

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>
 - 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

- ▶ Stewardship & Oversight Agreement:
<https://www.fhwa.dot.gov/federalaid/stewardship/agreements/az.pdf>
- ▶ Federal Contract Provisions (see Service Contracts for equipment):
<https://www.fhwa.dot.gov/construction/contracts/provisions.cfm>
- ▶ 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_2_A_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>
- ADOT Local Public Agency Website
<https://www.azdot.gov/business/programs-and-partnerships/local-public-agency/one-stop-shop>
- Federal-aid Essentials for Local Public Agencies
<https://www.fhwa.dot.gov/federal-aidessentials/>

Questions?