

## **Material Change Policy for the MAG Regional Freeway Program**

The 1991 Performance Audit for the MAG Regional Freeway Program recommended that:

Any significant program changes which have major priority or fiscal implications need to be resolved through the involvement of the MAG Regional Council. This body of elected officials can and should provide a valuable forum for assessing and guiding decisions regarding the scope, timing, and financing of the MAG Program at the program and corridor levels. (Recommendation 4.47 of the 1991 Performance Audit of the MAG Freeway Program.)

Since the 1991 Audit, MAG has processed all changes to budgets, project scope, or schedules requested by the Arizona Department of Transportation (ADOT) through the MAG Regional Council for approval. With seven years of project history and with the recommendation of the 1997 Performance Audit, MAG and ADOT are proposing to limit the requested changes that are processed through the Regional Council to those that are material. Under this proposal, all changes will be provided to MAG, however, only the changes that meet definition of "material change" will be forwarded to the Regional Council for action. Requested changes, including those that are below the material change threshold, will be provided to the MAG Transportation Review Committee (TRC) for information. If a requested change must be expedited to meet ADOT's project schedule, a material change may go to the Management Committee and Regional Council without going to the TRC first.

### **Definition of Material Change**

- A. Material Cost Change:** An increase in the cost of a project that is more than five (5) percent of the adopted project budget, but not less than \$500,000 or any increase greater than \$2.5 million.
  
- B. Material Scope Change:** A change in a project scope that results in a material cost change and all scope changes that modify project limits by a mile or more, a horizontal alignment change outside of the adopted corridor limits that requires an updated environmental assessment, a vertical alignment or cross-section profile modification that causes the profile classification to change from depressed, at grade or elevated, changes to an interchange location of a 1/4 mile or more, adds design elements (including additional lanes), or adds a new project to the program. Any scope change that causes a material cost change to occur must be approved by the Regional Council.

If the material scope change is requested by a local jurisdiction and meets the definition of an enhancement, then the local jurisdiction must also provide the necessary funding to complete the enhancement. If the material scope change is requested by ADOT, the cost of the scope change, if approved, can be paid from Regional Freeway System funding with the concurrence of the Regional Council. (See A.R.S 28-6353)

According to A.R.S. 28-6351, enhancement means an addition that exceeds generally accepted engineering or design standards for the specific type of facility. ADOT should ensure that the design elements of each new segment meet generally accepted engineering or design standards adopted or accepted for general use by ADOT and are supported by traffic volumes and patterns, the need to serve major public facilities and the need to provide a balance, multimodal transportation system for Maricopa County.

- C. Material Schedule Change:** A change in the approved schedule for the start of design, right of way, or construction that causes: (1) completion to be delayed by more than three months, or, (2) the completion of the construction phase of the segment to be delayed beyond the year shown on the latest Certified Regional Freeway System map, or, (3) the start of the project to be in a fiscal year different than that shown in the adopted ADOT Life-Cycle Program and Long Range Plan. For the purposes of this policy, completion means that the segment is open to traffic.

### **Process to Review and Approve Changes**

- A. ADOT will forward all requested changes to MAG.
- B. MAG will review each requested change with respect to the definition of material change. Each material change will be reviewed for the impact on the budget, schedule and scope of the MAG Freeway Program.
- C. All of the requested changes, except expedited changes that must be forwarded directly to the Management Committee, will be presented to the TRC as information. Those changes that represent material changes will be highlighted.
- D. Material changes will be forwarded to the MAG Management Committee with a recommendation by MAG staff for approval or disapproval.
- E. The material change and the recommendation of the MAG Management Committee will be forwarded to the MAG Regional Council for final action.
- F. MAG advises ADOT of approved changes.