



**Arizona Department of Transportation**  
**Intermodal Transportation Division**  
206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer  
Governor

John S. Halikowski  
Director

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Jennifer Toth  
State Engineer

**INFORMATION BULLETIN NO. 12-04**  
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TO: ADOT Project Managers  
Resident Engineers  
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: **TRAFFIC CONTROL SERVICES ON ADOT DESIGN CONTRACTS**

**Effective immediately**, contracts under negotiation with the Engineering Consultants Section (ECS) shall follow this guideline.

Based on an active Interagency Services Agreement (ISA) between the Arizona Department of Transportation (ADOT) and Arizona Department of Public Safety (DPS), the use of DPS Officers and vehicles to supplement traffic control for ADOT design contracts is now allowed using the following parameters:

1. The DPS officers and vehicles can be used to obtain/procure traffic control services for ECS-administered design contracts.
2. The Consultant is not restricted to use DPS officers only and may use the local agency's officers if they are available.
3. The Consultant shall consider the location of the DPS or local agency services to be performed.
4. The traffic control hourly rates for DPS and local agency officers and vehicle usage shall not exceed **\$65.26** per hour. The maximum Officer's hourly rate without vehicle usage is **\$50.60/hr**. The total traffic control hourly rate aligns with the agreed upon ISA between ADOT and DPS (see [Construction Bulletin 11-05](#)).
5. DPS or local agency related costs shall be charged against the contract as a **Direct Expense**.
6. The Consultant responsible for procuring these services shall consider the associated traffic control services costs when negotiating their contracts.
7. The Consultant shall submit a breakdown of costs when submitting their Cost Proposals with traffic control services.
8. When submitting invoices for traffic control charges, the Consultant shall complete the appropriate fillable forms such as **Daily** (and **Monthly**) **Recap of DPS Officer Services and Vehicle Usage, Daily Recap of Local Law Enforcement Officers**, etc. which are located at [http://www.azdot.gov/Highways/ConstGrp/Construction\\_Manual/Forms.asp](http://www.azdot.gov/Highways/ConstGrp/Construction_Manual/Forms.asp).

If you have any questions regarding this bulletin, contact the Engineering Consultants Section at (602) 712-7525.

Vivien Lattibeaudiere, Ph.D.  
Director  
Engineering Consultants Section