

2023 TAP/RTP Project Kickoff Meeting

Questions and Answers

Q: If we choose to use the on-call consultants from your on-call consultant list, does ARDOT select the consultant from the on-call list or does the sponsor select the consultant?

A: ARDOT will select the consultant. ARDOT will try to match the consultant's area of expertise and experience with the sponsor's needs. Additionally, ARDOT will try to ensure that all on-call consultants receive a relatively equal distribution of project awards.

If you want to select your own consultants for the preconstruction process, be sure to email LPA@ARDOT.gov to receive the guidelines that you can use to move through the consultant advertising process. If you only received funding for construction and you want to begin the consultant selection process, be sure to send notification to LPA@ARDOT.gov before proceeding.

Q: How soon can we expect the on-call consultant list to be available?

A: The timeline is currently fluid, but a reasonable expectation is for it to be presented to the Highway Commission at the July Commission Meeting. Once approved by the Commission there will be some additional steps, mid-summer is currently the best estimate.

Q: What other documents besides W9s and Reimbursement Forms (LPA-014) are required for reimbursement?

A: A canceled check and daily work reports (once construction has been initiated) will be required.

Q: For right of way that is owned by ARDOT, do we need permission to begin construction on it?

A: ARDOT will need to ensure that any construction on ARDOT right of way will meet ARDOT construction standards. There will be a review process to ensure that the plans meet ARDOT standards, but you will not need to purchase the right of way from the Department.

Q: Can you go over the 20% match guidelines again?

A: These projects require 80% Federal, 20% Local funding with the maximum Federal funding based on the award amount. For example, if a project was awarded \$80,000 in federal funding, we will reimburse 80% of each reimbursement request up to the \$80,000. The Sponsor would be responsible for all other project costs.

Q: Will you accept Annual Statements for Engineers that cities have done?

A: ARDOT cannot accept annual statements if you are planning to be reimbursed with Federal funds. Please refer to Form LPA-002.

Q: Is there a go-by on the Project Manual?

A: There is not a standard manual to go by. The LPA Manual has a section that lists out the different documents that are needed.

Q: Who will set the DBE Goal? What is the threshold to have a DBE goal on a project?

A: These are set for bigger projects, \$2M and above. These goals are set at 90% design plans and are assigned by our office. If you are assigned a DBE goal, at that time we will let you know to include those required documents so that your bidders are all aware of that. If you are ever assigned a DBE goal, that should be included in your notice to bidders, so they know that information upfront and they don't forget to include the documentation. If they don't include the documentation, then they are not in federal compliance with their bid.

Q: Will we receive a copy of the PowerPoint presentation?

A: Yes, the PowerPoint presentation will be sent out via email.

Q: Could you please go over the advertisement timing again?

A: The advertisement will go into a statewide newspaper, and it needs to be advertised at least 21 days before the bid opening and it needs to be advertised twice within that time frame. When your project hits this phase ARDOT will remind you about this information and help you along the way.

Q: The 1% admin. fee can it be federal funds?

A: ARDOT doesn't have a way for the 1% admin. fee to come out of your federal funds. This is to come out of your local funds.

Q: What is the average time frame for the federal funding obligation process?

A: ARDOT will try to stay within the two-week timeframe. ARDOT doesn't have control over the timeframe but it's typically two weeks.

Q: If the project is a project that was funded in previous TAP and has been advertised without the Project Manual (that I am aware of) and needs to be readvertised, do we need to provide the Project Manual?

A: Please reach out to LPA@ardot.gov or your local programs project coordinator.

Q: When can we expect to get the presentation and recording?

A: ARDOT will try to get these out to you pretty quickly. Most likely by the end of next week.