAL FEDERAL FUNDS CAPPED @ 94.3%</b> (.943 x amount shown in Box A above). <i>Note: For local projects, the maximum federal funds that can be requested is \$500,000 (\$1,000,000 for state projects).</i>					BOX B	\$ -
<b>TOTAL SPONSOR MATCHING FUNDS</b> (.057 x cost shown in Box A above). <i>Note: The maximum amount that should be shown on this line is \$30,223 for local projects (\$60,445 for state projects).</i>					BOX C	\$ -
<b>TOTAL SPONSOR ADDITIONAL FUNDS (OVERMATCH).</b> Enter the amount in Box A in excess, if any, of \$50,223 for local projects or \$1,060,445 for state projects.					BOX D	\$ -
<b>TOTAL SPONSOR FUNDS</b> (Sum of Box C and Box D).					BOX E	\$ -

# Maps

There are two types of maps required with the Project Initiation packet.

Location Map:

- Shows beginning and ending termini of the project

Functional Classification Map:

- Available on the ADOT Webpage (<https://azdot.gov/maps#Functional-Maps>)
- Functional Classification Maps are approved by FHWA

# Project Establishment

- Once ADOT and Federal project numbers are assigned, the ADOT LPA Section will send a “Project Establishment Letter to the Local Sponsor (copy ADOT PM and Technical Areas) with the ADOT Project Number, Federal ID Number, ADOT PM Contact Information, Environmental Coordinator Contact Information, and instructions on the next steps in the process.
- Letter is the official hand-off to ADOT PM. Based on the supporting documentation provided with the Establishment Letter, ADOT PM will initiate the Intergovernmental Agreement (IGA) as applicable.



Infrastructure Delivery and Operations

Douglas A. Ducey, Governor  
John S. Hallikowski, Director  
Dallas Hammit, State Engineer  
Steve Boschen, Division Director

Enter Date

Name of Requestor  
Title of Requestor  
Address  
City, State, ZIP

Dear **Suffix** Insert Last Name of Requestor:

Subject: Establishment of Federal Project Number and ADOT Project Number

The following Federal Project Number and ADOT Project Number have been established and should be used in any correspondence for this project.

Project Name/Location:	Insert Project Name (as shown on TIP)
Local Agency:	Insert Sponsoring LPA
COG/MPO TIP No.:	Insert TIP Number
Federal ID:	Insert Federal ID Number
ADOT Project No.:	Insert ADOT Project Number

Establishment of these project numbers initiates the Project Development Process. This is not an approval for funding. The Project Development Process typically takes 18 to 24 months to complete. The process requires completion and approval of the following submittal documents (as applicable):

- Executed Intergovernmental Agreement (IGA), as applicable
- Project Assessment (PA) or Design Concept Report (DCR)
- Required clearances (Environmental, Right-of-Way, Utilities and Materials), as applicable
- 30%, 60%, 95% and 100% stage submittals, as applicable

ADOT can proceed with the request for authorization of construction funds from FHWA only upon completion of this development process.

The ADOT Project Manager assigned to this project is **Insert Name of ADOT PM, (Area Code) Insert ADOT PM's Phone Number**. The ADOT Environmental Planner assigned to this project is **Insert Name of Env Planner, (Area Code) Insert Env Planner's Phone Number**. Please note that Environmental Planners should only be contacted at this time for preliminary exploratory environmental questions, no funding has been obligated for in depth environmental consultation services.

Sincerely,

Mark Henige  
Program Manager  
ADOT Local Public Agency Section  
205 S. 17<sup>th</sup> Avenue, Mail Drop EM11  
Phoenix, AZ 85007

cc: File, COG/MPO, PMG, MPD, FHWA, PRO, EPG, ROW, URR, JPA

- Does **not** authorize work to begin, only initiates the Project Development Process.
- Establishes project in ADOT System.
- Shows assigned Federal ID Number and ADOT Project Number.
- Shows ADOT PM and Environmental Coordinator assigned to the project and their contact information.

# Intergovernmental Agreements (IGA)

- ADOT PM assigned to the project will initiate an Intergovernmental Agreement (IGA).
- ADOT JPA staff will assign an analyst to draft the IGA.
- ADOT JPA staff will draft the IGA and coordinate the execution of the IGA.
- Once an IGA is executed, ADOT JPA staff will request an invoice be sent to the LPA for the LPA local match funds (if applicable).
- Once LPA local match funds are received, ADOT PM will request a Task Order to procure a Consultant to begin the Final Design and continue working with the LPA to complete the Development Process through the life-cycle of the project.

# Intergovernmental Agreements (IGA) for Certification Acceptance (CA) Agencies

The Certification Acceptance Agreement typically serves as the “IGA” for CA Agencies. Exceptions include:

- Advance Construction Projects
- Federal-aid funding over \$10M
- Project is in ADOT Right of Way

If any of these exceptions occur, the ADOT Project Manager assigned to the project, will initiate an Intergovernmental Agreement on behalf of the CA Agency.

# ADOT Project Development Administration (PDA) Fee

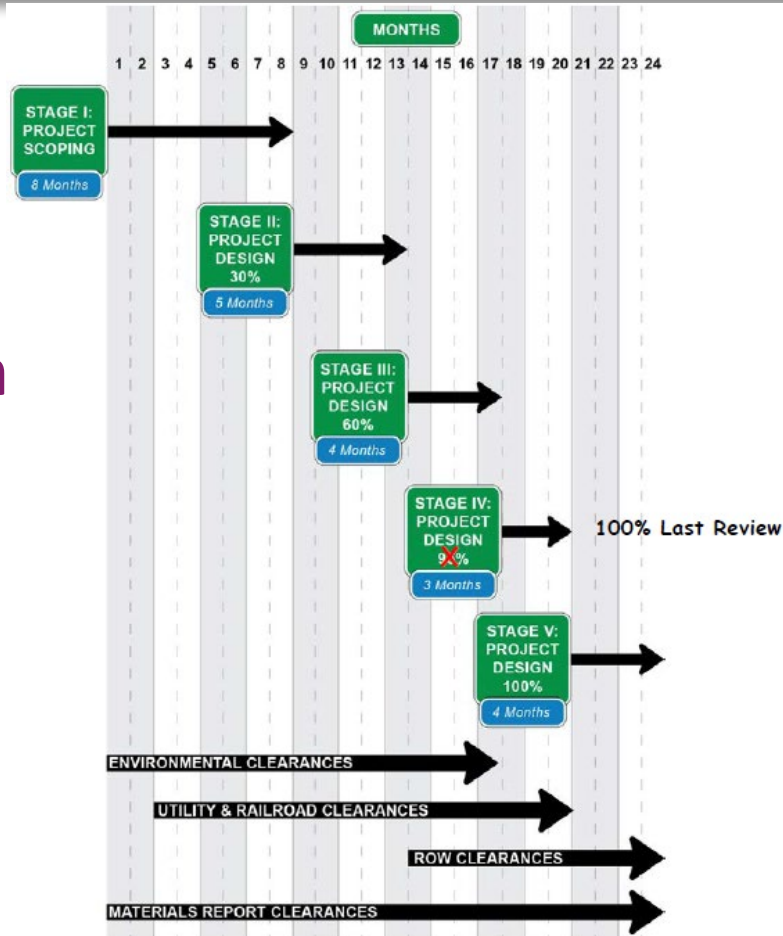
Before any work can be done on a project, the ADOT Review/PDA fees must be collected so that ADOT Project Managers and Technical Areas can charge time for administrative time spent working on projects.

CA Agencies: This amount is typically \$10,000, but can differ depending on the size and scope of a project.

Non-CA Agencies: This amount is typically \$30,000, but can differ depending on the size and scope of a project.

Once a project is established and IGA is executed (if applicable), the assigned ADOT Project Manager will request an invoice for the PDA fees.

# Federal-Aid Process Development/Design 18-24 Months



# Stage II: 30% Stage Submittal



*Changes in project scope can significantly impact the environmental clearance and require a need for re-evaluation, which can cause time delays and increase the project cost.*

- Design can proceed up to 60% with ADOT PM approval; National Environmental Policy Act (NEPA) requirements have to be satisfied.
- Clearances (Environmental and Utilities) may be in process.

# Stage III: 60% Stage Submittal



*Plans are being refined in this phase. The “footprint” is set.*

## Clearances

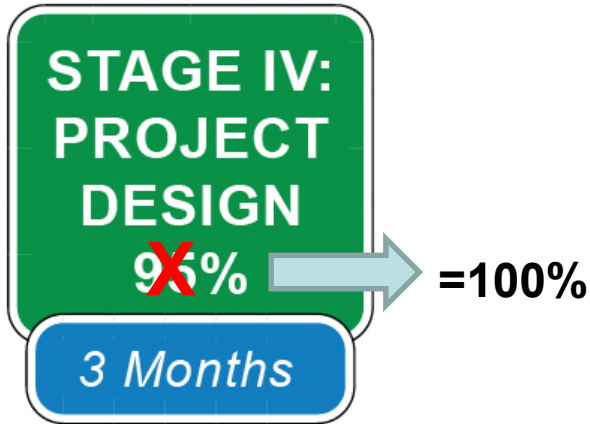
Complete:

- Environmental

In Process:

- Right of Way (ROW)
- Utility/Railroad

# Stage IV: 95% Stage Submittal



- Utility/Railroad and ROW working to be cleared
- 100% Plans – “Final Review”

*During this phase, Local Sponsors coordinate with Utility companies to define how utility conflicts will be resolved.*

# Stage V: 100% Stage Submittal



*Cost incurred PRIOR to authorization are NOT eligible for reimbursement.*

100% Plans “Final Sealed”  
(No further reviews)

Specifications & Estimate (PS&E)

- Clearances are complete
  - ✓ Environmental
  - ✓ ROW
  - ✓ Utility/Railroad
  - ✓ Materials Memo
- Funding Authorization \$\$\$
- Project is advertised

# Construction Phase

CONSTRUCTION

6-26 Months

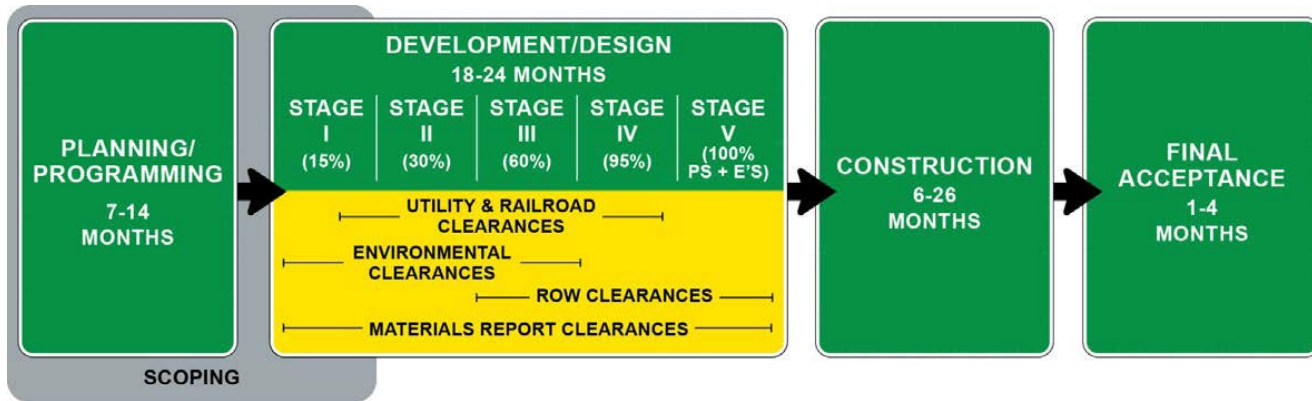
***ADOT is responsible for ensuring that Local Public Agencies are in compliance with:***

- *All federal procurement requirements*
- *Providing adequate inspection & supervision*
- *Meeting FHWA closeout requirements*
- *Environmental mitigation measures*

- Award
- Construction Administration
- Construction Oversight
- Mitigation

# Closeout/Final Acceptance

A final walk-through and inspection by ADOT, and occasionally FHWA, is conducted to evaluate compliance with contract documents and federal-aid requirements.



The project is not closed until FHWA records the final voucher payment.

# ADOT LPA Section Contacts/Resources

LPA Section Email: [LocalPublicAgencySection@azdot.gov](mailto:LocalPublicAgencySection@azdot.gov)

## **Lisa Pounds**

LPA-PRO Section Manager

[Lpounds@azdot.gov](mailto:Lpounds@azdot.gov)

(602) 712-8088

## **Mark Henige**

LPA Program Manager

[Mhenige@azdot.gov](mailto:Mhenige@azdot.gov)

(480) 486-4216

## **Jennifer Henderson**

LPA Project Coordinator

[Jhenderson@azdot.gov](mailto:Jhenderson@azdot.gov)

(480) 486-9576

## **David Do**

LPA Project Coordinator

[Ddo@azdot.gov](mailto:Ddo@azdot.gov)

(480) 486-4883

## **LPA Section Website**

<https://azdot.gov/node/5434>

(Azdot.gov- Business- Programs and Partnerships- Local Public Agency Section)

- ❖ Certification Acceptance (CA) Information
- ❖ Project Initiation
- ❖ Federal Aid Program Overviews
- ❖ Communication Bulletins
- ❖ EDC Stakeholder Meetings
- ❖ Training Resources
- ❖ Resource Materials (LPA Manual, CA Manual)
- ❖ Links to other ADOT Technical Group Pages

## **Federal-aid Essentials for Local Public Agencies**

<http://www.fhwa.dot.gov/federal-aidessentials/index.cfm>

# Questions?

# ITEM # 10

**Action Item**

**Lake Havasu City Transit Report**

# ITEM # 11

## Action Item

### Regional Transportation Plan (RTP) Update

# ITEM # 12

## Action Item

### HPMS-Statewide Traffic Count Program

# HPMS Data Collection

Online

Lake Havasu City Metropolitan Planning  
Organization TAC Meeting

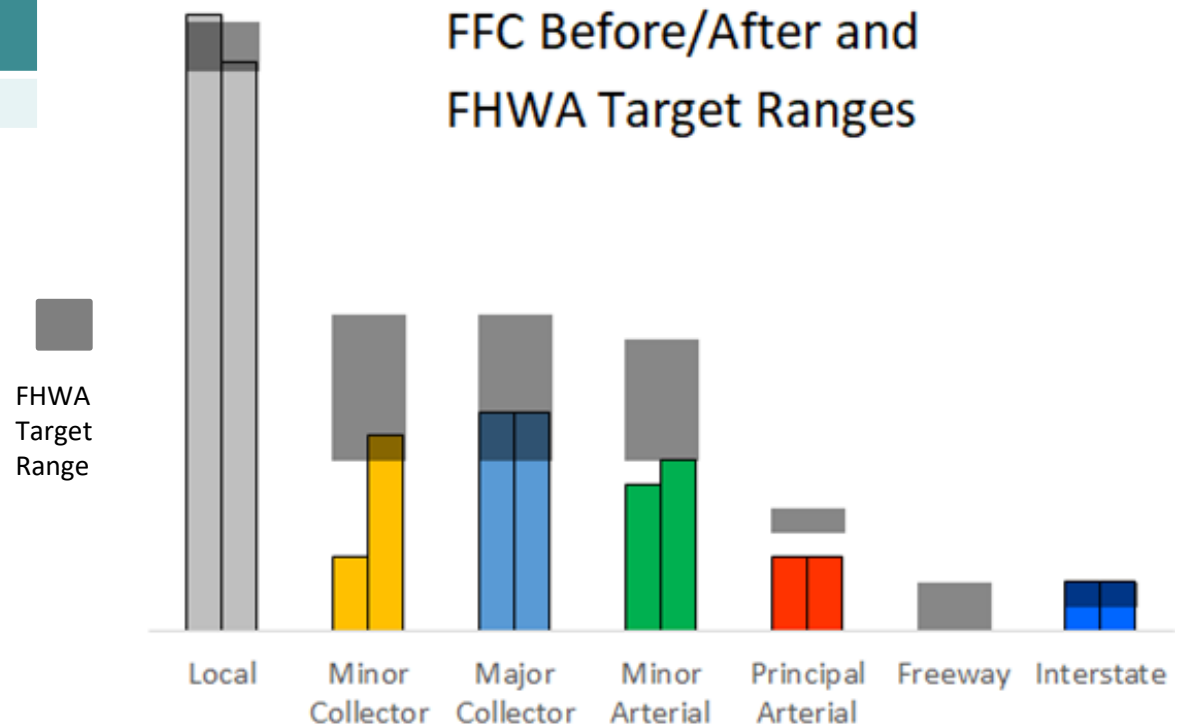
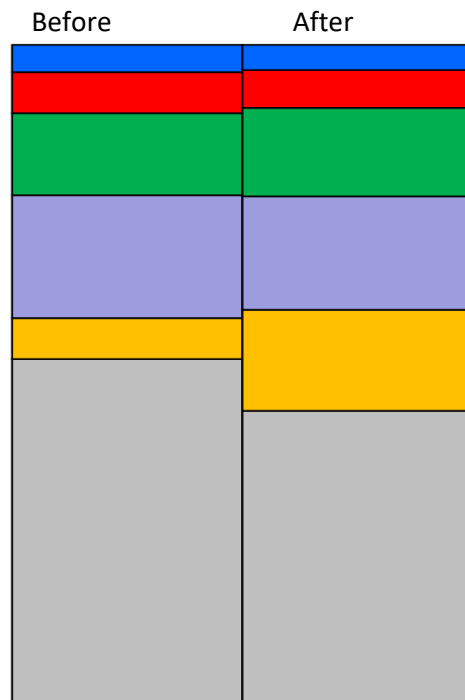
# Outline

1. Federal Functional Classification Rebalancing status and **change request tool**
2. Validation of **road ownership information** and Certified Public Mileage (CPM)
3. Discussion and introduction to the Statewide Traffic Program

# 2019 Federal Functional Classification Rebalancing

## Result Summary

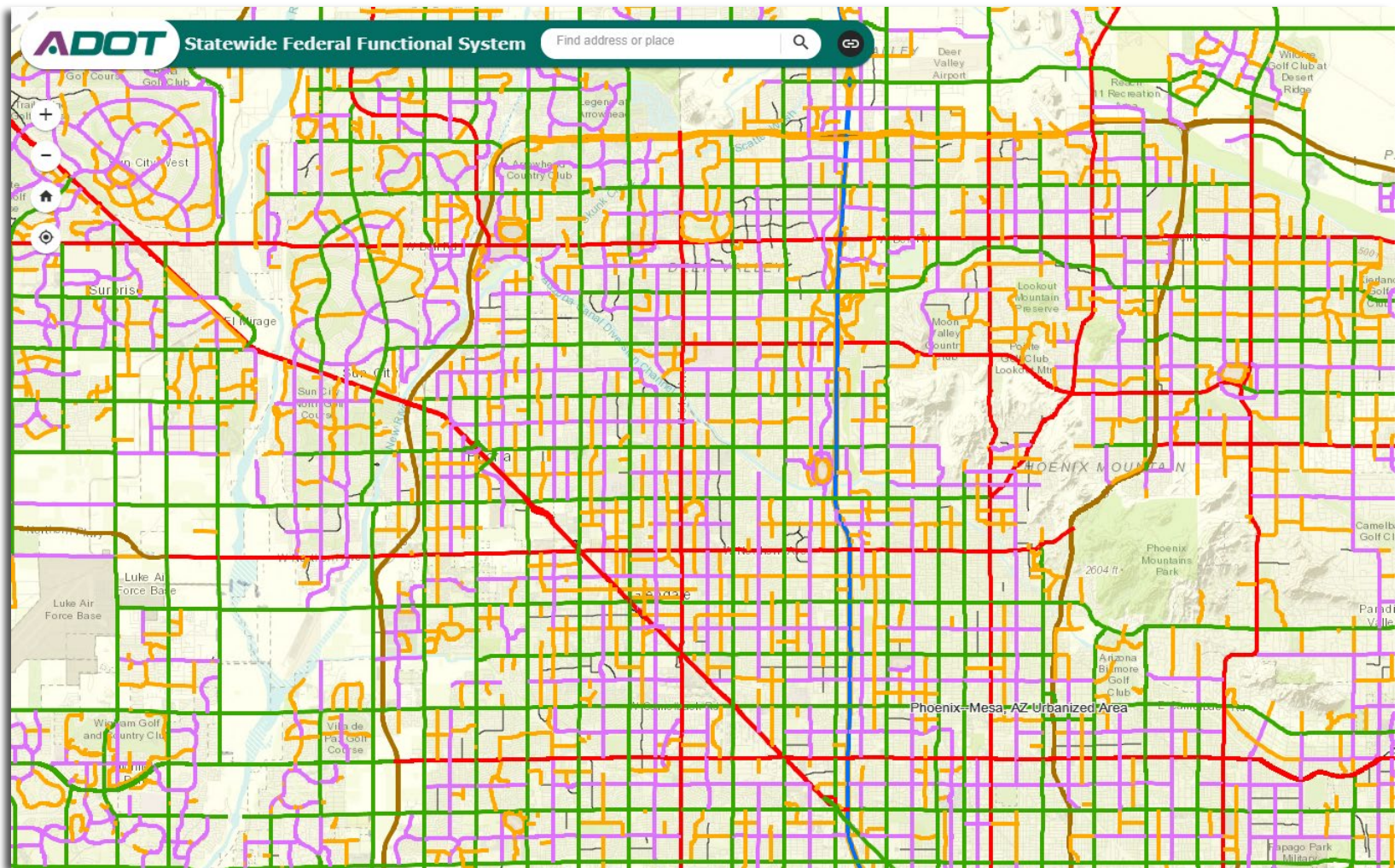
Comments from Agencies	# of Agencies	Miles Changed from Coordination
>3,000	>100	>1,700



Before	50,885	2,116	6,222	4,030	2,128	232	1,169
After	46,517	5,593	6,219	4,850	2,185	249	1,169
Mile Change	-4,384	3,523	-17	808	52	18	0

# Federal Functional Classification Online Map

<https://arcg.is/10CeDv>



# AZGEO FFC App

<https://azgeo.az.gov/adot/WeLoveYourInput.aspx>

*Online multi-agency coordination of FFC change requests*

- Online “threads”

- Available Info
- Request Reasons
- Additional Files
- Save and Notify

- Email notifications to relevant stakeholders

- AZGEO login accounts to be created for each user

<https://azgeo.az.gov/azgeo/user/register>

The image displays a stack of three overlapping screenshots of the 'ADOT data input tool' web application. The topmost screenshot shows the 'Step 4 Save and Notify' screen. At the top, a progress bar indicates four steps: 1. Available Information, 2. Request Justification, 3. Additional Files, and 4. Save and Notify. The 'Save and Notify' step is currently active and highlighted in blue. Below the progress bar, there are 'Previous' and 'Next' buttons. The main content area lists three email addresses for notification: Leticia Vargas (leticia.vargas@phoenix.gov), Kini Knudson (kini.knudson@phoenix.gov), and Steve Tate (state@azmag.gov). Below this list is a text input field for 'Additional emails (comma separated) for people that should be notified' with a placeholder 'Separate multiple email addresses with commas.' At the bottom, there are two buttons: a green 'Save and notify' button with a checkmark icon, and a red 'Or Cancel' button. The background of the screenshots shows a sidebar with a navigation menu including 'FFC', 'Minor A', and 'Minor A'.



# Validation of Road Ownership and CPM

- Certified Public Mileage (CPM): *The sum of all public roads in the state that are, passable with a standard passenger car, not restricted by any gates or other barriers, publicly accessible, and includes BIA lands.*  
*\*Note: there are exceptions where private roads are counted in CPM*  
[Certified Public Mileage](#)
  - ADOT reports road Ownership/Maintainership as part of HPMS
  - ARNOLD (statewide GIS network) requirements are leading to significant increase in Certified Public Mileage
- AZGEO Tool will allow agencies to see CPM by agencies and edit Ownership/Maintainership information.

# Validation of Road Ownership and CPM

AZGEO Tool for summary of CPM by agency and editing Ownership/Maintainership information.

*Online Ownership edit tool:*

- View and select the segment*
- Enter the ownership*
- Add more documents*
- Save and notify!*

<https://azgeo.az.gov/adot/WeLoveYourInput.aspx>

<https://azgeo.az.gov/azgeo/user/register>

The screenshot displays the 'ADOT data input tool' interface, specifically Step 4: Save and Notify. The tool is presented as a series of overlapping windows. The active window shows a progress bar with four steps: 1. Available Information, 2. Request Justification, 3. Additional Files, and 4. Save and Notify (which is highlighted). Below the progress bar, there are 'Previous' and 'Next' buttons. The main content area lists three users: Leticia Vargas (leticia.vargas@phoenix.gov), Kini Knudson (kini.knudson@phoenix.gov), and Steve Tate (state@azmag.gov). Below this list, there is a section for 'Additional emails (comma separated) for people that should be notified' with a text input field containing the placeholder 'Separate multiple email addresses with commas.' At the bottom, there is a green checkmark icon followed by the text 'Save and notify', and a red 'X' icon followed by the text 'Or Cancel'. A note at the bottom states 'Click to save the request & send out notifications'.

# Statewide Traffic Data Collection Program

<https://arcg.is/1iyaH50>

## Project Objective

- Address traffic counting **DATA GAPS** (spatial, temporal, and quality)
  - Still no traffic counts shared for much of the local owned network
  - New federal functional classification mileage increased data gap significantly
  - Changing technology and need for maintenance and update of continuous traffic count sensors

## How?

- Perform inventory of statewide counting activities
- Establish and provide statewide guidance, standards, policies, and tools
- Collaborate on emerging technologies
- Provide technical support and training for collection

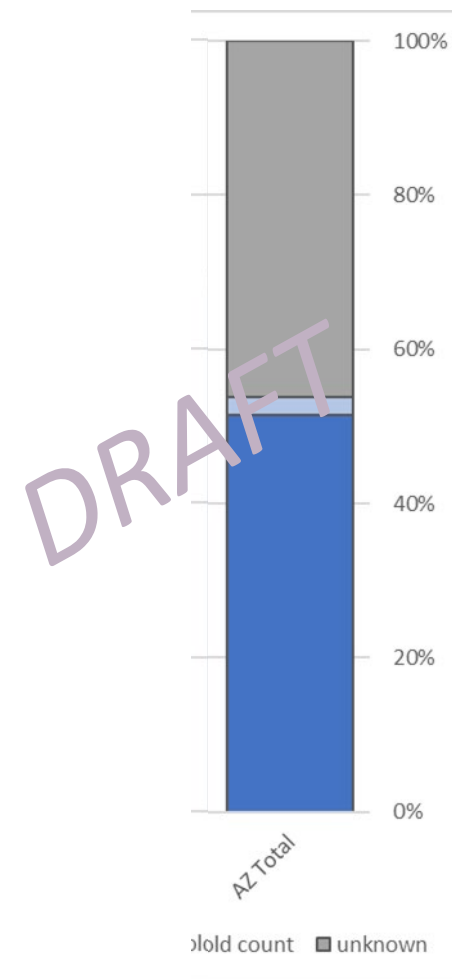
\*After FFC rebalancing

g activities

<https://forms.gle/rFyHew2JYVVCc3937>

<https://cympo.ms2soft.com>

\*Before FFC rebalancing



# Project Contact Information



**James Meyer, GISP**  
Data Analytics Manager  
and HPMS Coordinator  
Data Management  
[JMeyer@azdot.gov](mailto:JMeyer@azdot.gov)  
Work: 602-712-8037

**Marissa Abeyta**  
Traffic Monitoring Group  
Program Manager  
[MAbeyta@azdot.gov](mailto:MAbeyta@azdot.gov)  
Phone: 602-712-6172

**Sage Donaldson**  
GIS/HPMS Analyst  
[SDonaldson@azdot.gov](mailto:SDonaldson@azdot.gov)  
Phone: 602-712-7870



**Jothan Samuelson, PE**  
Traffic Data Consultant  
Works Consulting LLC  
[jsamuelson@worksconsulting.com](mailto:jsamuelson@worksconsulting.com)  
Work: 480-813-0570  
Mobile: 480-648-5007

**Adam Langford**  
Traffic Data Consultant  
Works Consulting LLC  
[alangford@worksconsulting.com](mailto:alangford@worksconsulting.com)  
Work: 480-813-0570  
Mobile: 928-923-3263

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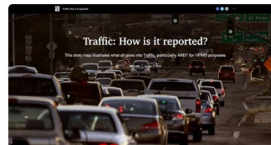
Learn more at <https://azdot.gov/planning/transportation-analysis/data-analytics>



**Story Maps**



[Guide to MS2](#)



[Traffic: How is it reported?](#)



[HPMS Overview](#)

# “WE LOVE YOUR INPUT” APP

To suggest an FFC change or edit road owner/maintainer:

**Go to the AZGEO Application:**

[azgeo.az.gov/adot/WeLoveYourInput.aspx](https://azgeo.az.gov/adot/WeLoveYourInput.aspx)

To Register for AZGEO: [azgeo.az.gov/azgeo/user/register](https://azgeo.az.gov/azgeo/user/register)

## **Suggest a Change**

- a. Change to the desired data view  
(FFC, Ownership, etc.)
- b. Navigate to the road you would like to change
- c. Click "Suggest a change"
- d. Select the road segment(s)

## **Fill out the Request Form:**

**Step 1** - Review Roadway Information

**Step 2** - Provide details for your request

**Step 3** - You may attach additional files

**Step 4** - Save and Notify

**Check your email and the status of your request**

## **Resources:**

For questions contact [jmeyer@azdot.gov](mailto:jmeyer@azdot.gov)

Federal Functional Classification Guidance: [arcg.is/Kr8fu](https://arcg.is/Kr8fu)

Certified Public Mileage Information: [bit.ly/38uprl6](https://bit.ly/38uprl6)

(DRAFT – 02/10/2020)

# ITEM # 13

**Action Item**

**Intelligent Transportation System (ITS)  
Presentation**

# **Opportunities in Transportation Technology**

Lake Havasu City MPO  
Steven P. Latoski, P.E., PTOE  
September 22, 2020

# Overview

## What

- ❖ Digital Road Assets
  - ✓ Intelligent Transportation Systems
  - ✓ Vehicle to Infrastructure (V2I) – signals and signs
  - ✓ Internet of Things (IoT) enabled
  - ✓ Fiber and wireless communications – small cell

## Why

- ❖ Safety – positive vehicle response and managed flow
- ❖ Operations – active traffic management
- ❖ Monitoring – control and data collection

# Communications

## ❖ Traditional

- ✓ Cellular
- ✓ Radio
- ✓ Bluetooth (data collection)

## ❖ Emerging

- ✓ Fiber/broadband in rights-of-way
- ✓ Small cell towers
- ✓ Internet-based connectivity and resiliency

**WHEREAS**, Licensee has applied to the County for permission to use certain public road right-of-ways or public roadway easements (“**Public Ways**”) throughout the unincorporated area of Mohave County for the placement of utility poles to 120 feet maximum height for purpose of hosting, operating, and maintaining telecommunications network equipment; and

### **State seeks input on leveraging broadband expansion along highways**

Request for information to industry experts is first step toward partnership

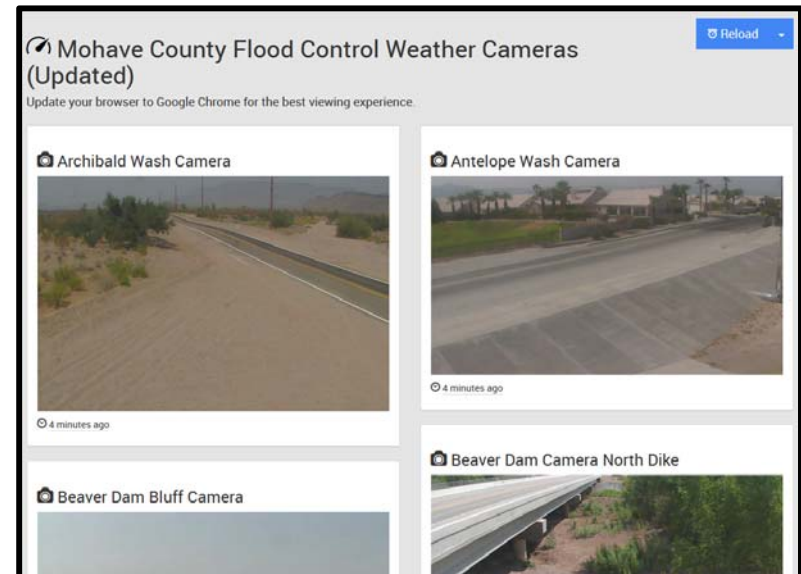
July 16, 2020

PHOENIX – As it advances Governor Ducey’s initiative to expand high-speed internet across Arizona, the Arizona Department of Transportation is requesting input to inform potential public-private partnerships to install and-or operate broadband conduit along major interstate and highway routes.

# Intelligent Transportation Systems

## ❖ Traditional

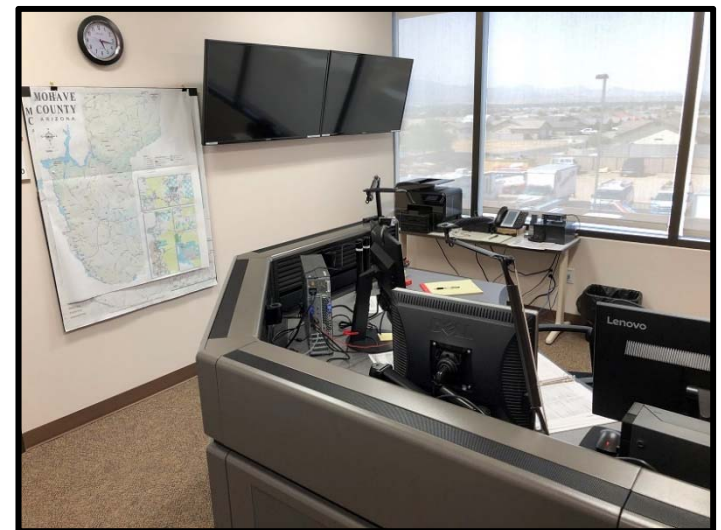
- ✓ Changeable message signs
- ✓ Cameras
- ✓ Highway advisory radio
- ✓ Sensing – loop, radar, etc.
- ✓ Traffic signal system interconnect, preemption, etc.



# Intelligent Transportation Systems

## ❖ Emerging

- ✓ Active traffic control signs
- ✓ Traffic management centers (local agencies)
- ✓ Mobile versus infrastructure sourced traveler information
- ✓ Sensing – connected and GIS managed
- ✓ Adaptive Traffic Signal Control



# Adaptive Traffic Signal Control

- ❖ Crash Modification Factors Clearinghouse
  - ✓ 8% - 36% CRF for fatal/injury intersection crashes
- ❖ Travel time benefit for installing ATSC
  - ✓ 21.2% average travel time reduction during peak
  - ✓ 14.5% average travel time reduction during off-peak
  - ✓ Apply to site-specific floating car study
- ❖ ATSC installation
  - ✓ \$40,000 - \$105,000 per intersection
  - ✓ 15-year estimated service life

# Vehicle to Infrastructure

- ❖ 6-inch minimum centerline and edge line markings
  - ✓ Minimum requirement for smart highways
  - ✓ Stay ahead of possible FHWA policy and/or MUTCD update establishing guidance or standard
  - ✓ May reduce crash likelihood and improve driver awareness (Source: Texas Transportation Institute Report No. FHWA/TX-10/O-5862-1)
- ❖ Traffic signal phase and timing data communication to vehicles
- ❖ Smart signs for machine readability or active communication