

ARKANSAS RECREATIONAL TRAILS PROGRAM (RTP) PROCEDURES

1. ARDOT holds kick off meeting with Sponsor and/or representative to discuss project details
2. Signed agreements returned to ARDOT and executed by ARDOT
3. ARDOT contacts Arkansas Historic Preservation Program for project approval on Sponsor's behalf
4. Sponsor's Registered Engineer prepares plans, specification, and estimate (PS&E)
5. 30% & 60% design plans submitted to ARDOT Right of Way Division for preliminary review
6. Environmental clearance by ARDOT initiated
7. 90% plans and specifications reviewed for project/program eligibility by ARDOT
8. Sponsor submits letter requesting right-of-way certification once project is compliant
9. ARDOT certifies right-of-way based on Sponsor's documentation
10. Bid proposal developed by Sponsor
11. **Sponsor submits letter certifying that the PS&E was prepared by a registered professional engineer and encloses the final PS&E and bid proposal**
12. Construction funding authorized by FHWA (ARDOT submittal)
13. **Sponsor given approval by ARDOT to advertise project for construction bids**
14. Sponsor advertises for construction bids
15. During advertising period, Sponsor forwards copies of all project addenda to ARDOT
16. Sealed bids received by Sponsor and opened at public meeting
17. **Sponsor submits letter to ARDOT certifying the advertisement and bid opening process with the following enclosures: Bid tabulations and justification of award if required**
18. **Sponsor executes contract upon notification of concurrence by ARDOT**
19. Sponsor issues Work Order to the Contractor
20. Preconstruction conference held by Sponsor to discuss work with Contractor; **ARDOT Resident Engineer must be invited**
21. Construction begins
22. Sponsor inspects, using **ARDOT Work Performed Sheets**, and makes progress payments to the Contractor
23. **Prior to performing work, Sponsor submits executed copy(ies) of all Change Orders to ARDOT for approval**
24. Sponsor submits request for reimbursement for work completed and certifies work was performed in accordance with plans and specifications to ARDOT Resident Engineer. Reimbursement requests are required every six months at a minimum
25. ARDOT Resident Engineer visually verifies work has been performed and ARDOT reimburses Sponsor for 80% of eligible expenditures up to approved Federal-aid amount
26. Final inspection conducted by Sponsor and/or their representative; **ARDOT Resident Engineer must be invited**
27. Final Estimate prepared by Sponsor
28. ARDOT prepares Final Voucher and submits to FHWA and prepares Final Allotment to close project
29. ARDOT notifies Sponsor that project has been closed
30. Sponsor maintains all project records for at least three years after project close out