

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM – ATTRIBUTABLE (STBGP>200K) PROCEDURES

1. Project funds awarded by Metropolitan Planning Organization
2. Sponsor formally requests that ARDOT begin project development and prepare an Agreement of Understanding (AOU)
3. ARDOT prepares AOU and a draft Resolution and submits them to the Sponsor
4. Sponsor's City Council/Quorum Court/Board of Directors passes resolution and the AOU is signed
5. A copy of the Resolution and an original signed AOU are submitted to ARDOT for execution
6. ARDOT Director signs and executes AOU
7. Project's job name and number assigned by ARDOT
8. ARDOT returns a copy of the executed AOU to the sponsor and requests a deposit for state preliminary engineering
9. Sponsor submits the preliminary engineering deposit and an allotment is set up at ARDOT for plan reviews
10. If federal funds will be used for design, Sponsor must procure a consultant engineer for plan design, environmental clearance and construction engineering following the Local Agency Consultant Selection Procedures (ARDOT's Consultant Contract Office will help in this process)
11. If applicable, ARDOT authorizes federal funds before consultant can start work
12. Sponsor holds a kick off meeting with the design consultant to discuss project details and invites applicable ARDOT staff
13. Sponsor's consultant prepares plans, specification, and estimate (PS&E) and starts environmental clearance process
14. Sponsor contacts Arkansas Historic Preservation Program for project approval
15. 30%, 60%, and 90% plans and specifications are submitted to ARDOT for review of project/program eligibility
16. Environmental clearance sent to ARDOT for review and FHWA approval
17. If applicable, Sponsor acquires right-of-way in accordance with "the Uniform Act"
18. If applicable, Sponsor signs agreements with utility companies that need to be relocated for the project (ARDOT's Utilities Section will help in this process)
19. Sponsor submits letter requesting right-of-way certification once project is compliant
20. ARDOT certifies right-of-way based on Sponsor's documentation
21. Bid proposal developed by Sponsor
22. **Sponsor submits letter certifying that the PS&E was prepared by a registered professional engineer and encloses the final PS&E and bid proposal**
23. Once environmental clearance is final, ARDOT has certified right-of-way, and PS&E is approved, ARDOT authorizes construction funding through FHWA
24. **Sponsor given approval by ARDOT to advertise project for construction bids**
25. Sponsor advertises for construction bids
26. During advertising period, Sponsor forwards copies of all project addenda to ARDOT
27. Sealed bids received by Sponsor and opened at public meeting
28. **Sponsor submits letter to ARDOT certifying the advertisement and bid opening process with the following enclosures: Bid tabulations, a deposit check for ARDOT involvement during construction, and request for concurrence in bid award by ARDOT Chief Engineer**
29. **Sponsor executes contract upon notification of concurrence by ARDOT**

30. Sponsor issues Work Order to the Contractor
31. Preconstruction conference held by Sponsor to discuss work with Contractor; **ARDOT Resident Engineer must be invited**
32. Construction begins
33. Sponsor inspects, using **ARDOT Work Performed Sheets**, and makes progress payments to the Contractor
34. **Prior to performing work, Sponsor submits executed copy(ies) of all Change Orders to ARDOT for approval**
35. Sponsor submits requests for reimbursement for work completed and certifies work was performed in accordance with plans and specifications to ARDOT Resident Engineer. Reimbursement requests are required every six months at a minimum
36. ARDOT Resident Engineer visually verifies work has been performed and ARDOT reimburses Sponsor for 80% of expenditures up to approved Federal-aid amount
37. Final inspection conducted by Sponsor and/or their representative; **ARDOT Resident Engineer must be invited**
38. Final Estimate prepared by Sponsor
39. ARDOT prepares Final Voucher and submits to FHWA and prepares Final Allotment to close project
40. ARDOT notifies Sponsor that project has been closed
41. Sponsor maintains all project records for at least three years after project close out