

Locally Administered Federal-Aid Projects

Stakeholder Partnering: Arizona



Arizona's Local Public Agency Stakeholder Council

Stakeholder Partnering can provide State Transportation Agencies (STAs), Local Public Agencies (LPAs), and the Federal Highway Administration (FHWA) with an effective means of working together to improve Federal-aid project delivery. The **Arizona Department of Transportation (ADOT)** is employing this strategy through their Local Public Agency Stakeholder Council. The Council allows opportunities for collaboration among representatives from all three levels of government and their local partners.

FREQUENTLY ASKED QUESTIONS:

Q: What was the time required to get the Council started?

ADOT: It was about one year from the time the deployment team formed and began preliminary planning until the Council's initial meeting in December 2013.

Q: Are consultants a part of the Council?

ADOT: Consultants are not part of the Council. The Council's 26 representatives come from LPAs, Metropolitan Planning Organizations (MPOs), Councils of Governments (COGs), ADOT and the FHWA Arizona Division.

Q. How did ADOT decide the Council's representation?

ADOT: The basis for the decision-making was having as much coverage of local programs in the state of Arizona as possible. An ADOT and FHWA deployment team looked at the state and the regions. MPOs and COGs were asked to identify appropriate representation within their region.

Q: How long do representatives serve on the Council?

ADOT: Membership on the Council lasts for one year, after which the new member will be someone from the same region.

Q. Does the Council have a formal charter?

ADOT: Arizona's LPA Stakeholder Council does not have a formal charter. It was created with an informal structure on purpose so as to encourage a high level of participation, as this fit best with the culture of the local organizations in the state. Arizona currently has a partnering program; therefore, "Partnering" is not part of the Council name (to avoid confusion). Instead this Council was structured as a communication initiative in Arizona.

The Stakeholder Partnering Initiative

Stakeholder Partnering can be used to augment and improve the collaborative relationship among those involved in locally administered Federal-aid programs and projects. These partnering committees provide for in-person, two-way communication that can increase understanding of program responsibilities at each level of government and clarify project development requirements and policies. This enables process improvements and training opportunities.

Q: How often does the Council meet, and are the meetings always in-person?

ADOT: The Council currently convenes quarterly at the same location in Phoenix, Arizona. Some members have requested incorporating teleconferencing for some of the meetings in order to eliminate some travel, but that option is not currently being used.

Q: Who manages the Council processes (communications, meeting arrangements, agendas, etc.)?

ADOT: A staff member in ADOT's LPA Section handles meeting arrangements, and ADOT's Communications staff is also actively involved.

Q: How are the meetings structured so that ideas or concerns from each member can be heard?

ADOT: The Council meetings have an informal structure which is meant to facilitate communication. They also have a set of ground rules that each member agrees to that are designed to encourage participation and cooperation.

Q: What are some examples of topics that have been discussed at Council meetings?

ADOT: Council members have selected the following four topics to focus on first, one per meeting: the National Environmental Policy Act (NEPA), right-of-way processes, consultant procurement using ADOT's on-call list versus procuring consultants on their own, and review fees.

Q: How does the Council ensure that information from their meetings is shared?

ADOT: A primary responsibility of those who volunteer to serve on the Council is to both disburse information through their network to those in their region, and to gather feedback and ideas from those in their region and bring this information back to the Council.

Q: Does ADOT take concerns and issues from the meetings and internalize it to create policy changes, or is the Council's primary purpose to inform and clarify?

ADOT: The Council has had only a few meetings so far, and during that time, no issues that concern policy revisions have arisen. However, ADOT staff will monitor any concerns brought forward by the Council. They will evaluate them and see that they are appropriately addressed.

Q: Is there any specific training associated with the Council?

ADOT: ADOT does not provide any training for the Council, specifically. Training is provided for all LPAs, but for the Council, the purpose is for the members to share and learn from each other, and then work within their network to pass on the information that was discussed in the region they are representing.

For additional information about this EDC Initiative, please contact:

EDC2 Locally Administered Federal-aid
Projects Innovation Lead

Michael R. Smith

Project Management Engineer/Team Leader
Construction Project Management Technical Service Team
FHWA Office of Technical Services/Resource Center
michael.smith@dot.gov

EDC2 Stakeholder Partnering
Strategy Lead

Robert S. Wright

National LPA Coordinator
FHWA/Office of Infrastructure/Office of Program Administration
robert.wright@dot.gov



Every Day Counts (EDC), a State-based initiative of FHWA's Center for Accelerating Innovation, works with State, local and private sector partners to encourage the adoption of proven technologies and innovations aimed at shortening and enhancing project delivery

