

AV-205 Engineer's Design & Construction Procedures

These procedures should be used by the Sponsor's consultant to ensure that all steps of a project are completed and completed in the correct order. Steps 1-7 are applicable for both Design and Construction projects. After Steps 1-7 are followed, proceed to either the Design (Step 8) or Construction (Step 9) section, whichever is applicable.

1. Enter project in EBS
2. Receive confirmation of funding/programming
3. Hold Scoping meeting – invite DOA
4. Submit Work Authorization (WA) to Airport Project Manager (APM) for review and comments
5. Address APM comments, resubmit WA and receive concurrence from APM
6. Complete IFE/IFA negotiations with the Sponsor. The Sponsor should send records to the APM.
7. Submit schedule to the APM for review
8. Design
 - a. Submit a Request For Aid (RFA) in EBS
 - b. Submit environmental for approval
 - c. Submit plans for review
 - d. Submit CSPP for review by the APM then into OE/AAA with 7460
 - e. Submit estimate for minority goal setting
 - f. Respond to all comments and provide updated plans if necessary
 - g. Advertise project
 - h. Hold Pre-Bid meeting – invite the APM (APM to invite Civil Rights office)
 - i. Open bids – Send minority proposal documents for concurrence on goals and proof of pre-qualifications
 - j. Receive concurrence on low bidder minority goal
 - k. Create bid tab and provide to APM
 - l. Sponsor sends notice of award
 - m. Send signed and sealed Engineer's Design Report to APM
 - n. Follow DOA project checklist AV-100 if not advancing to construction or another future phase with this grant
9. Construction
 - a. Prior to submitting WA to APM for concurrence, confirm funding awarded covers Construction/CA/RPR – if not contact APM
 - b. Amend grant (or submit RFA) and include new AV-509/510 showing construction goals
 - c. Send 7460 to APM
 - d. Send Released for Construction plans to APM
 - e. Hold Pre-Construction meeting and invite APM. Provide meeting minutes to APM.
 - f. Hold interim progress meetings and invite APM. Provide meeting minutes to APM.
 - g. Contact APM with any failed test results
 - h. Contact APM with any change order concerns (do not execute or change work until approved) and confirm available funds. If the change order is changing the scope minority goals will need to be reassessed.
 - i. Contact APM with any minority subcontract issues. Any changes must be submitted to DOA for Civil Rights approval.

- j. If you reduce retainage, submit partial waiver of liens with the pay request
- k. If you have a shortfall of committed funds to any subcontractor, submit the AV-514 form to APM for review with Civil Rights office prior to final pay request
- l. Send signed and sealed Engineer's Construction Report to APM
- m. Follow DOA project checklist AV-100 for closeout procedures (AV-103 for grant closeout)