

PROJECT REFERENCE FACT SHEET

In today's climate of increased environmental awareness, as well as federal and state government streamlining, the need for a new method of coordinating highway construction project activities was recognized. This resulted in the creation of the Project Reference, a cooperative effort of the Arizona Department of Transportation and the Arizona offices of the Bureau of Land Management and the Federal Highway Administration. The following information provides a brief overview of this new document.

1. Definition:

The Project Reference is designed to:

- a. consolidate project specific documents and information applicable to the appropriation of and construction on BLM-managed lands pursuant to Title 23 U.S.C.
- b. ensure that project partners receive pertinent documents throughout the life of the project; and
- c. be a resource to assist in the preparation of the Plans Specifications and Estimates (PS&E) by ADOT Contracts and Specifications (C&S) Group.

2. Benefits:

- a. Project information is centrally located and readily available to key stakeholders in the project, thereby reducing or eliminating delays to the project caused by confusion, misunderstanding or conflict associated with project design.
- b. Project stakeholders receive pertinent information in a timely and reliable manner.
- c. Efficient use of time, clarity of understanding and positive working relationships are improved.
- d. The ability of team members to successfully execute the project is enhanced.
- e. The public benefits from a better informed government staff with regard to highway projects.

3. Contents:

Not all project-related information will be available when the Project Reference is created, and information will change as the project progresses through the design and implementation phases, each of

which occur over a period of several years. When presented at the design kick off meeting, the Project Reference will consist of, at a minimum:

- a. 8 ½ inch x 11 inch 3 ring binder;
- b. Table of Contents;
- c. Purpose (Section 1.1 of the Project Reference);
- d. Project Summary (Section 1.2 of the Project Reference);
- e. Available environmental information to include project specific mitigation measures and copies of all correspondence generated throughout the NEPA process;
- f. Divider tabs;
- g. Copy of current Operating Agreement

4. Implementation:

- a. Creating the Project Reference will be a collective effort of the ADOT Development Group. Development of the Project Reference will begin after completion of the Design Concept Report (DCR) or the final Project Assessment (PA) and the final environmental document.
- b. For projects where a Pre-Negotiations Partnering Meeting is held, the ADOT Project Manager will educate workshop participants about the Project Reference and identify who will create the initial reference notebooks.
- c. The ADOT Project Manager (or Design Consultant) will distribute Project Reference notebooks to the key stakeholders at the Design Kick-Off Partnering Workshop. Key stakeholders are defined as, at a minimum, the BLM Project Manager, ADOT Project Manager, Design Consultant, ADOT District Engineer (2 copies: 1 for the Resident Engineer & 1 for the prime construction contractor, when selected), ADOT Right of Way Coordinator and FHWA Area Engineer. FHWA and BLM will each need only one Project Reference. If it is determined that additional Project References are needed, the responsible party for each agency will make the necessary copies and ensure continued distribution of updated materials within their organization. The ADOT Project Manager (or Design Consultant) will be responsible for providing an up-to-date Project Reference to the representative from ADOT Contracts & Specifications for use as a reference in preparation of the bid package.

- d. Any additional project stakeholder who wants to receive a copy of the Project Reference and subsequent documents and information will put his/her name and contact information on a sign-in sheet at the Design Kick-Off Partnering Workshop. The ADOT Project Manager (or Design Consultant) will distribute a Project Reference to these individuals and add their name to the distribution list for updates throughout the life of the project. The ADOT Project Manager will distribute Project Reference notebooks to ADOT-related stakeholders

e. The ADOT Project Manager (or Design Consultant) will identify at the design kick off meeting the documents to be generated for inclusion within the Project Reference and the appropriate method of transmitting documents/information to design team members. Project documents and information may be in the form of e-mails, fax or hard copy transmittals, as appropriate. He/she will identify the responsible parties for submission of project related information. The following examples identify types of information which will be transmitted to the key stakeholders and any others who have indicated they wish to be included on the Project Reference distribution list:

Example: ADOT Environmental Planning Group will be responsible for providing copies of documents generated through the NEPA process for inclusion in the Project References distributed at the design kick off meeting, information related to hazardous contamination issues and copies of SHPO concurrence.

Example: BLM Field Office Representative will be responsible for providing baseline information, i.e. information related to valid existing rights such as mining claims, mineral leases and permits, rights-of-way, grazing leases, known locations of habitats for sensitive or T&E wildlife and plant species, big horn sheep lambing grounds etc. and information pertaining to third party ancillary facilities.

Example: ADOT Right of Way Coordinator will be responsible for providing copies of the Arizona State Trust Land approvals and "Special Conditions" information, i.e. cost-to-cure, salvage, right of way contracts on private parcels.

Example: ADOT Resident Engineer will be responsible for providing copies of signed application for the Corps of Engineers permits and agreements reached throughout the development and construction phases of a project.

Example: ADOT Utilities will be responsible for providing information regarding prior rights and any signed agreements resulting from their research.

- f. All stakeholders will be responsible for updating their copy of the Project Reference throughout the development process.
- g. The ADOT Resident Engineer will assume responsibility for the Project Reference at the Construction Partnering Kick-Off Workshop and will provide an updated Project Reference to the prime contractor. At this phase, the prime contractor will be added to the list of project stakeholders and will receive copies of all subsequent documents. Any additional stakeholders who want a Project Reference will put his/her name and contact information on a sign-in sheet at the construction kick-off meeting. The ADOT Resident Engineer will distribute Project Reference notebooks to ADOT-related stakeholders. BLM and FHWA will assume the responsibility for providing Project Reference notebooks and updated information to individuals in their agencies who request that their names be added to the stakeholder list.
- h. Agreements made throughout the development and construction phases of a project will be acknowledged in writing, with concurrence signatures of both ADOT and BLM, and will be transmitted for inclusion within the Project Reference.

Any changes to the mitigation measures identified in the Final Environmental Assessment (EA) or Environmental Impact Statement (EIS) must be agreed upon, in writing, by ADOT, BLM and FHWA, and distributed for inclusion in the Project Reference.