



Arizona Department of Transportation
Intermodal Transportation Division
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INFORMATION BULLETIN NO. 10-04

TO: ADOT Project Managers (PMs)
ADOT Resident Engineers (REs)
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: **Notice to Proceed (NTP)**

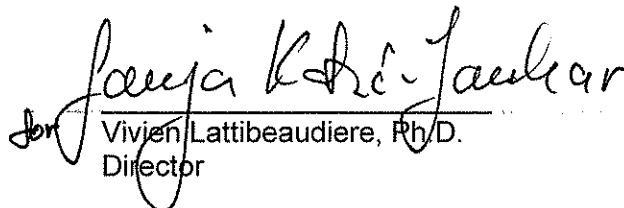
In the past, most funding for the Arizona Department of Transportation (ADOT) ECS contracts was funded with State Funds which is no longer the case. Going forward, **new ECS contracts will be funded with Federal-Aid Highway funds.**

PMs and Consultants working on all projects funded with Federal-Aid Highway funds must have authorization from the Federal Highway Administration (FHWA) **prior** to starting any work. PMs must ensure that appropriate paperwork is properly completed and submitted to ECS for further processing. Without FHWA approval, ECS will not process any advertisements, contract modifications, task orders, etc. since FHWA will not reimburse ADOT for project costs that do not have prior written authorization or if the work is performed and costs were incurred prior to the FHWA approval date. Consultants will only receive payment for work done and costs incurred after the FHWA approval date.

PMs should not give oral and/or written Notice to Proceed (NTP) or Advanced Notice to Proceed (ANTP) to Consultants for any State or Federally-funded projects without the proper written authorization or completing the appropriate ECS paperwork. Work performed by the Consultant without the proper written authorization is done at the Consultant's own risk. **FHWA or ADOT will not be responsible for payment of any work performed by the Consultant prior to the execution of a contract modification or task order.**

On current projects, REs must consult PMs prior to requesting a task be done by the Consultant during the construction phase of the project, as this may result in Consultants incurring costs which may not be authorized or reimbursable by either FHWA or ADOT.

Any questions regarding this bulletin should be directed to the Engineering Consultants Section at (602) 712-7525.


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