PM10 Street Sweeper Procurement Workshop

Presentation by Lisa Pounds, ADOT
Local Public Agency Manager
March 12, 2019
Street Sweeper Agenda

- Purpose of Workshop
- Roles & Responsibilities
- 3 Options for Procuring
- Contract Requirements
- Contract Compliance
- DBE Presentation
Purpose of Workshop

- Proactive Approach to Ensure Federal Contract Compliance
- Provide Choices on Procurement Method
- Provide Guidance and Resources for Federal Contract Compliance
- FHWA Stewardship Agreement
Roles & Responsibilities

- **Federal Highway Administration (FHWA)**
  - Authorize Federal Funding

- **Arizona Department of Transportation (ADOT):**
  - Ensure Contract Compliance
  - Oversight and Monitoring

- **Maricopa Association of Governments (MAG):**
  - Call for Applications
  - Tracking of the PM10 Program

- **Local Agencies:**
  - Procure Street Sweeper – Request Reimbursement
  - Notify MAG of Street Sweeper Disposal
General Federal Contract Requirements

- All Sub-Recipients Must Follow Contract Provisions for Federal-Aid
  - [https://www.fhwa.dot.gov/construction/contracts/provisions.cfm](https://www.fhwa.dot.gov/construction/contracts/provisions.cfm)
  - Use the “Service Contracts” Column for Procuring Equipment
  - DOT Order 1050.2A (Appendices A & E) Must be in Each Contract
  - Title 6 Assurances Must be Signed with ADOT by each Sub-recipient of Federal Funds. (If Procuring through Self-Administered)
  - Compliance with ADOT’s Disadvantaged Business Enterprises (DBE) Program Plan is required.
3 Procuring Method Options

- Option 1: CA Agencies May Procure Following their Approved Procurement Process for Federally Funded Projects in the CA Agreement with ADOT

- Option 2: CA and Non-CA Agencies May Utilize a Collaborative ADOT Contract

- Option 3: Non CA Agencies May Request Self Administration Approval from ADOT
Option 2 – ADOT Contract

- CA or Non-CA May Use ADOT Collaborative Contract
- IGA Required
- Local will Procure from ADOT Contract with a Purchase Order
- Local will Submit Contract and Invoice Payments into DBE System
- Local Pays Vendor
- Local Submits Documentation to MAG
- Local will Notify MAG for Disposal of Street Sweeper
Option 3 – Self Administration of Procurement Requirements

- Approval Process through ADOT Local Public Agency Section. Contact Jennifer Van Ven Roy JVanVenRoy@azdot.gov
- IGA Required
- Local will Request DBE Goal
- Local Competitively Procures Street Sweeper
- Local Creates Contract and Report Invoice Payments into DBE System
- Local Pays Vendor
- Local Submits Documentation to MAG
- Notify MAG for Disposal of Street Sweeper
DBE Program Compliance Requirements
Tina Samartinean, ADOT BECO Contract Compliance and Training Officer

- FHWA DBE Program Requirements Video
- DBE Goal Request Application Demo
- DBE System Demo
- FHWA Contracts “Materials Only” DBE Compliance Checklist
Compliance & Additional Consideration
Jennifer Van Ven Roy, LPA Process Manager

- Oversight-Compliance Reviews
- Record Maintenance and Record Retention
- Single Audits-$750,000
- Federal Contract Provisions-Title VI & DBE requirements
Deadlines

- Deadline to Determine Procurement Method with ADOT LPA. Respond by email to Lpounds@azdot.gov
  - April 1, 2019
- Timeline for Completion of Purchasing and Submittal of Invoices:
  - One Year from Notice to Proceed
- ADOT Contact: Lisa Pounds, LPA Manager
  Lpounds@azdot.gov (602) 712-8088
- MAG Contact: Dean Giles, Air Quality Planning Project Manager, Dgiles@azmag.gov (602)-256-6300
References

- DOT Order 1050 Title VI Requirements: https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/media/dot_order_1050_2A_standard_dot_title_vi_assurances.pdf
Additional Resources

- FHWA Title VI Program: https://www.fhwa.dot.gov/civilrights/programs/title_vi/
- DBE Requirements for LPAs: https://www.azdot.gov/business/business-engagement-and-compliance/lpa-subrecipients
Questions?