

Introduction

A task force comprised of staff members from the Colorado Department of Transportation, Local Agencies, the Federal Highway Administration, and a Metropolitan Planning Organization reviewed the processes involved in creating, administering and building Local Agency projects. As a result, the task force revised the *CDOT Local Agency Manual*. Changes to chapters 1 through 11 are indicated by a vertical bar in the margin.

The main purpose of the *CDOT Local Agency Manual* is to assist Local Agency personnel involved in the design, construction, and management of State and Federally funded projects. The *Manual* is also recommended for CDOT personnel who manage Local Agency projects.

The term “Local Agency” refers to a public agency, local public agency, established publicly owned organization, or private interest that can legally enter into an agreement with CDOT for a transportation project.

All project work shall be done in accordance with State and Federal laws, rules and regulations.

Format

In the following pages, a flowchart depicts the Local Agency project process. Immediately after that is a copy of the Local Agency Contract Administration Checklist (CDOT Form 1243), which is prepared once a project has been approved for Federal funding. The *CDOT Local Agency Manual* has been approved to amplify the flowchart and the checklist. Chapter and section numbers of the *Manual* are consistent with these two exhibits. While the checklist is used to define the actual responsibilities of the Local Agency and CDOT, the information within this Manual is presented as if the Local Agency has been assigned the responsibility. This was done to provide a consistent presentation and should not be taken to infer that responsibility cannot be otherwise allocated.

Revisions

Suggestions and/or comments for improvement, clarification, correction, and/or inclusion of material in the *Manual* are welcome. Please forward your comments to the Project Development Branch using the Notice of Needed Corrections in the front of this *Manual*.

This *Manual* will be revised as methods, materials, policies, procedures, specifications, and the industry change.

Availability

The *CDOT Local Agency Manual* and many of the manuals that it references can be found at <https://www.codot.gov>.

Major Changes from the 2002 Manual

Chapter Revision

Contents...Now lists manual sections as dotted divisions, pages as hyphenated.

- 1Has a more comprehensive list of federal and state funded projects.
- 2Has a better explanation of the long range plan, TIP and STIP process as of FY07; notes inclusion of LA only funded projects of regional significance in TIP.
- 3Notes that State constructed LA projects may budget LA overmatch to the project.
- 4Explains budgets vs. encumbrances vs. obligation and authorization of different phases in the project.
- 5Describes the consultant selection process with federal aid (FA) projects; reviews evaluation factors and ensuing consultant, with FA language added; spells out survey accuracy; refers to CDOT policy for ADA compliance on FA projects; gives more guidance on public involvement including EJ, types of stakeholder interaction, and web sites. Refers to the Uniform Act “rules” website and links to ROW Chap 8 for LA projects; defines land dedications; diagrams ROW process; notes new pre-qualifications of FA ROW Agents and Appraisers; describes PS&E package and submittal of it for construction funds authorization.
- 6Notes that Title VI assurances must be included in contracts.
- 7Defines bid package, advertisement period, and area; gives schedule for award phase documents.
- 8Refers to Sec 122 of the Construction Manual, with special emphasis and requirements of project safety; identifies on-line bulletin board posters; notes Construction Inspector Qualification Program requirements; Notes shop drawing approval process; addresses MHTs with horizontal and/or vertical clearance restrictions; requires certifications on materials before payment to contractors; explains LA reimbursement requests; notes that claims involving Federal Aid must be coordinated.
- 9Notes that CDOT can either provide the completed Form 250 or a computer program for it; explains prioritized acceptance of manufactured products; explains submittal of HMA job mix formula by LA and issuance of Form 43 by CDOT; replaces CDOT Form 473 with Letter of Materials Certification.
- 10Notes Title VI and EJ can get help from Title VI Coordinator, including complaints; EEO and Labor Compliance Verification interviews meet monthly goals.
- 11Lists Acceptance letter distribution; requires as built plans be copied to CDOT; explains EEO certification letter; Notes new form 1199 for Materials Documentation; gives better instructions on Forms 1212 and 950 to CDOT RE.
- App A Gives link to CDOT Forms Management for newest versions of forms; identifies which forms are to be filed with CDOT Central Files; requires Form 1313 coversheet for consultant billings.
- App B Gives newer examples, with some names of letters changed; identifies newer CDOT policies impacting LAs.
- App D Includes updated contacts.
- App F Gives complete copy of Construction Documentation letters and forms.

Notice of Needed Corrections

This Manual is a living document and changes will be posted when available. It is the responsibility of the user to check for revisions.

Should you wish to request changes to this Manual, please email or mail the Notice of Needed Corrections to the address provided below.

Email or mail to:

- Email: cathy.cole@state.co.us
- Mail: COLO DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT BRANCH, LOCAL AGENCY UNIT
2829 W. HOWARD PLACE, THIRD FLOOR
DENVER CO 80204

Company/Organization Name:	
Contact Person:	
Street Address:	
City:	
State:	Zip Code:
Telephone Number:	
Email Address:	

Notice of Needed Corrections:

ACKNOWLEDGMENTS

The Project Development Branch of the Colorado Department of Transportation thanks the following individuals who contributed their expertise, knowledge and time in the rewriting of the 2006 *CDOT Local Agency Manual*.

TASK FORCE ON LOCAL AGENCIES 2006

Local Agencies

City of Boulder
Stephany Westhusin
Transportation Project
Management Coordinator
P.O. Box 791
1777 Broadway
Boulder, CO 80302

Federal Highway Administration

Shaun Cutting
Senior Operations Engineer
12300 W Dakota Avenue
Lakewood, CO 80228

Metropolitan Planning Organizations

DRCOG
Steven D. Rudy
Program Director
4500 Cherry Creek Drive
South, Ste. 800
Denver, CO 80211

Colorado Department of Transportation

Region One
Clark Roberts
Resident Engineer
18500 E. Colfax Ave.
Aurora, CO 80011

Region One
Samer AlHaj
Project Engineer
18500 E. Colfax Ave.
Aurora, CO 80011

Region Two
Wendy Pettit
Planner
905 Erie Ave.
Pueblo, CO 81002

Region Three
Sean Yeates
Traffic Resident Engineer
222 S. Sixth St.
Room 100
Grand Junction, CO 81501

Region Three
Casey Peter
Off-Systems Coordinator
222 S. Sixth St.
Room 317
Grand Junction, CO 81501

Region Four
Wendy Turner
Project Manager
1420 2nd St.
Greeley, CO 80631

Region Five
James B. Horn
Off-Systems Engineer
3803 N. Main Ave.
Ste. 300
Durango, CO 81301

Region Six
Gary Huber
Local Agency Coordinator
2000 S. Holly
Denver, CO 80222

Project Development
Karen Sullivan
Assistant Area Engineer
4201 E. Arkansas Ave.
Denver, CO 80222

Project Development
Larry Brinck
Standards and Specifications
4201 E. Arkansas Ave.
Denver, CO 80222

Project Development
Mike Coy
Standards and Specifications
4201 E. Arkansas Ave.
Denver, CO 80222

Project Development
Randy First
Area Engineer
4201 E. Arkansas Ave.
Denver, CO 80222

Further acknowledgment is made for the contributions from the following:

Federal Highway Administration

Chris Horn
Program Delivery Engineer

Colorado Department of Transportation

Jamie Collins
Office of Finance, Management and Budget

Carol Hoisington
Region Six Finals Engineer

Michelle Rabouin
Business Programs Office

Greg Diehl
Center for Equal Opportunity

Jay Goldbaum
Materials and Geotechnical Branch

Denny Maurer
Region 6 Materials

Mary Townsend
Contracts and Market Analysis Branch

Richard Ott
Agreements

CONTENTS

Introduction i
 Major Changes from the 2002 Manual ii
 Registration Form and Notice of Needed Corrections iii
 Acknowledgments v
 Contents vii
 Local Agency Project Flowchart - Figure 1xiv

**LOCAL AGENCY CONTRACT ADMINISTRATION CHECKLIST
 (CDOT FORM 1243) xvii**

CHAPTER	Page
1 PROJECT APPLICATION	1-1
Federal and State Funded Programs	1-1
Preliminary Scoping.....	1-2
Environmental Impacts	1-3
Right-of-Way Requirements	1-5
Utility and Railroad Requirements.....	1-5
Conceptual Cost Estimate	1-5
2 TIP / STIP AND LONG-RANGE PLANS	2-1
Long-Range Plan.....	2-1
TIP/STIP	2-1
Federal Guidelines.....	2-1
STIP Development Process.....	2-2
2.1 Review Project to Ensure It Is Consistent With STIP	2-4
STIP Amendment Guidelines	2-4
Reference Material.....	2-5
3 CDOT / LOCAL AGENCY INTER-GOVERNMENTAL AGREEMENTS	3-1
Introduction	3-1
Inter-Governmental Agreement Overview	3-1
Inter-Governmental Agreement (IGA) Process Flowchart – Figure 2	3-4
4 FEDERAL FUNDING OBLIGATION AND AUTHORIZATION	4-1
4.1 Authorize Funding by Phases.....	4-1
5 PROJECT DEVELOPMENT	5-1
Introduction	5-1
5.1 Prepare Design Data - CDOT Form 463	5-1
5.2 Prepare Local Agency / CDOT Inter-Governmental Agreement	5-2
5.3 Conduct Consultant Selection / Execute Consultant Agreement	5-2
5.4 Conduct Design Scoping Review Meeting	5-6
5.5 Conduct Public Involvement	5-7
5.6 Conduct Field Inspection Review (FIR)	5-7
5.7 Conduct Environmental Processes.....	5-8
5.8 Acquire Right-of-Way.....	5-8
5.9 Obtain Utility and Railroad Agreements	5-12
Utilities	5-12
Railroads.....	5-13

CHAPTER	PAGE
5.10 Conduct Final Office Review (FOR)	5-13
5.11 Justify Force Account Work by the Local Agency	5-13
5.12 Justify Proprietary, Sole Source, or Local Agency Furnished Items	5-14
5.13 Document Design Exceptions – CDOT Form 464.....	5-15
5.14 Prepare Plans, Specifications, Construction Cost Estimates and Submittals	5-15
Additional Submittals Required for Off- and On-System Bridges and other Structural Work..	5-16
5.15 Ensure Authorization of Funds for Construction	5-18
5.16 Electronic Signature.....	5-19
5.17 Records Management	5-19
6 PROJECT DEVELOPMENT CIVIL RIGHTS AND LABOR COMPLIANCE	6-1
Equal Employment Opportunity.....	6-1
Disadvantaged Business Enterprise (DBE) Program.....	6-1
6.1 Set Disadvantaged Business Enterprise Goals for Consultant and Construction Contracts	6-2
Set Consultant Goals.....	6-3
Set Construction Goals.....	6-3
Labor Compliance.....	6-3
6.2 Determine Applicability of Davis-Bacon Act	6-3
6.3 Set On-the-Job Training Goals	6-4
6.4 Title VI Assurances.....	6-4
7 ADVERTISE, BID AND AWARD OF CONSTRUCTION PROJECTS	7-1
7.1 Obtain Approval for Advertisement Period of Less Than Three Weeks.....	7-1
7.2 Advertise for Bids.....	7-2
7.3 Distribute “Advertisement Set” of Plans and Specifications	7-4
7.4 Review Worksite and Plan Details With Prospective Bidders While Project Is Under Advertisement.....	7-4
7.5 Open Bids	7-5
7.6 Process Bids for Compliance.....	7-5
Submittals to the Local Agency By All Bidders.....	7-5
Submittals to the Local Agency By Apparent Low Bidder	7-6
Submittals By Local Agency to CDOT CRBRC	7-6
Review of Commitment Submittals.....	7-7
Review of Good Faith Effort.....	7-7
Form 1417-Approved DBE Participation Plan	7-8
Submit Required Documentation for CDOT Award Concurrence	7-8
7.7 Concurrence From CDOT to Award	7-9
7.8 Approve Rejection of Low Bidder	7-9
7.9 Award Contract	7-10
Notify Office of Federal Contract Compliance Programs of Award	7-10
7.10 Provide “Award” and “Record” Sets of Plans and Specifications	7-11
Finalize Project Construction Administration Checklist	7-11
8 CONSTRUCTION MANAGEMENT	8-1
Introduction	8-2
8.1 Issue Notice to Proceed to the Contractor.....	8-2
8.2 Project Safety.....	8-2
8.3 Conduct Conferences	8-2
Preconstruction Conference	8-2
Other Conferences.....	8-5

CHAPTER	PAGE
8.4	Develop and Distribute Public Notice of Planned Construction to the Media and Local Residents 8-5
8.5	Supervise Construction..... 8-6
	Construction Inspection and Documentation Responsibilities..... 8-6
	Force Account Work 8-7
	Maintain Diaries 8-7
	Time Counts..... 8-7
	Submit Project Schedule and Conduct Progress Meetings..... 8-7
	Utility / Railroad Coordination 8-8
	Monitor Construction / Civil Rights Compliance 8-8
8.6	Approve Shop Drawings 8-8
8.7	Perform Traffic Control Inspections 8-9
8.8	Perform Construction Surveying..... 8-9
8.9	Monument Right-of-Way..... 8-9
8.10	Prepare and Approve Interim and Final Contractor Pay Estimates..... 8-10
8.11	Prepare and Approve Interim and Final Utility / Railroad Billings 8-10
8.12	Prepare and Authorize Change Orders 8-10
8.13	Submit Change Order Package to CDOT 8-12
8.14	Prepare Local Agency Reimbursement Requests..... 8-12
8.15	Monitor Project Financial Status 8-13
8.16	Prepare and Submit Monthly Progress Reports 8-13
8.17	Resolve Contractor Claims and Disputes..... 8-13
8.18	Conduct Routine and Random Project Reviews 8-14
8.19	Ongoing Oversight of DBE Participation 8-14
	Form 1419 – DBE Participation Report 8-14
	Form 1420 – DBE Participation Plan Modification Request 8-15
9	MATERIALS..... 9-1
9.1	Conduct Materials Preconstruction Meeting..... 9-1
9.2	Complete CDOT Form 250, Materials Documentation Record 9-1
	Prior to Construction 9-1
	During Construction 9-2
	After Construction 9-2
9.3	Perform Project Acceptance Samples and Tests 9-2
	Prior to Construction 9-2
	During Construction 9-2
	Non-Specification Material..... 9-2
9.4	Perform Laboratory Verification Tests 9-3
	Prior to Construction 9-3
	During Construction 9-3
9.5	Accept Manufactured Products..... 9-3
9.6	Approve Sources of Materials..... 9-4
9.7	Independent Assurance Testing..... 9-4
	Prior to Construction 9-4
	Independent Assurance Test Notification..... 9-5
	During Construction 9-5
9.8	Approve Mix Designs..... 9-6
	Local Agency Responsibility for Approving Concrete and Hot Mix Asphalt 9-6
	CDOT Responsibility for Approving Concrete and Hot Mix Asphalt..... 9-6
	Asphalt Content Correlation Samples..... 9-6
9.9	Check Final Materials Documentation 9-7
9.10	Complete and Distribute Final Materials Documentation 9-7
	Distribute Final Independent Assurance Testing Results..... 9-8

10 CONSTRUCTION CIVIL RIGHTS AND LABOR COMPLIANCE	10-1
Introduction	10-1
10.1 Fulfill Project Bulletin Board and Preconstruction Packet Requirements	10-1
10.2 Process CDOT Form 205 - Sublet Permit Application.....	10-2
10.3 Conduct Equal Employment Opportunity and Labor Compliance Employee Verification Interviews.....	10-3
10.4 Monitor Disadvantaged Business Enterprise Participation to Ensure Compliance With the “Commercially Useful Function” Requirements.....	10-4
10.5 Conduct Interviews When Project Utilizes On-the-Job Trainees.....	10-4
10.6 Check Certified Payrolls	10-5
10.7 Submit FHWA Form 1391 - Federal-Aid Highway Construction Contractor’s Annual EEO Report	10-5
11 FINALS	11-1
11.1 Conduct Final Project Inspection	11-1
11.2 Write Final Project Acceptance Letter	11-1
11.3 Advertise for Final Settlement.....	11-2
11.4 Prepare and Distribute Final Plans.....	11-2
11.5 Prepare EEO Certification and Collect EEO Forms	11-3
11.6 Check Final Quantities, Plans and Pay Estimate; Check Project Documentation and Submit Final Certifications	11-3
11.7 Check Material Documentation and Accept Final Material Certification.....	11-3
11.8 Obtain CDOT Form 1419 From the Contractor and Submit to the CDOT Project Manager ...	11-3
11.9 FHWA Form 47 – Statement of Materials and Labor used ... – has been Discontinued.....	11-4
11.10 Complete and Submit CDOT Form 1212 – Final Acceptance Report (by CDOT)	11-4
11.11 Process Final Payment.....	11-5
11.12 Complete and Submit CDOT Form 950	11-6
11.13 Retain Project Records	11-6
11.14 Retain Final Version of Local Agency Contract Administration Checklist	11-7

APPENDICES

A. FORMS	A-1
CDOT Form 17 – Contractor DBE Payment Certification <i>Discontinued</i>	A-3
CDOT Form 43 - Job Mix Formula	A-4
CDOT Form 90 - Contract Modification Order	A-5
CDOT Form 96 - Contractor Acceptance of Final Estimate	A-6
CDOT Form 118 - Contractor Wage Compliance Statement	A-7
CDOT Form 128 - Categorical Exclusion Determination	A-8
CDOT Form 200 - OJT Training Questionnaire.....	A-10
CDOT Form 205 - Sublet Permit Application.....	A-11
CDOT Form 250 - Materials Documentation Record (CDOT-Generated Form)	
CDOT Form 262 - Weekly Time Count Report – Work Days.....	A-12
CDOT Form 263 - Weekly Time Count Report – Calendar Days.....	A-13
CDOT Form 280 - Equal Employment Opportunity and Labor Compliance Verification.....	A-14
CDOT Form 280 - Equal Employment Opportunity and Labor Compliance Verification (Spanish).....	A-15
CDOT Form 313 - Consultant Performance Evaluation	A-16
CDOT Form 379 - Project Independent Assurance Sampling Schedule	A-19
CDOT Form 418 - Federal-Aid Program Data	A-20
CDOT Form 462 - Right of Way Plan Approval.....	A-21
CDOT Form 463 - Design Data	A-22
CDOT Form 464 - Design Exception Variance Request	A-24

FORM	PAGE
CDOT Form 465 - Non-Discrimination in Employment Notice	A-25
CDOT Form 605 - Contractors Performance Capability Statement	A-26
CDOT Form 606 - Anti-Collusion Affidavit	A-27
CDOT Form 621 - Assignment of Antitrust Claims	A-28
CDOT Form 713 - Contractor DBE Subcontract, Supply and Service Contract Statement Discontinued	A-32
CDOT Form 714 - Underutilized DBE Bid Conditions Assurance Discontinued except for projects let prior to January 23, 2014	A-33
CDOT Form 715 - Certificate of Proposed Underutilized DBE Participation Discontinued	A-34
CDOT Form 718 - Underutilized DBE Good Faith Effort Documentation Discontinued	A-36
CDOT Form 719 - DBE Participation Summary Discontinued	A-38
CDOT Form 832 - Trainee Status and Evaluation	A-29
CDOT Form 835 - On the Job Trainee Request Discontinued	A-30
CDOT Form 838 - OJT Trainee/Apprentice Record	A-30
CDOT Form 863 - DBE Contract Goal Recommendation <i>For internal use only</i>	A-31
CDOT Form 895 - Region Certification – Force Account and Finding in the Public Interest ..	A-32
CDOT Form 950 - Project Closure	A-33
CDOT Form 951 - Voucher Request (Projects)	A-34
CDOT Form 1048 - Project Scoping/Clearance Record	A-35
CDOT Form 1180 - Standards Certification and Project Plans Specifications & Estimate Approval	A-41
CDOT Form 1186 - Contract Funding Increase/Decrease and Approval Letter	A-42
CDOT Form 1199 - Finals Materials Documentation Review & Audit Checklist	A-43
CDOT Form 1212 - Final Acceptance Report for Federal-Aid Projects	A-44
CDOT Form 1313 - Consultant Monthly Invoice Cover Sheet	A-45
CDOT Form 1330 - DBE Bid Conditions Assurance for Non-Project Specific (NPS) Consultant Contract	A-46
CDOT Form 1331 – Certificate of Proposed DBE Participation for Project Specific (PS) Consultant Contracts	A-47
CDOT Form 1413 – Bidders List	A-48
CDOT Form 1414 – Anticipated DBE Participation Plan	A-48
CDOT Form 1415 – Commitment Confirmation	A-48
CDOT Form 1416 – Good Faith Effort Report	A-48
CDOT Form 1417 – DBE Participation Plan (Internal Form – No general access)	
CDOT Form 1418 – Monthly Payment Summary	A-48
CDOT Form 1419 – DBE Participation Report	A-48
CDOT Form 1420 – DBE Participation Plan Modification	A-48
CDOT Form 1425 – Supplier List	
FHWA Form 47 - Statement of Materials and Labor Used By Contractors on Highway Construction Involving Federal Funds Discontinued	A-59
FHWA Form 1273 - Required Contract Provisions, Federal-Aid Construction Contracts	A-48
FHWA Form 1391 - Federal-Aid Highway Contractors Annual EEO Report	A-48
 B. Miscellaneous	 B-1
FHWA Letter and Memo titled "State Oversight of Local Federal-Aid Projects"	B-3
Procedural Directive 512.1, <i>Project Scoping and the Design Scoping Review Repealed</i>	B-5
Long Range Planning Process and TIP/STIP Development	B-5
STIP Example	B-8
Funding Categories and Project Prefixes	B-9
Resolution by a Local Agency	B-10

Sample Title VI Assurance	B-11
49CFR18.36(i)	B-12
Right-of-Way Certification Letters *	B-14
Concurrence to Advertise (From CDOT to Local Agency) *	B-16
Procedural Directive 400.1, <i>Obtaining Professional Consultant Services</i>	B-17
Utility Clearance Certification Letter *	B-21
Procedural Directive 508.1, <i>Professional Engineer's Stamp</i>	B-22
Concurrence to Award (From CDOT to Local Agency) *	B-31
Project Financial Statement *	B-32
Notice of Award (From Local Agency to Contractor) *	B-33
Preconstruction Conference Notification (Letter and Facsimile)	B-34
Notice to Proceed (From Local Agency to Contractor).....	B-36
Preconstruction Conference Agenda.....	B-37
Local Agency Billing Package *	B-54
Transmittal Letter.....	B-54
Letter of Final Billing with Backup.....	B-55
Voucher Request (CDOT Form 995)	B-57
Letter of Materials Certification *	B-60
EEO Certification Acceptance Letter *	B-61
Construction Inspection Qualification Program – CDOT Policy Memo 25	B-62
Construction Inspection Qualification Program – CDOT Policy Memo 25a	B-64
Final Project Acceptance Letter.....	B-65
Bulletin Board Requirements	B-66
Traffic Control Review Form	B-67

C. ACRONYMS C-1

D. CDOT CONTACT LIST..... D-1

E. MAPS E-1

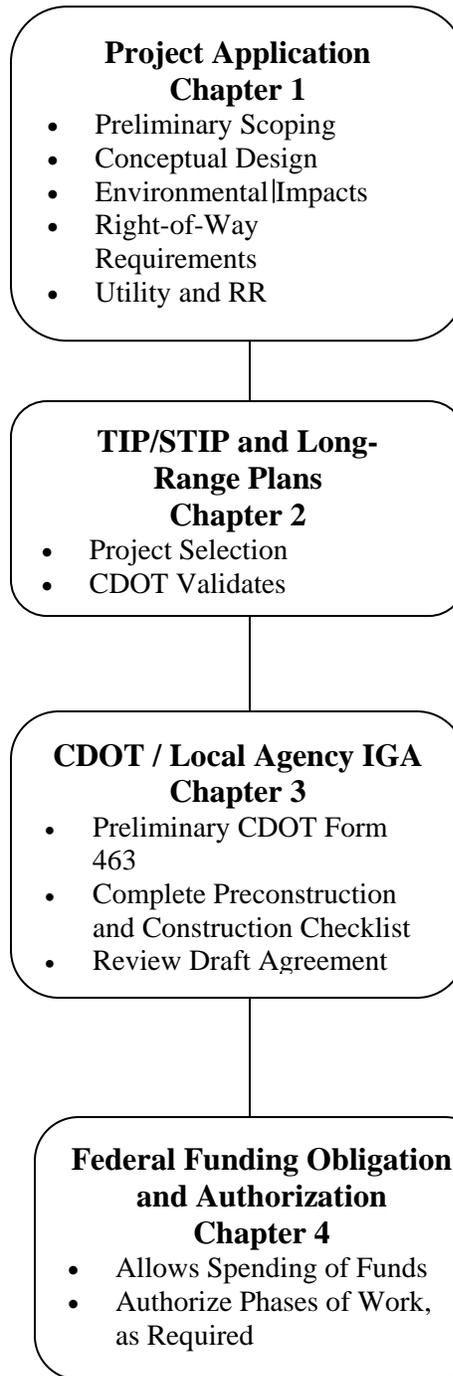
Transportation Commission Districts	E-1
Transportation Planning Regions	E-2
CDOT Engineering Regions	E-3

F. FINALS DOCUMENTATION F-1

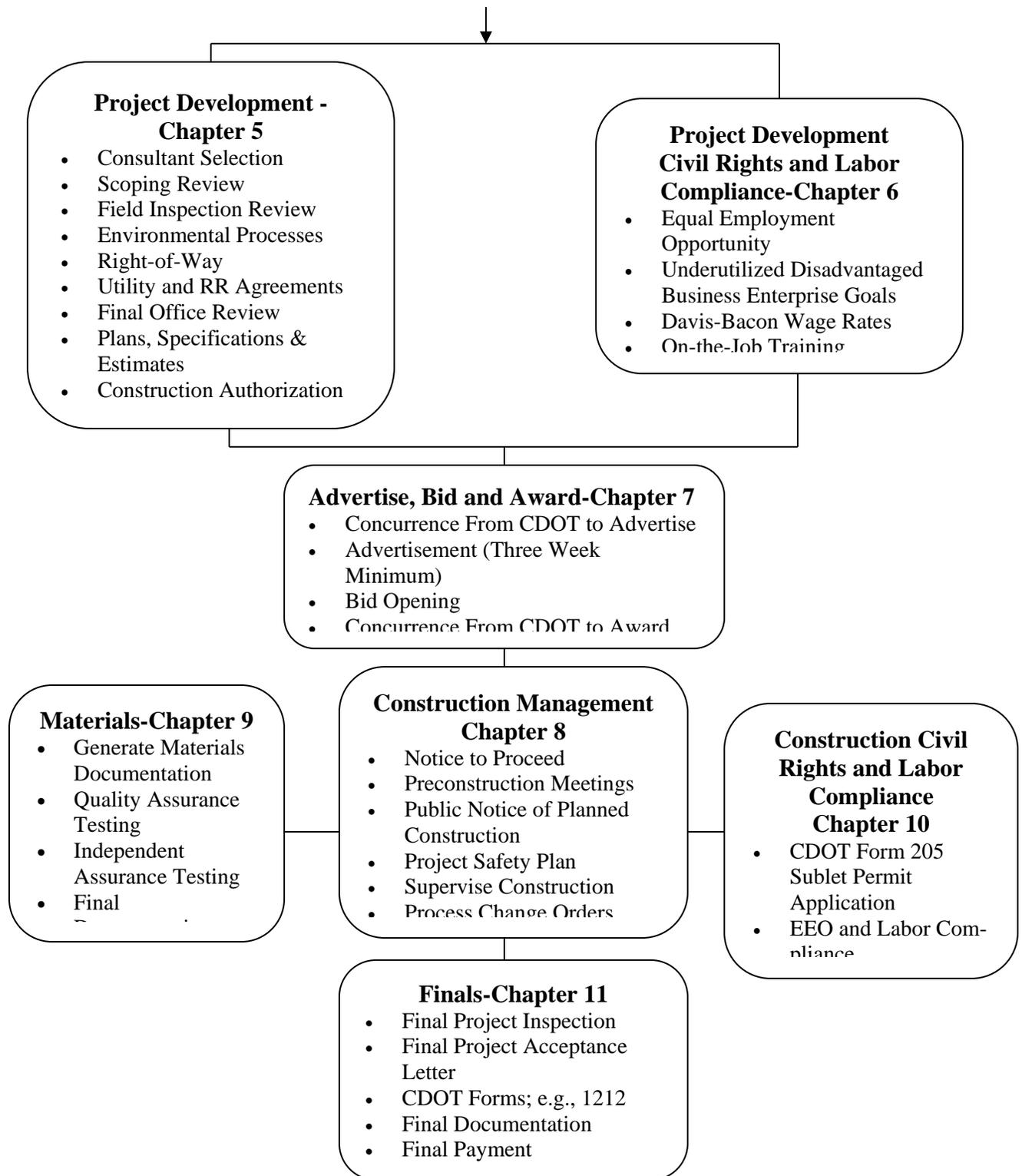
Local Agency Final Construction Acceptance Certification	F-2
CDOT Letter of Materials Certification.....	F-3
EEO Certification Acceptance Letter	F-4
Guidance for Acceptance, Advertisement and Finaling of Local Agency Projects	F-5
Final Documentation Checklist	F-7
Final Materials Documentation Check List	F-8
CDOT Form 90 – Contract Modification Order	F-10
CDOT Form 96 – Contractor Acceptance of Final Estimate	F-11
CDOT Form 1418 – Monthly Payment Summary.....	F-12
CDOT Form 1419 – DBE Participation Report.....	F-12

INDEX I-1

LOCAL AGENCY PROJECT FLOWCHART



LOCAL AGENCY PROJECT FLOWCHART CONTINUED



PROJECT APPLICATION

CHAPTER 1

Federal and State Funded Programs

There are various federal and state funded programs for which Local Agencies may apply. Most of the programs require a Local Agency match depending on the type of program. Below are a few of the programs available to Local Agencies.

- **Transportation Alternatives Program (TAP)**

For program information contact your CDOT Region Local Agency coordinator (See Appendix D – CDOT Contact List).

A copy of the Transportation Alternative Program Guidelines may be found under MPO & Regional Planning Section on CDOT's website at <https://www.codot.gov/programs/statewide-planning/mpo-rural-planning.html>.

- **Off-System Bridge Program (BRO)**

For program information and to receive a copy of the Guidelines for Selecting Off-System Bridges for Rehabilitation or Replacement, contact CDOT's Staff Bridge, Bridge Management Unit at (303) 757-9309. Under the current transportation act, the Moving Ahead for Progress in the 21st Century Act, the BRO is funded from the Surface Transportation Program.

- **Highway Safety Improvement Program (HSIP)**

This program replaced the Federal Hazard Elimination Program (HES). For program information contact CDOT's Safety & Traffic Engineering Branch at (303) 512-5103.

- **The Congestion Mitigation and Air Quality Improvement Program (CMAQ)**

For program information contact the Metropolitan Planning Organization (MPO) or Transportation Planning Region (TPR) for your area of the state or your CDOT Region Local Agency coordinator (See Appendix D – CDOT Contact List).

- **Surface Transportation Program – Metropolitan (STP – Metro)**

The program is only available in the Colorado Springs, Denver and Fort Collins metropolitan areas. For program information, contact your Metropolitan Planning Organization (MPO) for your area of the state or contact your CDOT Region Local Agency coordinator (See Appendix D – CDOT Contact List).

- **National Highway Performance Program (NHPP)**

Under MAP-21, this program replaced the NHS program. For program information contact your CDOT Region Local Agency coordinator. (See Appendix D – CDOT Contact List).

- **Congressional Appropriation Earmarked Federal Funding with Local Match (Demonstration)**

These are projects selected by the US Congress through the Transportation Act. The funding for these projects usually comes from Surface Transportation Program (STP), from National Highway System programs, or from other existing programs and are extremely rare. For more information, please contact the Federal Highway Administration (FHWA) representative for your region.

- **Safe Routes to Schools Program – Non-infrastructure projects only**

For program information contact your CDOT Region Local Agency coordinator or the Division of Transportation Development (See Appendix D – CDOT Contact List).

For a complete list of funding categories, see the Funding Category List in Appendix B. Additionally, fact sheets for TAP, CMAQ, HSIP, STP, and NHPP, are available at the following link: <http://www.fhwa.dot.gov/map21/factsheets/> . The fact sheets list eligible activities as well as other program features.

An eligible Federal-Aid Local Agency construction project must include an end-result product; e.g., a particular portion of a highway. However, this does not preclude the authorization of a project with Federal funds participating in only a portion of the work; e.g., the cost of materials.

Preliminary Scoping

Prior to applying for state or federal funds, a Local Agency should, at a minimum, consider the following key aspects of the proposed project:

- administration of project development and construction, whether by Local Agency staff, consultant, CDOT, or a combination
- preliminary estimate of total project costs
- the process to evaluate environmental impacts and associated mitigations (including social and economic effects)
- right-of-way requirements
- utility identification and possible conflicts
- traffic concepts

- structure requirements
- typical section and cross-sections
- material requirements
- maintenance and operations responsibilities

Project scoping is usually a continuing process that will be refined up to and during the Field Inspection Review. See Appendix B for *CDOT Procedural Directive 512.1 Project Scoping and the Design Scoping Review (DSR)*.

Environmental Impacts

In the project application stage, the Local Agency shall consider and coordinate with CDOT regarding impacts to the environment from the aspect of National Environmental Policy Act (NEPA), current US Department of Transportation Act, Land and Water Conservation Fund Act (36 CFR), the Civil Rights Act Title VI, the Presidential Executive Order for Environmental Justice, and from the implications of the project design.

Consider the following:

1. What is the probable environmental clearance category (Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement)?
2. What impact will the applicable category have on time and costs?
3. What are the logical termini, or beginning and ending points, for the project? The environmental impacts could extend beyond the project construction zone.
4. What environmental studies may be needed?
5. What impact will environmental studies have on time and costs?
6. What are the impacts of avoidance?
7. What mitigation might be required?
8. What impact will the mitigation have on time and costs?

Environmental resources and impacts that should be considered may include:

- Cultural Resources:
 - historic clearances (and US DOT Act, Section 4f clearances for historical)
 - historic bridges
 - archaeology
 - Native American resources
- Paleontological Resources
- Floodplains
- Geology and Soils: farmland protection, engineering geology, and special features
- Biological Resources:
 - vegetation and wildlife including migratory birds
 - noxious weeds,
 - wetlands, and Clean Water Act, Section 404 (impacts to waters of the US including wetlands) Permit
 - Division of Wildlife (Senate Bill 40) effects on riparian habitat
 - threatened and endangered species
 - prairie habitat initiative impacts (see Biological Opinion on CDOT website)
- Hazardous waste and materials:
 - Permanent and temporary dewatering permits from CDHPE
- Noise analysis
- Air quality (for non-attainment and maintenance areas)
- Water Quality
 - Clean Water Act, Section 401 Water Quality Certification for work in streams
 - Clean Water Act, Section 402 (Discharge of Pollutants for Point Sources – not construction sites) Permit
 - Colorado Discharge Permitting System (CDPS) for construction erosion sites over an acre of disturbance (formerly known as the NPDES permit)
 - MS4 permit conformity letter
 - Stormwater Management Plans and erosion control

- Public lands
 - Local land use plan and zoning conformity
 - US DOT Act, Section 4(f)
 - Land and Water Conservation Fund Act, Section 6(f)
- Parks and recreational areas
 - US DOT Act, Section 4(f)
- Socioeconomic effects
- Environmental justice (Executive Order 12898 overseeing that no disproportionate indiscriminant effect occurs to minority and low income populations), and Civil Rights Act Title VI (overseeing that no discrimination occurs with a project)

See Appendix A for a copy of CDOT Form 128 - Categorical Exclusion Determination.

Right-of-Way Requirements

Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, commonly called the Uniform Act, must be followed. For additional information, refer to the Real Estate Acquisition Guide for Local Public Agencies available from U. S. Department of Transportation/Federal Highway Administration and the CDOT Right of Way Manual (Chapter 8). The Right of Way manual may be accessed at <https://www.codot.gov/business/manuals/right-of-way/> .

Types of right-of-way requirements may include:

- temporary easements
- permanent easements
- acquisition and relocation

Consideration should also be given to changes in access requirements and the associated costs.

Utility and Railroad Requirements

Identify possible conflicts, crossings and relocation requirements.

Conceptual Cost Estimate

The preliminary cost estimate should include all project costs, including but not limited to, environmental studies and mitigation, right-of-way acquisition and services, utility relocation, design, construction, construction oversight, and CDOT charges.

TIP / STIP AND LONG-RANGE PLANS

CHAPTER 2

This Chapter deals with the planning and fund programming process that is required for a transportation project to receive funding. Each CDOT Region has a planning staff person assigned to assist with these processes. See Appendix D for a list of these people.

LONG-RANGE PLAN

CDOT and each of the five Metropolitan Areas over 50,000 population are required to develop and adopt a Long-Range Plan. The purpose of the Long-Range Plan is to outline transportation goals and improvements for the next 20 to 30 years. This plan must identify potential projects and funding requirements for Statewide Transportation Improvement Program (STIP) development. The plan must be financially constrained - that is, it must show how the projects can be completed with funding that is reasonably expected to be available. To be considered for funding a project must be consistent with the fiscally constrained long range plan. Once it is deemed consistent with the long range plan, a project can compete for funding in the TIP/STIP process described in the next section.

For more information on long range planning process see the document in Appendix B titled Long-Range Planning Process and TIP/STIP Development.

TIP/STIP

Federal Guidelines

All projects receiving Federal funds must be identified in the STIP for the funding to be released for the project. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users (SAFETEA-LU) requires each state to develop a STIP containing at least four years of projects. The STIP is developed every other year in cooperation with the Metropolitan Planning Organizations (MPOs), local officials, and

tribal governments with responsibility for transportation. As noted above, the STIP must be consistent with the fiscally constrained long range plan.

The STIP development process is how local agency projects are identified for Federal funding. A STIP, by law, must be financially constrained. Therefore, all funding sources must be identified for each project.

In developing the STIP, the Governor is required by SAFETEA-LU to provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, private providers of transportation, providers of freight transportation services, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the proposed STIP. Copies of the STIP are mailed to public agencies, transportation agencies, private providers of transportation, and other interested parties. A public meeting on the STIP is conducted biennially with the Transportation Commission, typically at its April meeting. Comments are considered before the Transportation Commission approves the STIP. Once the Transportation Commission approves the STIP, it is forwarded to FHWA and FTA for final approval.

Presidential Executive Order 13898 "Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations" and FHWA Order 6640.23 address Environmental Justice at the state and federal level. They require CDOT and the Local Agencies it oversees to do enhanced public outreach and impact analysis during the planning process to fulfill that reasonable opportunity for all affected citizens, including minority and low-income populations, to comment.

STIP Development Process

Every other year, the STIP is updated through a continuing, comprehensive and cooperative process involving the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), MPOs, Transportation Planning Regions (TPRs), and City and County Governments. The STIP development process varies depending on whether projects are located in MPOs or TPRs.

As noted above, **SAFETEA-LU** only requires four years of projects in the STIP, however, the Colorado Transportation Commission has passed a resolution that requires a full six years of projects. The Transportation Commission has also passed a

resolution requiring all transportation projects that will receive State or Federal funding to be included in the STIP regardless of the sponsoring agency. This resolution also requires all projects in which CDOT will be involved to be included in the STIP, regardless of how they are funded.

STIP Development in TPRs

To develop the STIP in areas outside the MPO areas, TPR representatives meet with the appropriate CDOT Engineering Region and Transportation Commissioners to cooperate in the Project Priority Programming Process (4P). A CDOT Engineering Region can contain multiple TPRs and/or Transportation Commissioners. Public meetings are conducted in each TPR to solicit requests for projects and comments on State-selected projects. To establish a project in the STIP, contact the appropriate TPR. A list of TPR representatives is available by contacting the CDOT Division of Transportation Development or by checking the CDOT web site.

TIP Development in MPO Areas

For each metropolitan area exceeding 50,000 in population, **SAFETEA-LU** requires a Transportation Improvement Program (TIP). A TIP identifies all projects that will receive federal or state funds in the MPO area. The TIP preparation is the responsibility of the MPOs, with the coordination and concurrence of the CDOT Engineering Regions, and Division of Transportation Development. In Colorado, these MPOs are the Denver Regional Council of Governments (DRCOG), the Pikes Peak Area Council of Governments (PPACG), the North Front Range Transportation & Air Quality Planning Council (NFRT&AQPC), the Pueblo Area Council of Governments (PACOG) and the Grand Junction/Mesa County MPO.

The MPOs are responsible for the development and approval processes of financially constrained TIPs. This is successfully performed through a series of MPO Committees and policy adoptions. The appropriate MPO should be contacted to ascertain the procedures for establishing a project in a TIP. MPOs “select” or “approve” projects and pools using STP-Metro, CMAQ, and Enhancement funds. CDOT selects projects and pools using BRO and Federal Hazard Elimination (SHE/SHO) funds.

Once a TIP has been approved by the MPO, it is forwarded to the Governor for final approval. TIPs and the STIP are developed concurrently. An approved TIP is incorporated into the STIP verbatim. 100 percent locally funded projects may require CDOT involvement depending on the influence of the project (i.e. the project impacts CDOT facilities). In Air Quality Non-attainment/maintenance areas, projects that are determined to be “regionally significant” must be included in the TIP.

DRCOG, PPACG and NFRT&AQPC are considered Air Quality Non-Attainment/Maintenance Areas by the Federal government. In these areas, the regionally significant projects in the TIP must be modeled to demonstrate that project implementation will not degrade air quality below the Environmental Protection Agency health standards as set forth in the Clean Air Act Amendment of 1990. This process is referred to as conformity.

2.1 Review Project to Ensure It Is Consistent with STIP

With the Local Agency, CDOT reviews the project to ensure that the scope and budget are consistent with the approved STIP and Long-Range Plan, and amendments thereto.

STIP Amendment Guidelines

Because of the dynamic nature of transportation programs, changes may be necessary. The process for amending the STIP varies depending on the project type, funding source and whether the project to be amended is in an MPO or a TPR. STIP amendments will not be approved unless they are financially constrained.

If the project scope significantly changes or additional funds are needed, the STIP must be amended before a budget action can be processed.

STIP amendment requests may result in the need for a TPR and/or a statewide Long-Range Plan amendment. A CDOT Region representative should be contacted to determine if there is a need for a Long-Range Plan amendment.

Amendments in MPOs

TIP amendments must be approved by the MPO before the corresponding STIP amendments can be approved. A TIP amendment request may require a MPO Long-Range Plan amendment. The MPO representative or CDOT region planner should be contacted to discuss if a Plan amendment is needed.

Amendments in TPRs

The CDOT Engineering Region is responsible for coordinating with the appropriate TPRs to reach consensus on STIP amendments.

Reference Material

Appendix B contains an example page from the STIP and Appendix E presents maps of the Transportation Planning Regions, Transportation Regions and Transportation Commission Districts.

CDOT / LOCAL AGENCY INTER-GOVERNMENTAL AGREEMENTS CHAPTER 3

Introduction

After the Local Agency project has been selected for funding, a detailed sequence of events is initiated by CDOT and the Local Agency to bring the project to completion. The Federal Highway Administration (FHWA) requires all Federal-Aid Highway funds available to the Local Agency to be administered by CDOT, and it assigns responsibility to CDOT for proper expenditure of the funds and proper completion of the work. CDOT's main objective is to assist the Local Agency in completing each project successfully with as little administrative oversight as possible while ensuring that all Federal and State requirements are fulfilled. If the Local Agency has been working on the project during the application and selection process, all work and right-of-way acquisition should stop until the necessary project agreements described below are in place.

Inter-Governmental Agreement Overview

An Inter-Governmental Agreement (IGA) is required between CDOT and the Local Agency to define project scope, project responsibilities, detailed funding amounts, and payment obligations. Project maintenance responsibilities must also be defined and are typically set out in a separate stand-alone IGA. Also, work within CDOT right-of-way may require additional licensing agreements.

There are several "standard" agreements templates for Local Agency projects and the CDOT Agreements Unit determines the appropriate agreement template for each project. The Outline IGA is the most commonly used template on Local Agency projects. Information used to develop the agreement is based on the written scope of work (or CDOT Form 463 - Design Data), Local Agency Contract Administration Checklist (CDOT Form 1243), required phases (i.e., design, environmental, right-of-way, utilities, miscellaneous, and construction), project schedule (including phase end dates), 2 CFR 200 risk assessment, and associated funding. This information is gathered during

meetings with the Local Agency or simply submitted to the CDOT Project Manager by the Local Agency. The Encumbering IGA template, another common standard template, is used on single phase Local Agency projects and on traffic/highway maintenance projects. Templates for projects with federal funds follow the requirements outlined in 2 CFR 200.331(a).

More detail on the information needed for the IGA is provided below:

- The scope of work should provide sufficient detail to fully explain the project, yet allow for unanticipated conditions during project development. The scope should be narrative and explain who will do the work, what work will be done, where the work will be done, the project schedule, why the work will be done, and who will maintain the project after completion. Once an IGA is fully executed, the project scope can only be modified by amendment which can be a lengthy process and have a significant impact on the project schedule.
- The Local Agency Contract Administration Checklist (CDOT Form 1243) identifies the contract administration responsibilities of the individual parties to the IGA and is part of the contractual agreement between the Local Agency and CDOT. After the IGA is executed, the CDOT Form 1243 can only be modified by amendment..
- The project schedule should include sufficient time to enter into and execute the IGA, design and construct the work, and closeout the project. It should include the planned start and end date for each phase of the project and the planned construction Ad date. It is particularly important that the dates for the initial phases of work are realistic and allow adequate time to complete the work.

On federally-funded projects, work that occurs outside the performance phase period or is invoiced after the end date is not eligible for reimbursement. Performance period start and end dates are shown on “Exhibit C” of the document that encumbers project funds. Under 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, greater emphasis and scrutiny is now placed upon phase end dates and performance periods. The Local Agency should work with the CDOT Project Manager to establish end dates. While an end date can be modified during project development, the approval process can add two to eight weeks to the project schedule. See Appendix

B for the “End Date Extension Request Policy and Procedure Guide” for further detail on modifying end dates.

On state-funded projects, end dates are not shown on Exhibit C, but are used by the CDOT Project Manager to monitor compliance with funding program requirements such as to expend funds within a specific number of years from project award.

- Under 2 CFR 200.331(b), CDOT, as an entity that passes-through federal funds to a Local Agency (also referred to as a subrecipient), must evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the (sub) award. The Local Agency should complete the 2 CFR 200 risk assessment spreadsheet provided by CDOT and return it to the CDOT Project Manager who will complete the evaluation and file it in CDOT's electronic document management system.

For state-funded projects, a 2 CFR 200 risk assessment is not required.

CDOT IGA Unit always generates the CDOT/Local Agency IGA and sends to the Local Agency for review. The Local Agency is responsible for reviewing the IGA, providing comments and providing the name of the approvers and signatories to the IGA. After all review comments are addressed and any outstanding issues resolved, the IGA Unit electronically routes the IGA to the Local Agency for signature. The Local Agency electronically signs the agreement committing to provide its share of project costs. The agreement is electronically returned to CDOT for final signature. One fully executed copy is then electronically sent to the Local Agency for its records. The steps to an Outline IGA are depicted in Figure 2, “Inter-Governmental Agreement (IGA) Process” on Page 3-6.

The CDOT/Local Agency agreement defines the financial responsibilities of both parties. The IGA includes the total amount payable to the Local Agency. CDOT's payment obligation is the amount of Federal or State funds that are to be paid to the Local Agency. Exhibit C of every agreement contains the financial and budget details of the agreement. Local Agencies may provide additional local funds to a project above the required local match, which are known as overmatch. Overmatch must be shown in the STIP. In most cases overmatch is not identified on Exhibit C. If the project has

overmatch and the State is doing the work, then the overmatch must be budgeted and shown in the IGA.

The term of the IGA is most commonly set at 10 years; however, the CDOT IGA Unit has the flexibility to set a shorter term depending on project characteristics. The Local Agency should be aware that any work performed outside the term dates of the IGA are not reimbursable. If the term dates are set to expire during the encumbered phase of the project, the Local Agency should contact the CDOT Project Manager at CDOT to amend the existing contract. Also, the Local Agency should be cognizant of the project's funding program and any nuances of that particular program. For example, Permanent Water Quality Program funds must currently be expended within three years of approval/award, even though the term of the IGA may be longer. The first three letters of the project number indicate the fund type. For a list of funding categories, prefixes and funding splits, see the "Federal Funds Crosswalk" and "State Funds Crosswalk" in Appendix B.

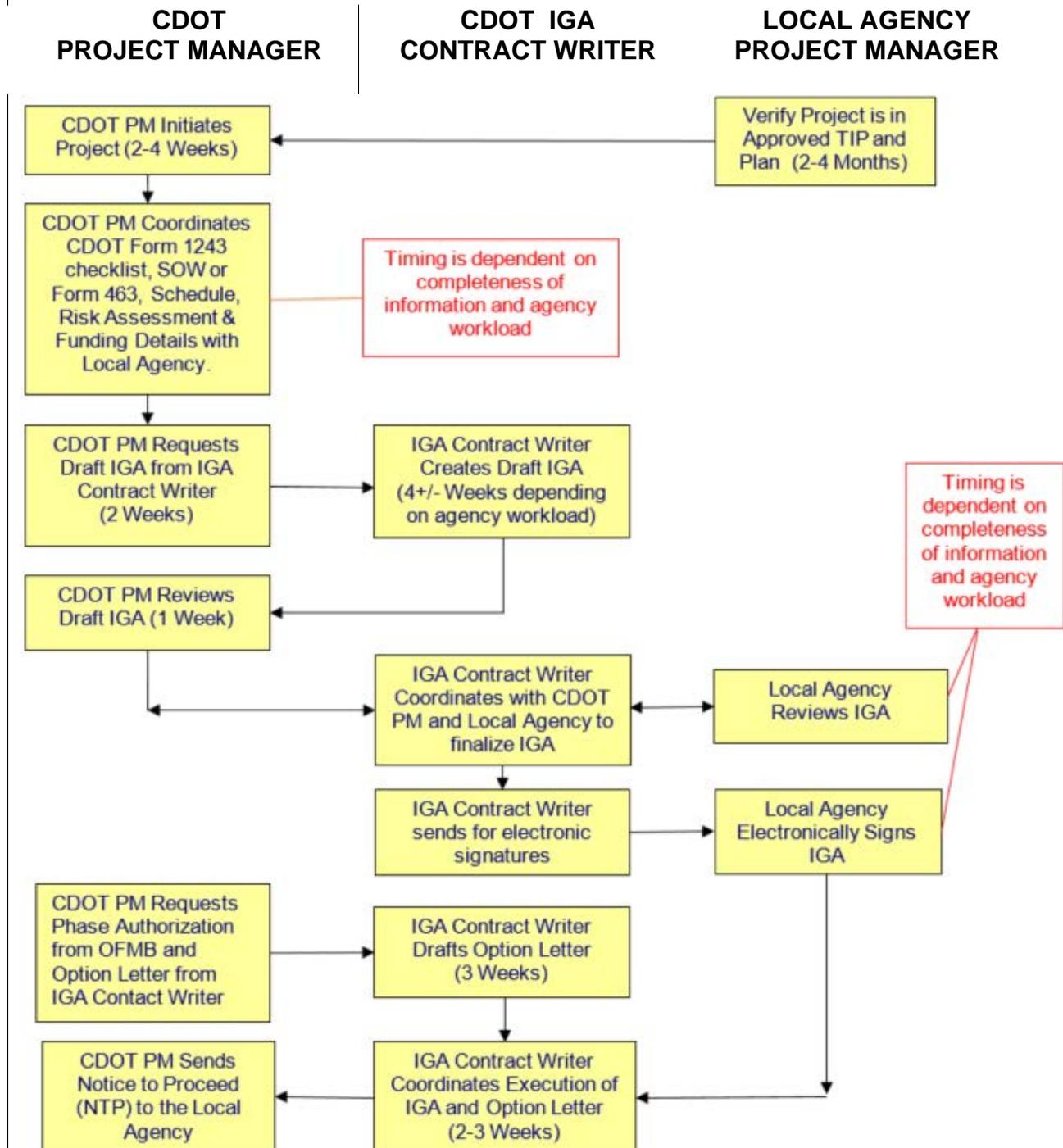
After the Outline IGA is fully executed by CDOT, the project phase is authorized (See Chapter 4) and project funds are encumbered by phase via a unilaterally-signed (by CDOT) Option Letter prepared by the CDOT IGA Unit. The CDOT Project Manager will then issue a Notice to Proceed to the Local Agency. Any work performed by the Local Agency prior to receipt of the Notice to Proceed is not eligible for reimbursement. Option Letters modify the IGA for specific purposes, such as to extend phase end dates, to begin a new phase of work, to transfer funds from one phase to another phase, or to update a phase performance period.

The Local Agency is financially responsible for all cost overruns. If the Local Agency becomes aware that the costs will exceed the agreement amount, the Local Agency must immediately contact the CDOT Project Manager to determine if additional Federal or State funds are available. If funds are available, the Local Agency then submits a request with justification to the CDOT Project Manager. If CDOT approves the request, the IGA will be amended, which will revise the funding and/or scope. In certain circumstances, an additional TIP/STIP amendment may be necessary.

The IGA contains FHWA Title VI assurances.

If the Local Agency plans to request reimbursement for design phase costs and plans to hire a consultant to do the work, the Local Agency is allowed to begin the Request for Proposal/Consultant Selection process simultaneously with development of the IGA. See Chapter 5, Section 5.3 - Conduct Consultant Selection / Execute Consultant Agreement of this *Desk Reference*. The Local Agency must comply with all federal rules and requirements of 23 CFR Part 172 if the design phase is federally funded, or CRS §24-30-1401, *et seq.* if state funded. While the Local Agency can begin the selection process, the Local Agency may not execute a contract with the selected firm until after both the Local Agency and CDOT fully execute the IGA.

INTER-GOVERNMENTAL AGREEMENT (IGA) PROCESS



FEDERAL FUNDING OBLIGATION AND AUTHORIZATION

CHAPTER 4

4.1 Authorize Funding by Phases

Federal-Aid Highway funds are authorized by Congress to assist the States in providing for construction, reconstruction, and improvement of highways and bridges on eligible Federal-Aid highway routes and for other special purpose programs and projects.

Before work on any phase of a Federal-Aid project can begin, funds for that phase must be included in a CDOT Quarterly Obligation Plan and individually approved through a CDOT Form 418 – Federal Aid Program Data/Federal-Aid Project Agreement (see Appendix A). Projects without federal funding are authorized upon final approval of the budget.

Prior to inclusion of a project phase in a Quarterly Obligation Plan, the Local Agency needs to schedule phases (design, right-of-way, utility, construction, and miscellaneous) with the CDOT Project Manager. The CDOT Project Manager is responsible for including the phases in the Quarterly Obligation Plan and will notify the Local Agency when phases have been authorized by the FHWA. Establishing a realistic schedule ahead of time and adhering to it are the best way to assure that Federal authorization and obligation are obtained in a timely manner. At this stage, funds are budgeted but are not authorized yet.

The Inter-governmental Agreement (IGA), as discussed in Chapter 5, is used to encumber Federal funding. An Encumbrance is a conditional commitment of federal funds to be reimbursed to the Local Agency on the local agency project. The IGA can only encumber funds to the design (D), utility (U), miscellaneous (M), or construction (C) phases on a project. It will detail how much is budgeted, the estimated CDOT oversight costs, and the encumbrances by each phase. If additional funding is authorized in future years, the contract modification tool called the “Funding Letter” can be used to encumber funds to appropriate phases.

The right-of-way phase is funded by budgeting the Federal funds with the local matching funds. However, the funds will not be encumbered for reimbursement back to the Local Agency until Part B of the CDOT Categorical Exclusion Form 128 is signed, the right-of-way plans are approved, appraisals are reviewed and acceptable, and Fair Market Values (or Value Findings if under \$5,000) are established. Please see Chapter 8 of the CDOT Right-Of-Way Manual for more information on this process.

While the construction phase of work may be included in a Quarterly Obligation Plan, construction funds will not be authorized until a final CDOT Form 463 – Design Data, CDOT Form 1180 - Standard Certification and Project PS&E Approval, environmental clearance, and utility and right-of-way certification letters have been submitted by the Region for Federal obligation of funds. The Form 1180 needs to be submitted for projects that do not require FHWA oversight. The Local Agency cannot advertise for bids until the construction phase is authorized, funds are obligated, and CDOT's concurrence to advertise has been received.

It is important to note that work performed on Federal-Aid projects prior to authorization is not eligible for federal participation. Upon CDOT notice to proceed with design, the Local Agency is able to charge eligible costs to the project. Billing charges are submitted once a month or less frequently to the CDOT Project Manager during the project development phase.

PROJECT DEVELOPMENT

CHAPTER 5

Introduction

This chapter references procedures detailed in the *CDOT Project Development Manual*, found at: https://www.codot.gov/business/designsupport/bulletins_manuals/project-development-manual . The *Project Development Manual* refers to responsibilities of the Resident Engineer. When the Local Agency is administering the design of the project, the Local Agency will typically assume the responsibilities of the Resident Engineer. Questions and clarification of responsibilities should be directed to the CDOT Project Manager.

5.1 Prepare Design Data - CDOT Form 463

The Form 463, which is completed in the CDOT database, is used on all projects to document important design information and provide uniform information during the project development process.

Design data on the Form 463 includes, but is not limited to:

Traffic volumes	Structural road parameters
Geometric standards	Major structures
Project characteristics	Highway classification
Right-of-way issues	Utilities
Railroad crossings	Environmental category
Agency coordination	Construction information
Entities involved	

The Form 463 is filled out cooperatively between the Local Agency and CDOT. See 2.05, "Design Data," of the *CDOT Project Development Manual* for further explanation.

5.2 Prepare Local Agency / CDOT Inter-Governmental Agreement

CDOT will prepare a project inter-governmental agreement (IGA) detailing the responsibilities for the completion of the project. The agreement shall be developed in cooperation with the Local Agency and shall cover all phases of project work for which funding is approved. See Chapter 3 of this *Manual* for further explanation.

5.3 Conduct Consultant Selection / Execute Consultant Agreement

The Local Agency may hire a consultant to design and/or administer the construction of its project. To obtain Federal reimbursement, the Local Agency shall use CDOT's consultant selection process or, with the prior approval of CDOT's Contracts & Market Analysis Branch, use its own consultant selection process. In order to obtain this prior approval, the Local Agency must have its attorney certify that the Local Agency RFP and Consultant Selection Process is in conformance with federal and state laws. The IGA's Attachment #1 lists the procedures that Local Agencies shall use for agreements with professional consultant services and lists the pertinent federal and state laws.

A written Request for Proposal (RFP) is prepared by the local agency to solicit proposals from the consultants. For purposes of this manual requests for proposals (RFP) and Requests for qualifications (RFQ) are considered equivalent.

If the local agency does not want reimbursement for consulting services, it may use its own consultant selection process without CDOT approval. For consultants performing right of way services, see Chapter 8 of the CDOT Right of Way Manual.

Title 23 CFR Part 172, Administration of Engineering and Design Related Service Contracts requires the state highway agency to insure that procurement actions by local agencies comply with this regulation. Consultant contracts shall be reviewed by CDOT prior to approval.

The Agreements Unit of the Contracts and Market Analysis Branch can be contacted for a copy of CDOT's *Professional Consultant Contracting Manual: A Guide to CDOT's Policies, Procedures, Rules, Regulations and Guidelines, for Professional Service Contracts with Architects, Industrial Hygienists, Engineers, Landscape Architects, and Land Surveyors*.

Because the regulations and laws are lengthy, the subsequent steps serve as a guide for a Local Agency obtaining professional consultant services. This guidance follows the format of *Title 23 CFR Part 172*. This information is also located in Attachment 1 of the CDOT/Local Agency Inter-Governmental Agreement.

1. The contracting Local Agency shall document the need for obtaining professional services.
2. Prior to solicitation for consultant services, the contracting Local Agency shall develop a detailed scope of work and a list of evaluation factors and their relative importance. The evaluation factors are those identified in *Colorado Revised Statute 24-30-1403, Professional services - listings - preliminary selections*. Also, a detailed cost estimate shall be prepared for use during negotiations.
3. The contracting agency must advertise for consultant contracts if the basic construction cost of the project is expected to exceed \$1 million or if the fee for engineering or surveying services is expected to exceed \$100,000. The advertisement period must be a minimum of 15 days prior to the selection of the three most qualified firms, and the advertising should be done in one or more daily newspapers of general circulation. If the cost is expected to be less than \$100,000, advertisement is not necessary. In those instances, contact the CDOT Project Manager for direction.
4. The request for proposals shall include the scope of work, the evaluation factors and their relative importance, the method of payment, and the goal for Disadvantaged Business Enterprise (DBE) participation set by CDOT. Contact the Civil Rights & Business Resource Center (CRBRC) for any questions pertaining to CDOT's DBE requirements and forms.

The draft RFP shall be reviewed by the CDOT Project Manager prior to solicitation.

5. The evaluation and selection of the consultants are done in accordance with *Colorado Revised Statutes 24-30-1403*. This section of the regulation identifies the criteria to be used in the evaluation of consultants and their team. It also

shows which criteria are used to short-list and make a final selection. The selection process is qualification-based and cost shall not be considered a factor.

Selection is based on the following evaluation factors:

- Project team
- Firm capability
- Past performance on similar projects
- Work location
- Capacity
- Project goals
- Project Control
- Project concept
- Project critical issues

Optionally, the top firms (minimum of 3) can be short-listed and invited to participate in a presentation and interview phase. Final selection will then be made after the presentation and interview score is added.

Under *Colorado Revised Statute 24-30-1401, Legislative Declaration*, cost shall not be considered a factor in the evaluation of professional consultant services.

6. After a consultant is selected, the Local Agency enters into negotiations with the consultant to obtain a fair and reasonable price for the anticipated work. Pre-negotiation audit evaluations are prepared for contracts expected to be greater than \$50,000. For audit assistance, contact the CDOT Consultant Audit Unit of the Contracts and Market Analysis Branch.

Federal reimbursement is limited to those items allowable under the cost principles in *Title 48 CFR 15, Contracting by Negotiation (subpart 15.404-4 Profit)*. Fixed fees (profits) are determined with consideration given to such items as project size, complexity, duration, qualifications of contractors, and degree of risk involved in the work. Profit is not to exceed 15 percent of the total allowable direct and indirect costs. Costs-plus-percent-of-cost contracts are not permissible.

The Draft Consultant Contract shall be reviewed by the CDOT Project Manager to ensure the contract contains the necessary federal requirements.

If the Consultant Contract includes or is solely for construction contract administration services, the applicable CDOT construction and inspection manuals shall be incorporated by reference in the contract between the Local Agency and the Consultant. For example, if the Consultant was providing Quality Assurance inspections of fabricated items such as girders, the *CDOT Bridge Fabrication Inspection Manual* should be incorporated by reference in the Consultant Contract and the Consultant required to follow the procedures outlined in the *Manual*.

A Consultant Contract for federally reimbursable consulting services cannot be signed until the CDOT/Local Agency Inter-governmental agreement has been signed and made effective by the CDOT Controller.

7. A qualified Local Agency employee shall be responsible and in charge of the project to ensure that the work being done is complete, accurate, and consistent with terms, conditions, and specifications of the contract. At the end of the project, the Local Agency prepares a performance evaluation on the consultant (see CDOT Form 313 in Appendix A) and forwards it to the CDOT Project Manager.
8. Each of the steps listed above is documented in accordance with the provisions of *Title 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (subpart D, 200.333 Retention requirements for records)*, which provide for records to be kept at least three years from the date that the Local Agency submits its final expenditure report. Records of projects under litigation shall be kept at least three years after the case has been settled.

Colorado Revised Statutes 24-30-1401 through 24-30-1408, Title 23 CFR Part 172, and CDOT Procedural Directive 400.1 - Obtaining and Modifying Professional Services Contracts, provide additional details for complying with the eight steps discussed above.

Appendix II to Part 200 (Title 2 CFR 200) – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards also requires:

It is also the responsibility of the Consultant to comply with the federal statutes and regulations cited in 2 CFR 200, Appendix II specifically (1) Administrative, contractual, or legal remedies, (2) Termination for cause and for convenience, (3) "Equal Employment Opportunity," (4) Copeland "Anti-Kickback" Act, (5) Davis-Bacon Act, (6) Contract Work Hours and Safety Standards Act, (7) regulations pertaining to reporting, (8) Patent rights, (9) Copyrights and rights in data, (10) Access by CDOT and FHWA to documents, (11) Retention of documents, (12) Clean Air Act, Clean Water Act, EPA regulations, and (13) energy efficiency conservation.

See http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl for the complete 2CFR200.

5.4 Conduct Design Scoping Review Meeting

The Design Scoping Review (DSR) creates an early, on-site review of a project prior to preliminary design. This enables developing a scope of work that will be consistent with the planning and design characteristics. See 2.01 of the *CDOT Project Development Manual*.

Determining the limits of the project and a draft survey request should be one product of the DSR (See 2.01.02 and 2.14 of the PDM). For right of way acquisition and plans, the accuracy of the survey increases, as listed in 5.5.2, "Minimum Horizontal Accuracy Tolerances," and 5.5.3, "Minimum Horizontal Accuracy Tolerance Table" of the *CDOT Survey Manual*.

The project scope shall address the CDOT policy for Americans with Disabilities Act Accessibility Guidelines. See *CDOT Procedural Directive 605.1, ADA Accessibility Requirements in CDOT Transportation Projects*.

Whenever possible it is desirable to conduct the DSR after the local agency selects its consultant, but before it completes the consultant contract. This enables all parties to ensure that all task items assigned to the consultant are properly addressed in the consultant contract. The consultant will not receive any compensation for activities that precede the Notice to Proceed. Following the DSR the CDOT Project Manager will

issue a letter to the local agency that identifies items needed to clear the project for construction.

5.5 Conduct Public Involvement

It is recommended that Local Agencies involve the public throughout the project development. Project information can be provided via flyers, news releases, or the local agency web site. Local Agencies should use CDOT's Public Participation Guidelines or adopt their own. Local Agencies should coordinate with CDOT to determine whether there are disproportionately adverse impacts to minority and low income populations. See Title VI Assurances in Appendix B. For guidance contact your CDOT Project Manager or review the public participation guidelines in Chapter 7 of the *CDOT NEPA Manual*, found at: <https://www.codot.gov/programs/environmental/nepa-program/nepa-manual>.

Public meetings can include door to door visits, homeowner group meetings, business surveys or stakeholder meetings, open houses, or formal public meetings and comment periods. It is in the best interest to have a wide range of public involvement early in the project. The elected officials, planners, design engineers and right-of-way agents should attend to get some public feedback on the project. Context sensitive solutions should be considered when designing and constructing the improvement.

When a significant number or proportion of the affected community needs information in a language other than English to participate in the process, the Local Agency shall provide notices of public meetings and project information in the other languages and take any other reasonable steps, including providing an interpreter, appropriate for the scope of the program and the size and concentration of the limited English proficiency population.

Announcement on the Local Agency's web site of the design of the transportation improvement project and its corresponding public meeting is also effective.

5.6 Conduct Field Inspection Review (FIR)

The Field Inspection Review (FIR) is the on-site review of preliminary construction plans and cost estimate that signifies the end of the preliminary design phase. FIR plans are

preliminary in nature, but still must contain applicable required items and details of all salient features. The FIR is held to conclude all unresolved issues identified during preliminary design and to establish the specific criteria and direction that are to be used in the final design. See 2.17, “Field Inspection Review,” of the *CDOT Project Development Manual* for further explanation.

During CDOT’s transition from paper to electronic information, the Local Agency should contact the CDOT Project Manager to determine the number of FIR plans CDOT needs for Specialty staff involved with the review of the project. The Local Agency should provide prints or an electronic copy of the FIR plans to the CDOT Project Manager at least 14 calendar days in advance of the meeting.

5.7 Conduct Environmental Processes

The Local Agency must ensure that the environmental consequences of its transportation project have been adequately considered and that required mitigation measures can be completed within the time frame and budget described in the application. An environmental clearance is required before final design, right-of-way acquisition and construction funds are authorized. Contact the CDOT Project Manager for guidance concerning the environmental requirements. Among those requirements, Environmental Justice considerations should be analyzed and documented, if applicable. For more information see Chapter 9.15 of the *CDOT NEPA Manual*, found at: <https://www.codot.gov/programs/environmental/nepa-program/nepa-manual> .

Also see Chapter 3 of the *FHWA Project Development and Design Manual*, found at: <http://flh.fhwa.dot.gov/resources/manuals/pddm/> .

5.8 Acquire Right-of-Way

All right-of-way needed in connection with Local Agency projects must be acquired in compliance with Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended¹, commonly called the Uniform

¹ As amended by Public Law 100-17, Apr. 2, 1987, Title IV, Uniform Relocation Act Amendments of 1987; As amended by Public Law 102-240, Dec. 19, 1991, Sec. 1055, Relocation Assistance Regulations Relating to the

Act. The rules are reprinted each year in *Title 49CFR Part 24*. See http://www.fhwa.dot.gov/real_estate/uniform_act/.

Before Federal funding can be authorized for right-of-way purposes, CDOT must review and approve a set of right-of-way (ROW) plans. The ROW plans shall include legal descriptions and topographic features for all land acquisitions. An approved relocation plan, if applicable, and cost estimates for right of way acquisition need to be submitted with the ROW plans in the packet requesting approval prepared for the project. See the CDOT Regional ROW Manager for the extent of ROW plans needed to obtain approval.

The Uniform Act applies when Federal dollars are utilized in any phase of the project. The Uniform Act applies even when Federal dollars are not used specifically for property acquisition or relocation activities, but are used elsewhere in the project, such as planning, environmental assessments or construction. The Uniform Act also applies when right of way is acquired for projects that modify state highways where no Federal dollars are used in any phase (100% local funded projects).

The Uniform Act is divided into three major sections or titles. Title I, General Provisions, covers definitions. Title II, Uniform Relocation Assistance, contains provisions relating to the displacement of persons or businesses by Federal or federally assisted programs or projects. Title III, Uniform Real Property Acquisition Policy, pertains to the acquisition of real property for Federal or federally assisted programs or projects.

CDOT must provide assurance to the FHWA that it can fully comply with the Uniform Act. The Local Agency must certify that it has followed the Uniform Act when acquiring real property. Pursuant to *Title 23 CFR 710.311 Construction Advertising*, no project can be advertised until local agency has provided written certification that all right of way has been cleared and CDOT has accepted that certification. See Appendix B for two example right-of-way certification letters. All right-of-way shall be purchased and taken into possession prior to concurrence to advertise for bids. See Chapter 8 of the ROW manual, found at: <https://www.codot.gov/business/manuals/right-of-way/Chapter%208%20-%20Local%20Public%20Agencies>.

Rural Electrification Administration; As amended by Public Law 105-117, Nov. 21, 1997, Sec. 104, an Alien not lawfully present in the United States.

The Local Agency may accept, as part of a Federal or federally assisted project, a parcel that a developer has dedicated through the local planning and zoning approval process. Dedication is the process in which a local government directly appropriates property for a future public use in the planning and zoning approval process. Dedications are usually consummated at the time of subdivision approval. Dedications must be completed and enforceable before the Local Agency requests a right of way clearance.

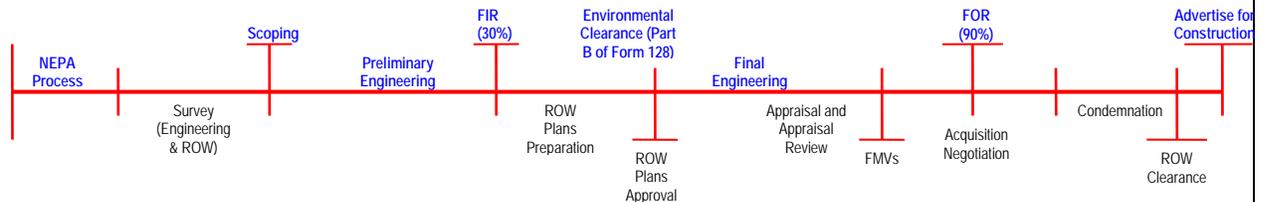
Real property obtained through normal zoning, or through subdivision procedures requiring dedication of strips of land in the normal exercise of police power, is not considered to be a taking in the constitutional sense and does not call for payment of just compensation or compliance with the Uniform Act. Land acquired in this manner may be incorporated into a federally assisted project without jeopardizing participation in other project costs.

Property owners whose real property is to be acquired for a project may make a gift or donation of the land, or any part of it, or of any of the compensation paid for it, to the acquiring agency. The owner-donors must be fully informed of the right to receive just compensation for the acquisition of the property if it is desired. The owners must also be fully informed that they are entitled to have an appraisal made of the property along with an offer of just compensation. The owners may release the Local Agency from either or both of these obligations. This release must be acquired in writing and cannot be obtained through coercion.

The Local Agency shall work closely with the CDOT Project Manager and the CDOT Right-of-Way Manager during the entire acquisition process, both to expedite acquisition and to assure that all Federal and State requirements are met.

GJ

Right of Way Acquisition Pursuant to the Uniform Act



Observations:

- ROW Process is a system of handoffs
- ROW Process interacts with other disciplines, e.g.: Engineering, Environmental, Utilities, etc.

The above illustration shows that the Right-of-Way timetable threads its way through the environmental clearance and design process. NEPA clearance (without corresponding permits) is required before ROW plans are approved by CDOT. Thus the notice to proceed with the owner interaction and appraisals period is dependent upon the ROW plans approval. See Chapter 8 of the ROW Manual for in-depth instructions and further regulations at: <https://www.codot.gov/business/manuals/right-of-way/Chapter%208%20-%20Local%20Public%20Agencies> .

The local agency shall use appraisers and acquisition agents selected from CDOT's RFP list or CDOT's Qualification List in accordance with section 8.4.1 of CDOT's Right of Way Manual. Once the appraisal is completed, it should be sent to the CDOT regional ROW office for review. This review may require the LA's appraiser to adjust the appraisal. It is about a 3 to 4 week process. It is wise to also obtain the owner's appraisal at about the same time, as this can generally be used for setting or adjusting the Fair Market Value (FMV) by the CDOT regional office.

Negotiations between the LA and the property owner can begin when the FMVs are established. If the LA decides to compensate the owner more than the FMV for some reason, the CDOT ROW Manager shall be informed of this decision. All possession and use and final closing documents must be copied to the regional ROW manager

CDOT forms must be used for ROW acquisition, since it streamlines the process and provides a very easy way for CDOT to concur with these actions. The property must be free of all liens and encumbrances to avoid endangering the integrity of the federally funded facility.

5.9 Obtain Utility and Railroad Agreements

Utilities

It is the Local Agency's responsibility to coordinate with all affected utility owners to identify existing facilities, determine where conflicts exist, and negotiate relocation requirements and payment terms.

Pursuant to *Title 23 CFR 635.309(b) Authorization*, no project can be advertised until CDOT has provided written certification that all conflicts with the utility companies have been resolved. The Region Utilities Engineer will issue a Utility Clearance for the project.

The Region Utilities Engineer provides guidance to the Local Agency Project Manager in identifying and addressing all utilities affected by the project.

The Local Agency Project Manager shall:

1. Identify, verify, and locate known utilities and conflicts within project limits.
2. Coordinate necessary utility relocations and negotiate the agreements and/or permits.
3. Draft project utility specifications, and ensure that existing utility lines and any relocation requirements are accurately shown and identified on the project plans, specifications and estimates.
4. Submit the project Utility Clearance letter in electronic format to the Region Utilities Engineer.

5. Process utility billings.

Railroads

The Local Agency may encounter railroad involvement in one of two contexts:

1. On projects specifically for the installation of safety devices at highway/rail at-grade crossings, or
2. When the transportation project will encroach upon railroad property and/or impact railroad facilities.

On Local Agency projects with railroad involvement, an agreement between the railroad and the Local Agency is required. An application may need to be submitted to and approved by the Colorado Public Utilities Commission. The CDOT Railroad Program Office in the Traffic and Safety Engineering Branch can furnish guidance and support at the Local Agency's request.

5.10 Conduct Final Office Review (FOR)

The Final Office Review plans and specifications shall be final in nature. The Final Office Review (FOR) is a final review of construction plans, specifications and cost estimates for completeness and accuracy. See 2.28, "Final Office Review," of the *CDOT Project Development Manual* for further information.

The Local Agency should contact the CDOT Project Manager to determine the number of FOR plan sets CDOT needs for Specialty staff involved with the review of the project. The Local Agency should provide prints or an electronic copy of the FOR plans to the CDOT Project Manager and allow a minimum of two weeks for CDOT staff review, although a month is preferable.

5.11 Justify Force Account Work by the Local Agency

In accordance with Policy Directive 387.0 actual construction of a project shall be performed under a contract awarded to the lowest responsible bidder. However, under limited circumstances, subject to CDOT's approval, it may be in the public interest for a

Local Agency to construct a portion of a project on a force account basis. In this context,

the term "force account construction method" means the direct performance of project work by the Local Agency using labor, equipment and materials furnished by it and used under its direct control.

It may be found in the public interest and cost effective for a Local Agency to undertake a construction project by the force account construction method when a situation arises in which the rights and responsibilities of the community at large are so affected as to require a special course of action. Situations that may justify a request for a Force Account Construction Method – Finding in the Public Interest (FIPI) are listed in CDOT Form 895.

See 1.11, "Force Account Construction Method," of the *CDOT Project Development Manual* for more details and the instructions on the cost effectiveness determination for this approval. The latest revision of section 1.11 can be found at:

https://www.codot.gov/business/designsupport/bulletins_manuals/project-development-manual/05-pdm-sect-1-scoping.pdf/view .

The CDOT Region Program Engineer must approve the FIPI justification before a Local Agency is authorized to perform any work on a project by the force account construction method. Upon receipt of the FIPI justification, the CDOT Region Program Engineer will prepare the CDOT Form 895 – Region Certification – Force Account Construction Method –and Finding in the Public Interest (see Appendix A).

5.12 Justify Proprietary, Sole Source, or Local Agency Furnished Items

When the use of a patented or proprietary (trade name), sole source, or local agency furnished item is essential for a project, a Finding in the Public Interest shall be prepared which documents that no equally suitable alternative exists.

See 2.24, "Proprietary Items," of the *CDOT Project Development Manual* for further information.

5.13 Document Design Exceptions – CDOT Form 464

The Form 464 – Design Exception Variance Request is used to document a project design exception (variance). This form documents important decisions, mitigation and safety information required when minimum design standards, as identified on the CDOT Form 463 – Design Data cannot be met. If Form 464 is completed for a bridge or structure on a local agency project, the CDOT Project Manager should file a smart scanned, ISO compliant copy of the form in ProjectWise Explorer in accordance with PD 21.1 and CDOT Record File Plans. See 2.06, “Design Exception (Variance),” from the *CDOT Project Development Manual* for information on preparing a variance letter.

5.14 Prepare Plans, Specifications, Construction Cost Estimates and Submittals

Plans and specifications of a project describe the location and design features with all the construction items in sufficient detail to facilitate construction. The estimate reflects the anticipated costs in detail to permit an effective review and comparison of bids received.

A complete plans, specifications and estimate package (PS&E) shall include:

1. *CDOT Standard Specifications for Road and Bridge Construction* as supplemented by CDOT Standard Special Provisions (SSP), CDOT Project Special Provisions (PSP), and approved Local Agency specifications.
2. Plans in the form of detailed drawings.
3. Detailed cost estimate of bid and force account items (by the Local Agency). CDOT's review of the final cost estimate prior to completion of the bid package will be at the discretion of the Project Manager. Bid item information is available on the CDOT web site at: <https://www.codot.gov/business/eema> .

See 2.30, “Plans, Specifications and Estimate Approval,” of the *CDOT Project Development Manual* for further information.

For all projects that require the preparation of design or engineering plans, the Local Agency is required to have professional personnel on its staff or under contractual agreement to be in charge of the project. As appropriate, this professional may be an architect certified by the Colorado Board of Examiners of Architects, an historian, an architectural historian, or a Professional Engineer certified by the State Board of Professional Engineers and Land Surveyors. All projects involved with the rehabilitation or preservation of historic buildings, structures or sites are coordinated with and receive written approval from the State Historic Preservation Officer.

Construction plans are required to be electronically sealed by the Professional Engineer according to 4 CCR 730-1, *Architects, Engineers and Land Surveyors Rules and Regulations* and *CDOT Procedural Directive 508.1 – Requirements for the Use of the Professional Engineer’s Seal*. Adobe Sign is the electronic professional sealing software selected by CDOT which facilitates the routing of construction plans for acknowledgement and electronic sealing. The Local Agency's project manager is responsible for coordinating all project-related activities with CDOT, including the status of the project plans. CDOT has final approval authority for plans and specifications submitted for advertisement and construction.

The Local Agency completes the project plans and specifications in conformance with CDOT requirements during the project development process. CDOT reviews the final set of construction plans and specifications.

Additional Submittals Required for Off- and On-System Bridges and other Structural Work

Prior to advertising Local Agency projects with major or minor structures, design information must be submitted to CDOT Staff Bridge for review and archiving according to Subsection 19.1 of the *CDOT Bridge Design Manual*. Unless otherwise noted, all documents shall be submitted in accordance with Technical Memorandum “Final Design Submittal in Electronic Format” dated March 09, 2015 (found at <https://www.codot.gov/library/bridge/miscbridgedocs/techmemos/design-memos/15-03-tm-final-design-submittal-in-electronic-format/view>) with files clearly labeled to facilitate the archival process. The following items shall be submitted by the Local Agency or the

Local Agency's Consultant to the CDOT Project Manager for forwarding to Staff Bridge (Items should be received and reviewed prior to final payment for the design phase.):

1. Design notes and independent check notes, a complete and final set, in electronic format, for each major and minor structure on the project.
2. Structure Selection Report, a finalized copy for each major structure.
3. A rating package for each new or rehabilitated structure prepared in accordance with the current *CDOT Bridge Rating Manual*. AASHTOWare BrR bridge model file in xml format, or in a separate file format if the rating is performed using another software, shall be provided with the package. AASHTOWare can be made available to the Local Agency or the Local Agency's Consultant. Contact Staff Bridge for additional details.
4. Final Geotechnical Report.
5. Final Hydraulics Report.
6. Final bid documents, including plans and specs, in PDF format for Staff Bridge archives.
7. Electronic files, MicroStation DGN files and related reference files for each structure in the bid package.
8. Field Information Packages, one hard copy delivered to the project engineer and one electronic copy for each structure being built on the project (The Field Information Package shall be prepared in accordance with *CDOT Bridge Design Manual* Subsection 19.1, paragraph 19.1.4D, including a record set of quantities, the Geotechnical Report, and the as-built plans for existing structures that are to be removed).
9. A notification from the Region if final inspection by Staff Bridge will be required.

10. A statement that, to the best of the consultant's knowledge, all of the work on this project has been done in accordance with the latest CDOT standards and FHWA regulations (This statement may be included in the letter of transmittal).

If the Consultant performs QA for the project, the following shall also be submitted:

1. If the Consultant performs QA for the project, a Final Detail Letter (FDL) in Microsoft Word format. This document will be used to prepare the "official" FDL for internal distribution.

The *CDOT Bridge Design Manual* is updated periodically through the issuance of "Bridge Design Manual Technical Memorandums" which can be found at the following link: <https://www.codot.gov/library/bridge/miscbridgedocs/techmemos/design-memos/15-04-final-submittal-checklist-2015-04-1/view>

5.15 Ensure Authorization of Funds for Construction

Authority to spend funds for preliminary engineering through final design, right-of-way, utilities, and construction is authorized in phases. The CDOT Project Manager submits a CDOT Form 1180 – Standard Certification and Project PS&E Approval to authorize construction funds when the project is ready for advertisement.

The following documents must be submitted prior to federal authorization:

1. Form 1180
2. Final Form 463 – Design Data*
3. Right of Way Certification*
4. Utility Certification*
5. Environmental Clearance – Form 128, or FONSI or ROD*
6. Form 859 – Project Control Data*

*Identified as Project Records per CDOT Construction Engineering Record File Plans. The CDOT Project Manager should file a smart scanned, ISO compliant copy of these documents in ProjectWise Explorer per PD 21.1.

CDOT will prepare the necessary paperwork to verify the federal funds are authorized for the construction (C) phase. The C phase is authorized through the Federal-Aid Program Data (Form 418). Authorization must be granted before advertisement. The CDOT project manager should check encumbrance before construction work begins. A funding letter may be necessary at this point. Funds spent by the Local Agency before CDOT authorization are not eligible for reimbursement.

5.16 Electronic Signatures

PD 508.1, *Requirements for the Use of the Professional Engineer's Seal*, requires that Adobe Sign be the software used for electronic signature on those Project Records which require signatures. Adobe Sign facilitates automated workflows including the ability to route Project Records for acknowledgement and electronic signing.

5.17 Records Management

Project Records on Local Agency projects will be retained according to retention periods described in the Construction Engineering Record File Plan (Record File Plan). The Record File Plan also indicates the archive location for any documents with a permanent retention period. Record File Plans are maintained by CDOT's Records Management Program.

Bentley ProjectWise Explorer is the Electronic Document Management System (EDMS) for archiving all electronic Project Records set forth in the Record File Plan. Project Share is a cloud-based software tool hosted in the Bentley / Microsoft Azure Cloud used for document collaboration. Project Share connects to and synchronizes with ProjectWise Explorer.

The Local Agency is required to file applicable Project Records and supporting documents on an ongoing basis in Project Share after being provided access to the site by the CDOT Project Manager.

The CDOT Project Manager is responsible for moving permanent Project Records, on an ongoing basis, into ProjectWise Explorer once Local Agency personnel have placed the applicable records in Project Share. The CDOT Project Manager must complete

project attribute fields and ensure that Project Records have been smart scanned and made ISO compliant before moving them to ProjectWise Explorer.

An electronic signature is voided by smart scanning and making a document ISO compliant. Therefore, permanent Project Records containing electronic signatures will need to be filed twice in ProjectWise Explorer, first as the original document with a valid electronic signature, and second, as a smart scanned and ISO compliant copy of the document.

Records maintained by CDOT with a short retention period (3.5 years or less) may be retained electronically or in paper format until they have met their retention period, then destroyed. At the end of the retention period, documents retained by CDOT should only be destroyed after a destruction form has been approved by the Region Local Agency Program Manager or Resident Engineer.

PROJECT DEVELOPMENT CIVIL RIGHTS AND LABOR COMPLIANCE CHAPTER 6

EQUAL EMPLOYMENT OPPORTUNITY

Local Agencies administering Federal-Aid projects are required to adhere to and monitor contractor compliance with federal civil rights programs including Title VI, Equal Employment Opportunity (EEO), On-the-Job Training (OJT), and Disadvantaged Business Enterprise (DBE). Federal policy requires that all Federal-Aid construction contracts include specific requirements to implement the Title VI program, related civil rights laws, and regulations. These requirements are included in the FHWA Form 1273 – Required Contract Provisions Federal-Aid Construction Contract Provisions and apply to contractors, subcontractors and suppliers. CDOT is responsible for oversight of the EEO program for Federal-Aid projects and construction contracts. CDOT will monitor the Local Agency and its contractors for compliance as part of the normal project management reviews.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

The Disadvantaged Business Enterprise (DBE) program seeks to create a level playing field on which DBEs can compete fairly for Department of Transportation (DOT) - assisted contracts, help remove barriers to the participation of DBEs in DOT-assisted contracts, promote the use of DBEs in all types of federally-assisted contracts and procurement activities conducted by recipients, and assist the development of firms that can compete successfully in the marketplace outside the DBE program.

The CDOT DBE Program applies to all Federal-Aid projects. CDOT's Civil Rights and Business Resource Center (CRBRC) administers the program and its implementation. Regional civil rights offices conduct reviews during construction to determine compliance.

Local Agencies that have their own DOT-approved DBE programs should contact the CDOT CRBRC in order to enter into a Memorandum of Agreement with CDOT pertaining to DBE oversight and administration.

6.1 Set Disadvantaged Business Enterprise Goals for Consultant and Construction Contracts

For any project containing federal funds, or for any project that will seek reimbursement with federal funds, a goal for Disadvantaged Business Enterprise (DBE) participation must be established and the contractor must make good faith efforts to meet such goal. The CDOT Project Manager will contact the Region Civil Rights Office at least two weeks before the scheduled advertisement date, for both consultant and construction contracts, to have the project evaluated for potential DBE participation and a DBE goal set for the project. Project goals vary depending on the nature of the work and the availability of DBE firms capable of performing such work. There are instances when the goal may be zero percent.

Set Consultant Goals

The Local Agency must submit a scope of work, services to be provided, and estimated cost of the total services in electronic format to the CDOT Project Manager. For projects requiring advertisement, the Request for Proposal (RFP) must contain a goal in order to be advertised, even if the Region Civil Rights Office establishes a goal of zero percent. The Local Agency must ensure that the selected consultant either meets the DBE goal or makes good faith efforts to do so.

Set Construction Goals

The Local Agency must submit an engineer's construction estimate in electronic format to the CDOT Project Manager. The estimate must show the item quantities and costs of the project. The project must contain a goal in order to be advertised, even if the Region Civil Rights Manager establishes a goal of zero percent.

The DBE Contract Goal Recommendation is completed by the CDOT Region Civil Rights Manager based on the following criteria:

1. The dollar amount of the contract to ensure that it is large enough to permit efficient subcontracting.
2. The work content of the project that can be subcontracted.
3. The availability of DBE firms in the project area having the potential to do the required work.

After the goal has been determined, a CDOT Project Special Provision, *Disadvantaged Business Enterprise (DBE) Contract Goal* and the CDOT Standard Special Provision, *Disadvantaged Business Enterprise (DBE) Definitions and Requirements* shall be included in the Plans, Specifications and Estimates. All bidders should include CDOT Forms 1413 - Bidders List, and if the Contract Goal is greater than zero, Form 1414 - Anticipated DBE Participation Plan in the bid package. Each bid will be reviewed to determine if the bid is responsive. Failure to complete the CDOT Forms 1413 and 1414 (if applicable) is considered as evidence that the proposal is unresponsive and therefore is not eligible for award.

LABOR COMPLIANCE

6.2 Determine Applicability of Davis-Bacon Act

The Davis-Bacon Act applies to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. The Davis-Bacon Act dictates that mechanics and laborers working on the site of Federal-Aid construction projects must be paid according to the wage decision that is part of the *Standard Special Provisions* for the project. The U.S. Department of Labor defines mechanics and laborers as those employees who perform manual labor on the site of work.

With the exception of those projects funded under the Transportation Alternatives Program, the Davis-Bacon Act requirements may be excluded from Federal-Aid, Local Agency matched transportation projects only if they meet one of the following project categories:

1. Any projects fully located on or within the existing right-of-way of a roadway that is functionally classified as a local road or rural minor collector, or that is not within the right-of-way of any roadway whatsoever. This determination will be made by CDOT.
2. Force account work performed solely by Local Agency employees. See Section 5.11 for more information on force account work performed by the Local Agency.

For projects requiring Davis-Bacon wages, as soon as the Local Agency establishes the project bid opening date and is ready to advertise the project for bidding, the Local Agency's Project Manager must check with the CDOT Project Manager or Region Civil Rights Manager to assure that the latest modification of the wage decision is in the *Standard Special Provisions*.

The U.S. Department of Labor requires that a current wage decision be included in Federal-Aid construction contracts, if appropriate. Wage decisions may be modified frequently; wage decisions published in the Federal Register ten or more days prior to the bid opening must be incorporated into the contract by addendum to the advertisement with notification to all plan holders.

6.3 Set On-the-Job Training Goals

Training goals are established by CDOT on selected Federal-Aid construction contracts. The goals are set based on the dollar amount and scope of work of the project as well as some additional factors described in the OJT Standard Special Provisions that are considered when setting the OJT goal. The Project Special Provisions include the minimum total training hours to be provided on the project.

On all federally funded projects, a force account item must be added for the On-the-Job Training Colorado Program, even if the On-the-Job Training goal is zero. This force account is necessary in the event the contractor on the project participates in the Colorado Program. The dollar amount required for this force account is listed in the CDOT Project Special Provision, *Force Account Items*. Contact the CDOT Project Manager for further information.

6.4 Title VI Assurances

The applicable appendix of the current Title VI assurance issued by USDOT and signed by CDOT must be included in the contract with the selected consultant or contractor.

The current Title VI assurance can be found at the following link:

<https://www.codot.gov/business/civilrights/accessibility/titlevi/title-vi-subrecipients> .

Contact CDOT's Civil Rights and Business Resource Center for further information.

The Local Agency must also have a Title VI assurance with CDOT.

ADVERTISE, BID AND AWARD OF CONSTRUCTION PROJECTS

CHAPTER 7

CDOT is transitioning toward accepting all submittals, forms, Project Records and supporting documents in electronic format. During the transition period from paper to electronic medium, unless specifically stated, documents and forms listed in this Chapter will be accepted from the Local Agency in paper or electronic format, although the latter is preferred and may be required by the CDOT Engineering Region where the project is located. Adobe Sign shall be the software used for electronic signature on Project Records which require signature.

The approved bid package (without cost estimate) is prepared by the local agency for advertisement. The contractors responding to the advertisement are required to submit sealed bids in competition with other contractors to win the right to construct a project. Documents that must be included in the bid package are:

- CDOT Form 606 – Anti-Collusion Affidavit
- CDOT Form 1413 – Bidders List
- CDOT Form 1414 – Anticipated DBE Participation Plan
- Bid schedule

Documents due to the Local Agency by the low responsible bidder by 4:30 p.m. on the fifth calendar day after bid opening are:

- CDOT Form 605 – Contractors Performance Capability Statement
- CDOT Form 621 – Assignment of Anti-Trust Claims
- CDOT Form 1415 – Commitment Confirmation (For each DBE listed in the Form 1414)
- CDOT Form 1416 – Good Faith Effort Report (If the DBE goal has not been met)

7.1 Obtain Approval for Advertisement Period of Less Than Three Weeks

The minimum advertisement period is three weeks. A shorter advertisement period must be authorized in conformance with 23 CFR 635. The Local Agency shall contact the CDOT Project Manager for approval.

7.2 Advertise for Bids

The Local Agency shall include the following in the bidding and advertising documents package (see Appendix A for copies of the forms):

- CDOT Form 606 – Anti-Collusion Affidavit
- CDOT Form 1413 – Bidders List
- CDOT Form 1414 – Anticipated DBE Participation Plan
- DBE Project Special Provision
- DBE Standard Special Provision
- OJT Standard Special Provision
- Davis Bacon Wage Determination
- FHWA Form 1273 – Required Contract Provisions, Federal-Aid Construction Contracts (A reference to this form is acceptable in the bidding and advertisement package.)

The advertisement for bids should include the following language:

“An EEO-1 Report must be submitted to the Joint Reporting Committee if the contractor and subcontractors meet the eligibility requirements (29CFR 1602.7). For additional information regarding these federal requirements, please refer to: <http://www.eeoc.gov/employers/eeo1survey/faq.cfm> .”

and:

“The [insert local agency name], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

The Local Agency bonding requirements or procedures may be used if approved by the CDOT Agreements Unit of the Contracts and Market Analysis Branch.

The specifications shall provide for the Local Agency's Contractor to name CDOT as an "additional insured" on its general liability and automobile liability policies.

Specifications or bidding procedures cannot provide preference to local contractors.

The bid package is sent in electronic format to the CDOT Project Manager for coordination and review. The Project Manager will forward a copy to the Resident Engineer if requested. Upon approval, the Project Manager submits the Concurrence to Advertise in electronic format to the Local Agency.

The Local Agency must receive the concurrence prior to advertising the project. The CDOT Project Manager will send copies to the following:

- Resident Engineer
- Region Project Engineer
- Region Materials Engineer
- Region Civil Rights Manager
- Office of Financial Management and Budget
- Business Programs Office
- Contracts and Market Analysis Branch, Agreements Unit
- Center for Accounting, Projects and Grants
- CDOT's Electronic Data Management System (ProjectWise Explorer)

Note the following public notice (advertisement) requirements:

1. The advertisement period will be for a minimum of three weeks.
2. The advertisement can either be published in a newspaper of general circulation, the official county paper where the work is being done, or electronically on a bidding website of widespread knowledge to the contractors (as approved by CDOT). If the advertisement is by official county paper, in the instances where a project spans several counties, the advertisement should be placed in the official newspaper of each county. It is highly recommended that advertisement be made once in a newspaper of statewide circulation. CDOT uses the *Daily Journal* and occasionally the *Denver Post* and *La Voz*.

3. If the Local Agency has established a project number different from the State's, the advertisement and bidding documents should show both project numbers.
4. The advertisement must show the Disadvantaged Business Enterprise (DBE) goal that has been established for the project.
5. Projects on CDOT right of way require CDOT contractor prequalification. For roadway projects not within CDOT right of way, prequalification is recommended. The advertisement shall state prequalification requirements. The CDOT prequalified contractor list is available at <https://www.codot.gov/business/bidding/Prequalified%20Contractors> .

The Local Agency may use the CDOT proposal package and contract that include the above information. A copy of this information may be obtained from the Project Manager.

7.3 Distribute “Advertisement Set” of Plans and Specifications

The Local Agency must provide the plans and specifications to the person responsible for showing the project. For Local Agency projects that include the construction of a major or minor structure, one set of plans and specifications shall be forwarded to Staff Bridge in electronic format as per the *Bridge Design Manual*, Policies and Procedures, Section J.2.

7.4 Review Worksite and Plan Details with Prospective Bidders While Project Is Under Advertisement

To ensure competitive bidding, the person responsible for showing the project must provide all bidders with an equal opportunity to view the proposed construction site and should conduct each of the project showings in a similar manner. It is important to provide each prospective bidder with identical information. This helps to avoid favoring one company over the other. It is preferable that the same person conducts each of the project showings; however, if that is not practical, ensure that identical information is communicated to each attendee.

7.5 Open Bids

Bids will be opened in accordance with Section 103 of the *CDOT Standard Specifications*.

Immediately after bid opening, the Local Agency shall provide to the apparent low bidder the following CDOT forms (see Appendix A):

- Form 605 – Contractors Performance Capability Statement
- Form 621 – Assignment of Antitrust Claims, required on all projects
- Form 1415 – Commitment Confirmation, if DBE goals are greater than zero, or if the bidder has voluntarily made commitments
- Form 1416 – Good Faith Effort Report, if DBE goals are not met

The apparent low bidder must submit these completed forms to the Local Agency by 4:30 p.m. on the fifth calendar day after the date of bid opening. A Form 1415 shall be obtained from each DBE listed on Form 1414. The bidder shall complete Section 1 and the DBE shall complete Section 2 of Form 1415.

With CDOT concurrence, the Local Agency may reject any or all bids depending upon a number of factors.

7.6 Process Bids for Compliance

Submittals to the Local Agency by All Bidders

The following CDOT forms must be submitted by all bidders with their bids:

- Form 606 – Anti-Collusion Affidavit
- Form 1413 – Bidders List
- Form 1414 – Anticipated DBE Participation plan (if DBE contract goal is greater than zero)

If these forms are not submitted, the bid is considered non responsive and shall be rejected.

Submittals to the Local Agency by Apparent Low Bidder

The apparent low bidder must submit the following CDOT forms:

- Form 605
- Form 621
- Form 1414 (If the Bidder has not obtained any DBE commitments, it shall still submit Form 1414 documenting zero anticipated participation.)

If a DBE goal greater than zero has been set for the contract or if the bidder has voluntarily made commitments, the apparent low bidder must submit:

- Form 1415
- Form 1416, only if commitments do not meet contract goal

If a DBE goal greater than zero has been set for the contract, the award is contingent upon approval of the Contractor's DBE participation (or good faith effort) by the CDOT Civil Rights and Business Resource Center (CRBRC).

The Form 1415 and Form 1416 must be submitted by 4:30 p.m. the fifth calendar day following bid opening by the apparent low bidder. All other forms must be submitted prior to CDOT concurrence to award.

Submittals by the Local Agency to CDOT CRBRC

The Local Agency shall submit all Form 1413s and Form 1414s to the CRBRC, email to CDOT_hq_dbeforforms@state.co.us along with a copy of the Project Special Provision identifying the goal. The CRBRC will issue a determination of the good faith efforts of the Contractor within two weeks of the receipt of all fully completed DBE documentation. If the CRBRC determines a Contractor has not made good faith efforts, CDOT will seek to hold the appeal hearing within one week of receipt of the hearing request and issue a determination within two business days thereafter.

The Local Agency shall also submit Forms 1415 and Form 1416 for the apparent low bidder and the bid result sheet, which contains the bidders, the amount of their bids and the percentage of DBE participation.

The documents shall be submitted to the CRBRC (at the email above) at the time the request is made for CDOT Award concurrence.

Review of Commitment Submittals

CDOT will review the Form 1414 – Anticipated DBE Participation Plan, and each Form 1415 – Confirmation Commitment, submitted by the apparent low bidder to the Local Agency to ensure that the commitment is valid and has been properly calculated. CDOT may investigate or request additional information from the Local Agency in order to confirm the accuracy of a commitment. If the total estimated eligible participation of the commitments does not meet the contract goal, CDOT may request a Form 1416 from the bidder.

Review of Good Faith Effort

If the total eligible participation of Form 1414 and all supporting Form 1415s does not meet the contract goal, CDOT will review the Form 1416 – Good Faith Effort Report and all supporting documentation submitted by the apparent low bidder to the Local Agency in order to determine whether good faith efforts to obtain DBE participation have been demonstrated. CDOT will use 49 CFR Part 26, Appendix A as a guide for determining whether good faith efforts have been made to meet the contract goal. If the Civil Rights and Business Resource Center determines that the bidder did not make good faith efforts, the bidder is entitled to administrative reconsideration with CDOT's Chief Engineer.

The process for reconsideration is set forth in the Good Faith Effort Appeal Process, which is an Appendix I to the DBE Program Manual found at: <https://www.codot.gov/business/civilrights/dbe/dbe-documents/dbe-program-manual>. A copy of the Good Faith Effort Appeal Process will be included in the written notice from CDOT.

If the chief engineer determines that a good faith effort to achieve the contract goal was not demonstrated, he or she will issue a written notice of the finding and direct the Local Agency to work with the next low bidder.

Form 1417 – Approved DBE Participation Plan

If CDOT finds that the apparent low bidder has met the contract goal or made good faith efforts to do so, CDOT CRBRC will issue Form 1417 to the Local Agency and to the bidder documenting the approved commitments and copy the CDOT PM.

Submit Required Documentation for CDOT Award Concurrence

The Local Agency must review bids for reasonable conformance with estimate and unbalancing prior to award. The Local Agency must obtain CDOT concurrence before the project can be awarded (contact the CDOT Award Officer in the Agreements Unit of the Contracts and Market Analysis Branch). The Local Agency letter to the Agreements Unit must document its review of the bids, address the budget status of the project and the means of resolving any budget deficits, specify which bidder it is recommending for award of the project, and state what documentation has been sent to the CRBRC.

The Local Agency must send the bid review letter and the following documents in electronic format to the Agreements Unit (see Appendix A):

- Form 605
- Form 606
- Form 621
- Form 1413
- Form 1414 (from all bidders)
- Form 1415
- Form 1416 (if goal is not met)
- Financial Statement
- Bid Tabulation

A copy of the bid review letter should be sent to the CDOT Project Manager.

7.7 Concurrence From CDOT to Award

The Local Agency will make the final decision on award; however, Federal participation in such award will require coordination with and concurrence of CDOT. The Local Agency shall document all decisions concerning bidding and award.

The Agreements Unit will issue a letter to the Local Agency of concurrence or non-concurrence in the award of the project when the Local Agency has complied with the requirements in 7.6. The Agreements Unit will send copies in electronic format to the following CDOT personnel and file a copy with the Inter-Governmental Agreement in accordance with the CFO Record File Plan:

- Project Manager
- Resident Engineer
- Region Program Engineer/Finals Engineer
- Civil Rights and Business Resource Center (CRBRC)
- Region Civil Rights Program and Project Analysis Office
- Records Management Manager
- Center for Accounting, Projects and Grants
- Contracts and Market Analysis Branch

ProjectWise Explorer / Project Share is the repository for project documents during the project. The CDOT Project Manager will provide ProjectWise Explorer / Project Share access to the Local Agency. The Local Agency is responsible for filing submittals, forms, Project Records and supporting documents in ProjectWise Explorer / Project Share on an ongoing basis in accordance with the location identified on the Construction Engineering Record File Plan.

7.8 Approve Rejection of Low Bidder

With CDOT concurrence, the Local Agency may reject the low bidder.

7.9 Award Contract

Following the concurrence of the CDOT Award Officer in the Agreements Unit of Contracts and Market Analysis Branch, the Local Agency sends a letter to the Contractor issuing the Notice of Award and the invitation to the Preconstruction Conference. Electronic copies are sent to the CDOT Project Manager and Resident Engineer.

Once the local agency receives the concurrence letter of award from the Agreements Unit, the local agency shall draft a contract for the project work. If the local agency used the *CDOT Standard Specifications for Road and Bridge Construction*, performance and payment bonds should also be obtained from the successful bidder by the local agency. Each bond shall be in a penal sum equal to the nearest integral one hundred dollars in excess of the sum of the original bid items plus all force account items specified by an asterisk in the project special provisions to be included in the payment and performance bonds. In addition, the successful bidder shall provide a certificate of insurance indicating coverage in the types and limits described in subsection 107.15 of the Standard Specifications.

The Contract shall be signed and returned by the successful bidder together with the contract bonds and insurance certification (if using CDOT specifications). The Contract will not be considered effective until it has been fully executed by all of the parties to the Contract.

An executed original Contract should be retained by the local agency and another executed original should be provided to the Contractor. An electronic copy should also be sent to CDOT, usually the Project Manager or Resident Engineer and a copy placed in ProjectWise Explorer / Project Share.

Notify Office of Federal Contract Compliance Programs of Award

In accordance with 41 CFR 60-4.2, the prime contractor and all subcontractors are required to give written notice to the Office of Federal Contract Compliance Programs within 10 working days of award of a construction contract or subcontract in excess of

\$10,000. Additional information is provided at the following link:

<http://www.dol.gov/ofccp/regs/compliance/preaward/cnstnote.htm> .

7.10 Provide “Award” and “Record” Sets of Plans and Specifications

The Local Agency provides the award sets of plans and specifications in electronic format to the CDOT Project Manager for distribution. The distribution within CDOT is as follows:

- Region Program Engineer/Finals Engineer
- Region Project Files
- Project Manager
- Specialty Units

The Local Agency shall place into ProjectWise Explorer / Project Share an 11” x 17” record set electronically sealed by a Colorado Registered Professional Engineer within 45 days of award. The CDOT Project Manager will move the original record set to ProjectWise Explorer and ensure the record set is copied, smart scanned and made ISO compliant before placing the second copy in ProjectWise Explorer.

Finalize Project Construction Administration Checklist

If the Local Agency Contract Administration Checklist is revised, signed copies shall be distributed as shown on the checklist.

CONSTRUCTION MANAGEMENT

CHAPTER 8

Introduction

If the Local Agency is identified for construction management responsibilities in the CDOT/Local Agency IGA, then the Local Agency may fulfill this responsibility with qualified staff or may contract with a consultant for these services. Construction management consists of inspection and testing services, including Quality Assurance inspections during the fabrication process. The Local Agency Project Manager should refer to the latest version of the *CDOT Construction Manual*, the *CDOT Bridge Fabrication Inspection Manual*, and *CDOT Field Materials Manual* for more detailed information on construction management, fabrication inspection, and materials testing. Section 122 of the *CDOT Construction Manual* contains information specific to the administration of Local Agency projects.

Upon CDOT authorization to proceed, the Local Agency is able to charge eligible costs to the project.

CDOT is transitioning from paper to accepting all submittals, forms, Project Records and supporting documents in electronic format on Local Agency projects. During the transition period from paper to electronic medium, unless specifically stated, documents and forms listed in this Chapter will be accepted from the Local Agency in paper or electronic format, although the latter is preferred and may be required by the CDOT Engineering Region where the project is located. Adobe Sign shall be the software used for electronic signature on Project Records which require signature.

ProjectWise Explorer / Project Share is the repository for project documentation during the project. The CDOT Project Manager will provide ProjectWise Explorer / Project Share access to the Local Agency. The Local Agency should place submittals, forms, Project Records and supporting documents in ProjectWise Explorer / Project Share in accordance with the location identified on the Construction Engineering Record File Plan. In the event any Project Records are submitted in paper format, the CDOT

Project Manager will smart scan, ISO compliant and file in ProjectWise Explorer in accordance with the Construction Engineering Record File Plan.

8.1 Issue Notice to Proceed to the Contractor

The Local Agency shall issue a Notice to Proceed to the Contractor. The Contractor may not commence work prior to receiving the Notice to Proceed. Follow the *Project Special Provisions* and the *CDOT Standard Specifications*, subsection 108.02, to ensure this notice contains the correct information. The Resident Engineer shall be copied on the Notice to Proceed. (NTP) A sample Notice to Proceed is in Appendix B of this *Manual*.

8.2 Project Safety

Before construction commences on the project, the Contractor must submit a Project Safety Management Plan in electronic format compliant with Section 107.06 of the *CDOT Construction Manual*. The Contractor is expected to comply with the Plan at all times. Safety is of the highest priority on CDOT projects, which includes Local Agency projects.

8.3 Conduct Conferences

Preconstruction Conference

The Local Agency shall conduct the Preconstruction Conference and shall invite CDOT, usually the Project Manager or Resident Engineer. The FHWA should also be invited to the conference if the project is under its oversight. See the *CDOT Construction Manual* and the Preconstruction Conference Agenda Form (Appendix A and https://www.codot.gov/business/designsupport/bulletins_manuals/cdot-construction-manual/agenda-forms) for information on conducting the conference and for the required Contractor Submittals. Following the conference, a completed copy of the agenda and minutes in electronic format should be sent to each attendee. One copy should also be sent to the FHWA for all federal oversight projects.

Posters for the Contractor's bulletin board can be accessed on CDOT's web site at <https://www.codot.gov/business/bidding/bulletin-board-postings>.

It is recommended the Local Agency require submittals in electronic format be turned in at least three working days prior to the Preconstruction Conference. Submittals can then be reviewed and any deficiencies discussed at the conference. The following submittals are required from the Contractor (see Appendix A of this *Manual* for copies of the forms):

1. List of Contractor's representatives identified in the Preconstruction Conference agenda in electronic format (see Appendix B of this *Manual*).
2. CDOT Form 205 – Sublet Permit Application. If the Contractor is subcontracting any work, this form must be submitted in electronic format and approved before the subcontractor can begin work. The Contractor needs to complete a separate Form 205 for each subcontractor. This includes professional services and trucking companies.

The Local Agency shall check each form and either submit the original signed forms to the CDOT Project Manager who will forward them to the Region Civil Rights Manager or route the form in Adobe Sign for electronic signatures. The subcontractor cannot begin work until the Form 205 has been reviewed by the CDOT Region Civil Rights Manager, approved by the Project Manager or Project Engineer, and the subcontract has been fully executed between the Contractor and the subcontractor. Physical subcontracts may be requested by CDOT or the Local Agency.

3. CDOT Form 1425 - Suppliers List. The list must include all material sources and suppliers. Include the item to be supplied, company name, address, telephone number, contact person, and minority/non-minority status. See the "Special Notice to Contractors" in the *CDOT Field Materials Manual*, and subsection 106.01 of the *CDOT Standard Specifications*. The Local Agency shall check the form and either submit the original signed form to the CDOT Project Manager who will forward it to the Region Civil Rights Manager or route the form for electronic signatures in Adobe Sign.

4. Letter in electronic format to the Project Manager or Local Agency stating names, trades, and approved programs to be used for required trainees on this project. This is needed if trainees are required on the project.
5. Procedure for handling EEO complaints. The procedure needs to detail who, what, when, where, and how an employee can file a complaint within the Contractor's organization and also a means for filing a complaint outside of the company.
6. Method of monitoring subcontractor EEO compliance. The Contractor needs to outline its process to monitor subcontractor compliance with all the regulations.
7. CDOT Form 465 – Non-discrimination in Employment Notice (Labor Unions or other Worker's Organizations). If the Form 465 is being used for recruitment, it should be addressed to the recruitment source. If the form is not being used to recruit applicants, it should be addressed to Employees/Applicants.
8. Contractor Supervisory EEO Meeting minutes and attendance roster in electronic format. The Local Agency is responsible for ensuring that a meeting was conducted in the past year, all EEO issues were addressed, and the supervisor/superintendent for the project is on the list of attendees. According to the 23 CFR Appendix A to Subpart A of Part 230 – Periodic meetings of supervisory and personnel office employees will be conducted before start of work and then not less often than once every 6 months.
9. An agenda and tentative date for the Contractor's First Project EEO Meeting. This meeting must be conducted as soon as a representative workforce is on the project. After the meeting is held, the Contractor must submit the minutes and the attendance roster in electronic format to the Local Agency showing that a majority of the workforce attended the meeting. Subcontractors who are not present for the initial meeting must conduct their own EEO meeting and documentation of the meetings must be provided to the Local Agency..
10. Contractor's Method of Handling Traffic. A different Method of Handling Traffic (MHT) must be submitted in hard copy or electronic format for each traffic

situation as detailed by the traffic control plan in the Contract. The Local Agency must review the MHT and either approve or return it for revisions. Once the Method of Handling Traffic is approved, the Contractor, traffic control supervisor, and the Local Agency Professional Engineer must sign it.

11. Work schedule bar chart or Critical Path Method schedule, and a methods statement in electronic format. The statements are required at least ten working days prior to the start of work. Schedules and methods statements are described in subsection 108.03 of the *CDOT Standard Specifications*.
12. Certificate of Insurance (subsection 107.15 of the *CDOT Standard Specifications*) in electronic format. The Local Agency shall obtain the Certificate of Insurance from the Contractor prior to the Notice to Proceed or commencement of work. The Local Agency must check the expiration date on this document to make sure that insurance coverage does not expire prior to project completion. The policy shall name the Local Agency as primary insured and CDOT as an additional insured. Should coverage expire, the Local Agency must receive from the Contractor a renewal certificate.
13. Concrete and asphalt mix designs in electronic format.

Other Conferences

One or more of the following conferences may be required depending upon the nature of the project: Presurvey, Construction Staking, Monumentation, Partnering, Structural Concrete Pre-Pour, Concrete Pavement Pre-Paving, and Hot Mix Asphalt Pre-Paving. See the *CDOT Construction Manual* for further information and sample agendas.

8.4 Develop and Distribute Public Notice of Planned Construction to the Media and Local Residents

The Local Agency should distribute a public notice announcing the project to affected parties such as adjacent property owners or businesses. This can be accomplished with a newspaper item, fliers distributed by hand, email, city or county website, and/or other means of mass communication.

8.5 Supervise Construction

The Local Agency shall notify the Resident Engineer prior to commencement of work, and shall update the Resident Engineer when issues arise on the project. The Local Agency shall notify the Resident Engineer, CDOT Local Agency Coordinator, and CDOT Bridge Inspection Unit prior to fabrication of structural items and identify the inspectors responsible for Quality Assurance during fabrication. Notices shall be in electronic format.

A Professional Engineer registered in Colorado shall be “in responsible charge of construction supervision.” See the Local Agency Contract Administration Checklist.

The Local Agency shall provide competent, experienced staff that will ensure the contract work is constructed in accordance with the plans and specifications.

CDOT’s Construction Inspector Qualification Program and training requirements are described in the *CDOT Construction Manual*, Section 101.103.7. Certain Local Agency projects require inspectors to have successfully completed training and certification. For projects that are constructed partially or entirely within CDOT right of way, within any roadway template, that add lanes, or have other work activities as determined by the CDOT Resident Engineer, this certification is required. See the *CDOT Construction Manual* for additional details.

Construction Inspection and Documentation Responsibilities

The Local Agency shall be responsible for inspecting and documenting the Contractor’s work. The *CDOT Construction Manual* gives guidelines on how each item should be inspected and documented.

The Local Agency shall have written documentation to support all Contractor payments. Section 100 of the *CDOT Construction Manual* contains guidelines on how to document pay quantities. Item documentation shall include project number, item number, work description, date, specific location on the project, method of measurement, quantity paid, and signature of inspector.

Force Account Work

For force account work by the Contractor, Federal funds cannot be used for equipment rental rates that exceed those in The Rental Rate Blue Book for Construction Equipment. Rates for owned or long-term leased equipment that exceed the Blue Book rates are not eligible for Federal participation. Actual rental rates may be reimbursed at rental rate invoice cost for that specific task. CDOT can assist with providing rental rate information. Work that will be paid by Force Account must be carefully tracked using CDOT Form 10 – Inspector’s Report for Force Account Work. Certified payrolls must be submitted in electronic format for force account work performed by the Contractor.

Maintain Diaries

The Local Agency should keep daily diaries of all activities on the project in electronic format. Refer to Section 100 of the *CDOT Construction Manual*. Diaries assist Local Agencies in cases of disputes, claims and lawsuits.

Time Counts

Refer to the Contract documents for time count requirements. Most contracts require the Local Agency to furnish a weekly statement to the Contractor showing the days charged. A weekly statement may not be required on a completion date project. The CDOT Form 262 – Weekly Time Count Report – Work Days and CDOT Form 263 – Weekly Time Count Report – Calendar Days are presented in Appendix A of this *Manual*. Refer to subsection 108.08 of the *CDOT Standard Specifications*, and Section 100 and Appendix B of the *CDOT Construction Manual* for a more thorough explanation of time counts.

Submit Project Schedule and Conduct Progress Meetings

The Contractor must submit a project schedule in electronic format to the Local Agency before the project begins, and monthly schedule updates before payments are made. It is recommended that weekly progress meetings be conducted to monitor progress and plan effectively. Refer to the Contract and also Section 100 of the *CDOT Construction*

Manual for more information. Accurate, realistic schedules and updates are critical to evaluating disputes and claims.

Utility/Railroad Coordination

Contact involved utility and railroad representatives to schedule the performance of the work as set forth in the project plans and specifications. Coordinate the work with the construction activities.

Monitor Construction/Civil Rights Compliance

See Chapter 10 of this *Manual* for monitoring requirements.

8.6 Approve Shop Drawings

“Shop drawing” is a general term that includes drawings, diagrams, illustrations, samples, schedules, calculations and other data that provide details of the construction of the work and details to be used for inspection. Shop drawings are Project Records submitted in electronic format by the Contractor for formal review and returned for action. Subsection 105.02 of the *CDOT Standard Specifications* defines which items require shop drawings. The Local Agency will review and mark the shop drawings, and return them to the Contractor in accordance with the CDOT Standard Specifications. The drawings shall be marked with one of the following:

MARK	MEANING
Reviewed, no exception taken	Shop drawings have been reviewed and do not require resubmittal
Reviewed, revise as noted	Shop drawings have been reviewed and the Contractor shall incorporate the comments noted in the shop drawings into the work. The shop drawings do not require resubmittal.
Resubmit, revise as noted	Shop drawings require correction or redrawing and shall be resubmitted for review. If shop drawings are returned for correction or redrawing, corrections shall be made and the shop drawings shall be resubmitted by the Contractor in the same manner as the first submittal. Specific notation shall be made on the shop drawing to indicate the revisions

8.7 Perform Traffic Control Inspections

All Methods of Handling Traffic shall be reviewed and approved by the Local Agency Project Engineer prior to use. The Local Agency shall verify that all traffic control is in accordance with the *Manual on Uniform Traffic Control Devices (MUTCD)* and Contract requirements. If a Method of Handling Traffic shows that a vertical or horizontal clearance will be restricted by construction activities (see subsection 630.10, items (8) and (9) of the CDOT Standard Specifications for Road and Bridge Construction), the Local Agency Project Engineer must use the notification procedures described in the *CDOT Construction Manual*, subsection 630.2.4, Review of Method of Handling Traffic.

If a speed limit reduction is specified in an MHT, a Form 568, *Authorization and Declaration of Temporary Speed Limits*, must be executed.

The Local Agency Project Engineer and the CDOT Project Manager/Resident Engineer shall make joint Traffic Control Reviews once each calendar year for each active construction project, including Local Agency projects. See Section 630 of the *CDOT Construction Manual* for more information. A copy of the Traffic Control Review Form is included in Appendix B. The Local Agency may use this form as a reference when checking traffic control

8.8 Perform Construction Surveying

Construction survey work consists of performing surveying, related computations, and staking necessary for the construction of all elements of the project.

8.9 Monument Right-of-Way

Final monumentation shall be done after the right-of-way is purchased. Right-of-way monuments shall be set at each point designated on the right-of-way plans and in accordance with the Colorado Revised Statutes. This work shall be performed under the direct supervision of a Professional Land Surveyor, registered in the State of Colorado.

8.10 Prepare and Approve Interim and Final Contractor Pay Estimates

The Local Agency Project Engineer shall certify, on each Contractor estimate or billing, that the work has been completed in reasonably close conformity with the plans and specifications.

The Local Agency is responsible for all estimate payments to the Contractor. The Local Agency shall review quantities with the Contractor, and the billing shall address required retainage or securities. Retainage or securities amount will not be less than those required by CDOT contracts. Before payment is made, the Contractor shall submit suitable schedule updates and materials certifications in the same manner as the original submittal in accordance with the *CDOT Standard Specifications*.

Contractors are required to pay subcontractors for the items included in the estimate within 7 days of receipt of the payment according to the prompt payment law, CRS 24-91-103(2). The Local Agency shall ensure prompt payment to subcontractors by collecting and reviewing on a monthly basis CDOT Form 1418 - Monthly Payment Summary or by using a similar method of oversight.

8.11 Prepare and Approve Interim and Final Utility and Railroad Billings

Verify that the work was performed as stated in the Contract and that the billing is for actual work performed. Refer to the project agreement for billing and payment arrangements.

8.12 Prepare and Authorize Change Orders

Change orders, also called Minor Contract Revisions (MCRs) and Contract Modification Orders (CMOs), are needed for changes to: specifications, design, contract time, scope of work, project limits, and typical section, as detailed in Section 120.7 of the *CDOT Construction Manual*. See Appendix C of the *CDOT Construction Manual* for example change orders.

The Local Agency shall discuss all change orders with the CDOT Project Manager/Resident Engineer (and with FHWA on full oversight projects), and receive written approval prior to commencing any work, as there are certain Federal Aid requirements that apply to the entire contract (such as Buy America), regardless of the funding source. On full oversight projects where FHWA determines that the FHWA Operations Engineer needs to sign the Form 90, this signature must be obtained before the work starts. See Section 120.7.5 of the *CDOT Construction Manual* for the procedure. Use of the contingency money (MCR dollars) typically budgeted into the project also requires CDOT Project Manager/Resident Engineer approval. Change orders where work is incorporated into the project prior to CDOT or FHWA approval are subject to a non-reimbursement determination.

The Local Agency may use its own form or CDOT’s Form 90 for a change order. Change orders are Project Records and are required to be routed for electronic signature in Adobe Sign. The change order must provide enough information for the contractor to build the work directed in the change order and establish how the work will be measured and paid.

The following statement, included in the body of the Form 90 (or equivalent), must be signed by a qualified representative of the Local Agency for all change orders that involve the expenditure of Federal or state funds before the work covered by the change order commences

Should Federal funds not be available to cover these additional costs, or the FHWA decides not to participate in these costs, the Local Agency agrees to provide the required funds.

The _____
(Name of Local Agency)

approves this Change Order No. _____ by signing below.

Authorized Signature

Title

Date

8.13 Submit Change Order Package to CDOT

The Local Agency will submit the complete and final change order package, consisting of the Form 90 (or equivalent), along with the letter of explanation detailing background, the reason for the change order, price and time justifications, any budgetary implications, and any attachments, for review and electronic signature in Adobe Sign by CDOT. This final change order package must be in compliance with Section 120.7 of the *CDOT Construction Manual*. (See the Form 90 and Explanation Letter Checklists in Appendix A.) Review time by CDOT will vary depending upon the complexity of the change order.

It is the responsibility of the Local Agency to follow up with the CDOT Project Manager/Resident Engineer and FHWA, if applicable, to obtain the electronic signatures on the original change order.

Once all signatures are completed, the CDOT Project Manager/Resident Engineer will distribute approved change orders as follows:

- Local Agency, electronic original;
- CDOT ProjectWise Explorer / Project Share, electronic original;
- Region Program Engineer/Region Finals Engineer, and
- Contracts and Market Analysis Area Engineer, electronic copy

The Local Agency shall forward an electronic copy to the Contractor.

8.14 Prepare Local Agency Reimbursement Requests

Billing charges are submitted once a month or less frequently to the CDOT Project Manager during project construction and at completion. Billing procedures and required documentation will be established during CDOT/Local Agency Agreement negotiations. It will take approximately 30 days for CDOT to review, approve and pay proper project billings submitted by the Local Agency.

The final bill shall be marked “**FINAL**.” The Local Agency shall bill for 100 percent of eligible costs noting the percentage of local funding share. CDOT’s Resident Engineer will verify the reimbursement according to the established matching ratio specified in the

Inter-Agency Government Agreement. If applicable, there shall be an itemized list of other miscellaneous project charges; i.e., utility relocation or construction engineering. These charges shall be substantiated by the supporting documentation.

See Appendix B of this *Manual* for a sample Local Agency billing package.

8.15 Monitor Project Financial Status

The Local Agency shall continually monitor the financial status of the project. If additional funds are needed, the Local Agency is responsible for assuring the funds are available in as timely a manner as possible. The Local Agency shall provide the additional funding unless Federal participation has been approved. See Chapter 3 for additional information on financial responsibility.

8.16 Prepare and Submit Monthly Progress Reports

By the first of every month, the Local Agency shall prepare and submit in electronic format to the CDOT Project Manager/Resident Engineer an update for every active construction project. The update should include work progress over the past month, percent completed, time charged, outstanding issues, and projected completion date of the project

8.17 Resolve Contractor Claims and Disputes

The Local Agency shall follow the claims procedure established and contained in the construction Contract. The Local Agency can use the CDOT Disputes and Claims procedure. Resolution of claims that involve federal participation must be coordinated with CDOT.

All claim payments made shall be documented on a properly executed change order.

8.18 Conduct Routine and Random Project Reviews

CDOT will conduct routine and random project reviews to ensure the project is being administered in accordance with the terms of the Contract and the approved project specific agreement between CDOT and the Local Agency. FHWA may participate in these reviews, or conduct their own separate reviews.

8.19 Ongoing Oversight of DBE Participation

The Local Agency is responsible for monitoring the day to day DBE participation and notifying the CDOT Project Manager if it appears that a DBE is not performing in accordance with Form 1417 – Approved DBE Participation Plan. The Local Agency should understand the concepts of eligible participation and commercially useful function as they apply to DBE participation. If any fraud or misrepresentation of DBE participation is suspected, the Local Agency should contact the CDOT Project Manager and Region Civil Rights Manager.

Refer to the standard special provision, “Disadvantaged Business Enterprise (DBE) Requirements” dated December 26, 2013, or latest version thereof, for additional information.

Form 1419 - DBE Participation Report

The Local Agency shall forward the Contractor’s quarterly submittal of Form 1419-DBE Participation Report (January 15, April 15, July 15 and October 15) in electronic format to the CDOT Project Manager and the Region Civil Rights Project Manager. The Local Agency shall also forward the final Form 1419 – DBE Participation Report in electronic format, which summarizes all participation on the contract, to the CDOT Project Manager and the Region Civil Rights Manager.

Form 1420-DBE Participation Plan Modification Request

During the performance of the contract, the Contractor shall use Form 1420-DBE Participation Plan Modification Request to communicate to the Local Agency all requests for termination, reduction, substitution and waivers. The CDOT Region Civil Rights Manager, CDOT Project Manager and the Local Agency should work together to resolve any concerns regarding the Form 1420s. No commitment shall be terminated or reduced without the CDOT Region Civil Rights Manager approval. The Local Agency should forward a copy of the signed, approved Form 1420 in electronic format to the CDOT Project Manager and the Region Civil Rights Manager.

MATERIALS

CHAPTER 9

The CDOT Project Manager will submit an electronic copy of the award set of plans and specifications to the Region Materials Engineer.

Guidance on activities before, during, and after construction, as well as proper completion of CDOT Forms 250 and 379, and the Letter of Materials Certification can be found in the documentation chapter of the current *CDOT Field Materials Manual*.

9.1 Conduct Materials Preconstruction Meeting

The CDOT Project Manager and the Local Agency determine if a meeting is needed with the CDOT Region Materials Engineer to discuss and define material issues concerning the project and review the LA Contract Administration Checklist, Section 9.

Prior to the meeting, the Local Agency should study the plans to review its involvement in the project materials process. The award set of plans will be reviewed for specifications and budget; e.g., funds availability for pre-inspection, charges for independent assurance sampling and testing, laboratory check tests, and mix designs. The review will also include materials that should be tested but are not identified in a particular bid item.

9.2 Complete CDOT Form 250 – Materials Documentation Record

The CDOT Form 250 is used to track materials used on a project, the number of tests needed, and to identify the forms used to record test results. The form designates test frequencies for project acceptance testing and laboratory check testing.

Prior to Construction

The initial Form 250 should be developed from the award set of plans and specifications. The Form 250 in Appendix A presents the major bid items from a typical project. Based on the Local Agency Contract Administration Checklist, either CDOT will provide the form 250 or the CDOT project manager will provide a computer program to develop the Form 250.

During Construction

The Local Agency shall update the CDOT Form 250 as work progresses.

After Construction

Complete and distribute the Form 250 in accordance with subsection 9.10.

9.3 Perform Project Acceptance Samples and Tests

Project acceptance samples and tests are used to determine the quality and acceptability of the material being sampled and workmanship that have been or are being incorporated into a construction project. The samples and tests are taken and performed by CDOT, Local Agency, or Local Agency approved personnel.

Prior to Construction

Identify any items that require pre-inspection.

During Construction

Acceptance testing and documentation shall be performed on the project. Acceptance testing and documentation will follow the applicable *CDOT Field Materials Manual* or approved equivalent and the project specifications.

Non-Specification Material

If specification material is not being produced or provided, the Local Agency shall take appropriate action as defined in the specifications; i.e., price reduction, rejection, or non-payment. For further direction, refer to Section 105 of the *CDOT Standard Specifications*. See subsections 8.12 and 8.13 of this *Manual* if a change order is required.

9.4 Perform Laboratory Verification Tests

Random representative samples should be submitted to the approved laboratory of the Local Agency to verify acceptability of field-produced material. The laboratory will perform tests that generally are not within the capabilities of the project acceptance testers' equipment.

Prior to Construction

Laboratory verification tests and/or acceptance test methods should be defined; e.g., AASHTO, ASTM (American Society for Testing and Materials), Colorado Procedures, Colorado Procedures – Laboratory, or Marshall vs. Superpave Gyratory compactor.

The *CDOT Field Materials Manual*, CP 13, gives guidance in the “Procedure for Check Testing.” With CDOT’s concurrence, the Local Agency approves the laboratory to perform check tests.

During Construction

The Local Agency approved laboratory will perform the laboratory verification tests (refer to the Central Lab column in the *CDOT Field Materials Manual* quality assurance (QA) schedule) at the frequency in the *Field Materials Manual* and/or in the specifications. The purpose of verification tests is to assure that all materials incorporated into the project meet the design and specifications. The tests performed by the approved laboratory generally require specialized equipment that is not available to field acceptance testers such as asphalt cement tests for dynamic shear, R values of soils, or hot mix asphalt stability.

9.5 Accept Manufactured Products

Manufactured products are typically accepted based on Pre-Inspection (PI), Certified Test Reports (CTR), Certificates of Compliance (COC), Pre-Approval (APL, listed on CDOT’s approved products list website), or a combination thereof. In specific industries the Manufacturers must be first listed on the Qualified Manufacturers List (QML) before product acceptance can be considered. Refer to the Special Notice to Contractors in the applicable *Field Materials Manual*.

If CDOT is responsible for pre-inspection, the CDOT Project Manager should verify that the Staff Bridge Fabrication Inspectors, (303) 757-9192, have a copy of the award set of plans and specifications, a suppliers list, and funding for pre-inspection in the project budget. Inspection of structural components will include, but not be limited to, the following:

- Fabrication of structural steel and pre-stressed concrete structural components
- Bridge modular expansion devices (0" to 6" or greater)
- Fabrication of bearing devices

9.6 Approve Sources of Materials

The Contractors list of material sources and suppliers will be reviewed and approved.

9.7 Independent Assurance Testing

The Independent Assurance Testing Program defines the tests required to provide an independent check on the reliability of project acceptance samples and tests. The Independent Assurance Testing Program is defined in the *CDOT Field Materials Manual*, QA Program and Independent Assurance Schedule sections. Testing requirements are determined by planned quantity.

Prior to Construction

For projects on the NHS:

Federal law requires Independent Assurance Testing on projects on the NHS. The Local Agency may, under the direction and approval of the Region Materials Engineer, administer the Independent Assurance Testing Program on projects, provided it uses an AASHTO Accredited Laboratory, that is independent from the project acceptance testing lab, uses qualified personnel for testing and observations, performs the calibration equipment checks, and follows all applicable sections of *CDOT Field Materials Manual* chapters on the "QA Program" and "Frequency Schedule for Independent Assurance Evaluation".

The initial CDOT Form 379 – Project Independent Assurance Sampling Schedule (see Appendix A), developed from the award set of plans and specifications, will be prepared by the Local Agency or the CDOT Region Materials Engineer as established on the Local Agency Contract Administration Checklist. It will be distributed to the:

- Project file of entity managing construction, original
- Local Agency
- Project Manager
- Region Materials Engineer
- Materials and Geotechnical Branch, Documentation Unit

For projects not on the NHS:

CDOT requires Independent Assurance Testing. The Local Agency shall use its established, documented procedures to independently verify the adequacy of testing equipment and personnel.

Independent Assurance Test Notification

If CDOT performs the Independent Assurance Testing, the Local Agency is responsible for notifying the CDOT Region Independent Assurance Tester a minimum of one week prior to the start of work on the project and a minimum of one week prior to the need for the Independent Assurance Tester as defined on the CDOT Form 379.

During Construction

For projects on the NHS:

The Independent Assurance Testing laboratory or the CDOT Region Materials Laboratory will perform Independent Assurance Testing and sampling as described on the CDOT Form 379 as the work progresses. The Independent Assurance Tester will update the CDOT Form 379 as the assurance tests are performed. The Independent Assurance Tester in partnership with the Local Agency will address discrepancies in test values. Assurance test results will be distributed to the Local Agency through the Project Manager and the Region Materials Engineer when CDOT performs the Independent Assurance Testing

For projects not on the NHS:

Independent Assurance Testing shall be performed as defined by the Local Agency's policies and procedures.

9.8 Approve Mix Designs

All mix designs for concrete and hot mix asphalt will be reviewed for acceptance. Mix design approval is required prior to the use of any paving material.

Local Agency Responsibility for Approving Concrete and Hot Mix Asphalt

If the Local Agency is responsible for approving concrete and hot mix asphalt mix designs and if required by the Region, the Local Agency will submit the approval of the designs in electronic format to the Region Materials Engineer through the Project Manager. The Local Agency may ask the Region Materials Engineer to concur on the design mix. For approval of hot mix asphalt items, a form similar to CDOT Form 43 – Job-Mix Formula (see Appendix A) should be used. The test results used to establish the job mix formula and the project specifications with the approved mix design submittal should be included. See CP 52 from the current Field Materials Manual for guidelines.

CDOT Responsibility for Approving Concrete and Hot Mix Asphalt

If CDOT is responsible for approving concrete and hot mix asphalt mix designs, the Local Agency shall submit all mix design information to the Region Materials Engineer through the CDOT Project Manager.

A CDOT Form 43 – Job Mix Formula, will be issued by the Region Materials Engineer.

Asphalt Content Correlation Samples

When CDOT performs the Independent Assurance Test, the Local Agency is responsible for submitting hot mix asphalt content correlation or ignition oven correction samples to the Region Materials Laboratory prior to placement of hot mix asphalt on the project. This submittal shall be a minimum of one week before placement of hot mix

asphalt. The asphalt content correlation or correction samples are necessary for assurance tests as well as laboratory check tests.

9.9 Check Final Materials Documentation

All project materials shall be in compliance prior to final project acceptance.

An independent check of the final materials documentation should be performed by an individual not directly involved in the project. The final review will follow a reasonable procedure, such as that described in the *CDOT Field Materials Manual*, “Documentation” section.

9.10 Complete and Distribute Final Materials Documentation

The Local Agency shall prepare and submit to the CDOT Project Manager a “Letter of Materials Certification” that has been electronically signed using Adobe Sign. The letter shall certify that the material incorporated into the construction work is in reasonably close conformity with the approved plans and specifications. The following documents, or similar, shall be attached to the letter (see Appendix A for copies of these forms):

1. Letter of Materials Certification, page 2, Explanation of Exceptions with all supporting documentation that addresses any exceptions or deviations.
2. A copy of the completed CDOT Form 379 – Project Independent Assurance Sampling Schedule.
3. The completed CDOT Form 250, checked and electronically signed by the Local Agency.

The CDOT Project Manager will distribute as follows:

- Project file of entity managing construction, original
- Resident Engineer
- Region Materials Engineer

- Materials and Geotechnical Branch, Documentation Unit
- CDOT's electronic document management system, ProjectWise Explorer / Project Share

Distribute Final Independent Assurance Testing Results

For Projects on the NHS:

The Independent Assurance Testing Laboratory or the CDOT Region Materials Laboratory will complete and distribute the CDOT Form 379 and the explanation of deviations concerning the Independent Assurance Testing Program as follows:

- Project file of entity managing construction, original
- Local Agency
- Resident Engineer
- Region Materials Engineer
- Materials and Geotechnical Branch, Documentation Unit

For Projects not on the NHS:

| Distribute to CDOT Project Manager only.

CONSTRUCTION CIVIL RIGHTS AND LABOR COMPLIANCE CHAPTER 10

Introduction

The Local Agency shall monitor the Contractor's day-to-day conformity to EEO, Title VI and labor compliance contract requirements. CDOT's Region Civil Rights Manager may perform an EEO Project Compliance Review. The Region Civil Rights Manager is available to the Local Agency as a resource. The Title VI Coordinator is also available as a resource on Title VI and Environmental Justice issues.

10.1 Fulfill Project Bulletin Board and Preconstruction Packet Requirements

After the Local Agency has awarded the project, the Local Agency's Project Manager must contact the CDOT Project Manager, Resident Engineer or Region Civil Rights Manager to obtain the preconstruction packet. See subsection 8.2 of this *Manual* or the *CDOT Construction Manual* for information on conducting the Preconstruction Conference and for required Contractor submittals. A sample Preconstruction Agenda is included in Appendix B of this *Manual*.

The packet will include forms, a checklist of submittals required from the Contractor, and the information the Contractor must post on the project bulletin board. In accordance with FHWA Form 1273, the bulletin board must be located in an accessible and conspicuous place on the project. All employees must be informed as to the location of this information. A notebook, by itself, is not acceptable. If there is no tool yard or project field area for the project, the contractor may produce a "sandwich" type board with the appropriate posters. The board must be near the active work site.

Additional forms will be included in the packet depending on the requirements for each project. The forms may be submitted in paper format or may be routed electronically for signature and approval in Adobe Sign. The following forms, if required, shall be submitted to the Region Civil Rights Manager (see Appendix A for copies of the forms):

1. CDOT Form 118 – Contract Wage Compliance Statement. This form is used on projects requiring Davis-Bacon wages and must be submitted with every weekly payroll from the Contractor and subcontractors.
2. CDOT Form 280 – EEO and Labor Compliance Verification. This form is used to interview Contractor/subcontractor employees on the project to monitor EEO/Labor compliance. The Project Engineer completes the form. Instructions for completion and an example of this form can be found in the Appendix B of the *CDOT Construction Manual*.
3. On-the-Job Training Program to include:
 - Form 200 – OJT Training Questionnaire.
 - Form 832 – Trainee Status and Evaluation Report,
 - Form 838 – On-the-Job Trainee/Apprentice Record, and
 - Form 1337 – Contractor Commitments to meet OJT Requirements
4. CDOT Form 1419 – DBE Participation Report – This report is used to summarize all DBE participation on the contact.
5. CDOT Form 1418 – Monthly Payment Summary – This form is used to record all payments due to subcontractors and suppliers.
6. CDOT Form 1420 – DBE Participation Plan Modification Request – This form is used to request changes to the approved DBE Participation Plan.

The Local Agency must document that the bulletin board has been checked for compliance.

10.2 Process CDOT Form 205 – Sublet Permit Application

The Contractor shall complete and submit an original Form 205 to the Local Agency for each subcontractor on the project. The Contractor may electronically route the form for signature and approval using Adobe Sign. The subcontractor may not begin work until

the Form 205 has been approved by CDOT. The Local Agency will review each Form 205 for accuracy prior to signing and forwarding the form to the Region Civil Rights Office for approval.

To expedite a subcontractor's start date, the Contractor may email a signed copy of the Form 205 to the Project Engineer for signature approval. If this method is used, the Contractor must not delay in forwarding the signed original Form 205 to the Project Engineer. Refer to the *CDOT Construction Manual* for instructions on completing and checking the Form 205.

The CDOT Region Civil Rights Manager is a resource for all questions relating to compliance with EEO, DBE, On-the-Job Training and Davis-Bacon Act. The Region Civil Rights Managers are listed in Appendix D. For Title VI, LEP and Environmental Justice questions or complaints, please contact the CDOT CRBRC. The Discrimination Complaint Form is available on the CDOT website at <https://www.codot.gov/business/civilrights/accessibility/titlevi/title-vi-assets/discrimination-complaint-form>.

10.3 Conduct Equal Employment Opportunity and Labor Compliance Verification Employee Interviews

These interviews shall be conducted with Contractor and subcontractor employees on the project to monitor EEO/labor compliance. The CDOT Form 280 - Equal Employment Opportunity and Labor Compliance Verification shall be used. The Local Agency Project Engineer or designee will complete the form. The interview provides verification of compliance and knowledge with Equal Employment Opportunity requirements and confirms that the Contractor or subcontractor is paying the correct contract wage rate. The Local Agency shall compare the information received regarding wage compliance to the certified payroll upon its receipt. The interviews shall be conducted monthly throughout the life of the project; the number required monthly is based on the size of the contract. Please refer to section 107.1.3.3 of the *CDOT Construction Manual* for the number of interviews required.

Completed Form 280s shall be submitted in paper or electronically routed to the CDOT Project Manager or Region Civil Rights Office. See Appendix A for a copy of the form.

10.4 Monitor Disadvantaged Business Enterprise Participation to Ensure Compliance with the “Commercially Useful Function” Requirements

A DBE is expected to perform a commercially useful function; i.e., the DBE is responsible for execution of the work of the Contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. If the Project Manager has concerns about the DBE subcontractor's performance in this or in any other area, the Project Manager is encouraged to consult with the CDOT Region Civil Rights Manager immediately for assistance.

10.5 Conduct Interviews When Project Utilizes On-the-Job Trainees

Interviews shall be conducted with registered trainees on the project to provide verification of compliance and knowledge with Equal Employment Opportunity requirements. Forms may be submitted in original format or routed electronically for signature and approval using Adobe Sign.

The contractor shall complete and submit the Form 1337 - Contractor Commitment to Meet OJT Requirements prior to starting work. The Form 1337 must also be submitted by the Local Agency to the CDOT Region Civil Rights office. The Local Agency will forward a copy of the contractor's OJT plan to the CDOT Project Manager who forwards to the CDOT Region Civil Rights office. The contractor shall complete and submit Form 838(s) - OJT Trainee / Apprentice Record to the Local Agency. An incomplete Form 838 will not be accepted. The Local Agency will forward the Form 838(s) to the CDOT Project Manager who forwards to the CDOT Region Civil Rights office for review and approval. The Region Civil Rights office will return the approved or rejected copy to the CDOT Project Manager and Local Agency. The Local Agency shall not make payment or give credit toward the OJT goal for trainee hours until an approved Form 838 has been received by the Region Civil Rights office.

The CDOT Form 200 – OJT Training Questionnaire is utilized when On-the-Job Trainees are on the project. The form shall be completed and submitted to the CDOT Project Manager or Region Civil Rights Manager. The Local Agency is responsible for verifying the trainee wage.

10.6 Check Certified Payrolls

The Local Agency shall verify the Contractor's and subcontractor's compliance with Davis-Bacon Act Contract requirements. Certified payrolls are required to be checked by on-site personnel who have attended the certified payroll checking class.

Prior to the beginning of construction, the Local Agency must contact the CDOT Project Manager or Region Civil Rights Manager to schedule a meeting to obtain detailed payroll monitoring training. The Local Agency is responsible for monitoring activities throughout the course of the project. If the Contractor is not complying with the requirements, the Local Agency must take appropriate action to obtain compliance. If there is no training scheduled, the CDOT Project Manager is available to assist with payroll questions.

10.7 Submit FHWA Form 1391 - Federal-Aid Highway Construction Contractor's Annual EEO Report

The Contractor and all active subcontractors must submit the completed FHWA Form 1391 to the Local Agency. The Local Agency shall forward the reports to the CDOT Project Manager by August 15 for all construction projects active during the last complete week of July.

The Form 1391 reflects only workers for the designated week that are working on site.

See Appendix A for a copy of the form.

FINALS

CHAPTER 11

See Appendix F, Construction Documentation, for the required final construction documentation.

11.1 Conduct Final Project Inspection

The Local Agency shall notify the Resident Engineer two to three weeks prior to the completion of the project to schedule the final inspection of the project. The Resident Engineer will schedule the final inspection with the Local Agency. Local Agency attendance is mandatory.

11.2 Write Final Project Acceptance Letter

Upon acceptance of the project, the Local Agency shall submit an electronically signed project acceptance letter to the Contractor and send an electronic copy to the Resident Engineer. Standard requirements for the acceptance letter are in Section 100 of the *CDOT Construction Manual*. The letter should identify any documents that need to be submitted by the Contractor. The Contractor's retainage may be reduced in accordance with subsection 109.06 of the *CDOT Standard Specifications*.

Distribution by the Resident Engineer of the acceptance letter will be as follows:

- CDOT's Electronic Document Management System (ProjectWise Explorer)
- CDOT Projects and Grants
- Region Finals Engineer
- Region Civil Rights Manager
- Contracts & Market Analysis
- Region Business Office

11.3 Advertise for Final Settlement

Immediately after project acceptance the Local Agency shall advertise the project for final settlement. The notice shall be published at least twice in a public newspaper of general circulation published in the counties where the work was contracted for and performed, or electronically on the website where the project was originally advertised. The final settlement date is the first business day at least ten days after the second publication date (refer to *Colorado Revised Statute 38-26-107, Supplier may file statement – notice – withholding funds*). The Local Agency shall send an electronic copy of the final settlement notice to the Resident Engineer.

11.4 Prepare and Distribute Final Plans

The Local Agency shall prepare As-Constructed plans in accordance with Section 100 of the *CDOT Construction Manual* and shall place an electronic original of the plans in ProjectWise Explorer / Project Share. If the project is on the NHI, State Highway system, or State right-of-way, the CDOT Project Manager should move the electronic original to ProjectWise Explorer along with a smart scanned, ISO compliant electronic copy of the plans. The As-Constructed plans should include the location of underground obstructions, removals, and all utility locations.

The as-constructed plans shall be distributed electronically as follows:

- CDOT's electronic data management system (ProjectWise Explorer)
- Right of Way
- Resident Engineer

For Local Agency projects that include construction of a major or minor structure, one set of As-Constructed plans and specifications shall be submitted electronically to Staff Bridge per Section 19.6 of the *Bridge Design Manual*.

11.5 Prepare EEO Certification and Collect EEO Forms

The Local Agency shall assure that certified payrolls were received from all contractors for all personnel on the project. The certified payrolls must be checked for Davis-Bacon compliance by an individual who has attended the Certified Payroll training. Monthly interviews shall be conducted and CDOT Forms 280, Interview Form, kept in the project records. The Local Agency Project Engineer shall assure that approved CDOT Forms 205, Sublet Permit Applications, are in the file, along with CDOT Form 1418 and the final CDOT Form 1419. The EEO certification letter must be completed and electronically signed by the Local Agency and submitted to CDOT. The Local Agency should place a copy in ProjectWise Explorer / Project Share.

11.6 Check Final Quantities, Plans, and Pay Estimate; Check Project Documentation; and Submit Final Certifications

The Local Agency shall designate one individual to be responsible for reviewing and processing final documentation as outlined in Section 100 of the *CDOT Construction Manual* and shall notify the Resident Engineer, electronically, of this designation. All project documentation will be checked and electronically signed by the Local Agency using Adobe Sign. The Local Agency shall prepare the final pay estimate. The Local Agency's licensed Professional Engineer will complete the Local Agency Final Construction Acceptance Certification (see samples in Appendix F) and submit them with an electronic signature to CDOT with the required forms designated in the certification.

11.7 Check Material Documentation and Accept Final Material Certification

The CDOT Project Manager will review the materials documentation listed in section 9.10 of this manual. The CDOT Project Manager will complete Form 1199, Finals Materials Documentation Review and Audit Checklist.

11.8 Obtain CDOT Form 1419 from the Contractor and Submit to the CDOT Project Manager

The Contractor shall complete CDOT Form 1419-DBE Participation Report and submit originals or electronically route the form in Adobe Sign for electronic signatures to the

Local Agency. The Local Agency shall check the Form 1419 for completeness, attach copies of all supporting (approved) Form 1420s and forward the original, or electronically route, to the CDOT Project Manager. The final Form 1419 must summarize all participation on the contract. The CDOT Project Manager will submit the original form or electronically route to the CDOT Civil Rights and Business Resource Center (CRBRC) with an electronic copy to the Region Civil Rights Manager. Form 1419 needs to be completed even if the DBE goal is zero or there are no DBEs used on the project. (See Appendix A for a link to Form 1419.) The Local Agency is responsible for evaluating progress toward the contract goal throughout the project.

The CDOT Project Manager and the Region Civil Rights Manager will review the submittal from the Local Agency. If the Contractor fails to fulfill the commitments or fails to meet the contract goal, the CDOT Project Manager and the Region Civil Rights Manager shall determine the applicable payment reduction and inform the Local Agency. The Local Agency shall subject the Contractor to a payment reduction at the end of the project, either by reduced payment or by held retainage.

If the payment reduction results in the Local Agency not meeting its matching portion of the contract in accordance with the term of the IGA, the Local Agency will issue a credit memo to CDOT/FHWA, with a copy to the CDOT Project Manager and the Region Civil Rights Manager. The credit memo shall only be to the extent required to ensure the matching portion is met. In the alternative, CDOT will short pay the final Request for Reimbursement to the Local Agency to withhold the payment reduction due to noncompliance.

Refer to the Standard Special Provision, *Disadvantaged Business Enterprise (DBE) Program Requirements*, dated December 26, 2013 (or latest version thereof) for additional information.

11.9 FHWA Form 47 – Statement of Materials and Labor Used ...– Discontinued

11.10 Complete and Submit CDOT Form 1212 - Final Acceptance Report (by CDOT)

Upon completion of the final inspection, and receipt of the Final Construction Acceptance Certification (see Project Finals Documents in this chapter), the Resident

Engineer will complete the Form 1212 (see Appendix A). The Resident Engineer will verify that all items shown in the remarks section have been addressed. The Resident Engineer will distribute the form as follows:

- Federal Highway Administration (FHWA), original
- Local Agency
- CDOT Projects and Grants
- CDOT's Electronic Document Management System (ProjectWise Explorer)
- Region Finals Engineer
- Resident Engineer
- CDOT Contracts and Market Analysis Branch

11.11 Process Final Payment

The Local Agency shall resolve all liens, claims and disputes for Contract adjustments before processing final payment to the Contractor.

The Local Agency shall review final pay quantities with the Contractor. It is recommended that the Contractor approve final pay quantities by an electronically signed statement. The Local Agency should place a copy of the statement in ProjectWise Explorer / Project Share.

The CDOT Form 96 - Contractor Acceptance of Final Estimate may be used for a signed statement (see Appendix A for a copy of the form).

When all project costs have been established, the Local Agency shall submit an electronically-signed final project billing and route to the Resident Engineer using Adobe Sign. The Local Agency shall submit the final bill within six months after project acceptance or prior to the approved project end date, whichever is shorter. If a time extension is needed, the Local Agency shall submit a letter of explanation to the Resident Engineer. The letter must be submitted to the Resident Engineer prior to the expiration of the six-month period or a minimum of 60 days prior to the project end date. See Section 100 of the *CDOT Construction Manual* for more information.

The Local Agency's final billing to the Resident Engineer shall include an electronically-signed letter requesting project closure and a statement indicating there will be no

further billings. The Resident Engineer will forward copies to the Region Business Manager and the Finals Engineer.

11.12 Complete and Submit CDOT Form 950

CDOT is responsible for CDOT Form 950- Project Closure. The local agency should have the final billing request paid before the Form 950 is completed. The CDOT Project Manager should distribute an electronic copy of Form 950 to the Local Agency.

11.13 Retain Project Records

On federally-funded projects, in accordance with 2 CFR 200.333, *Retention requirements for records*, the Local Agency is required to retain project documentation and records for a period of three years following the date of submission of the final expenditure report. This is known as the Record Retention Period and this date is listed in SAP ZJ40LA. The CDOT Project Manager should provide this date to the Local Agency at project close.

For records for real property and equipment, the Record Retention Period shall extend three years following final disposition of such property. If any litigation, claim or audit related to a project starts before expiration of the Record Retention Period, the Record Retention Period extends until all litigation, claims or audit findings have been resolved and final action is taken by CDOT or FHWA. See 2 CFR.333 for additional exceptions. A Local Agency may have additional retention requirements on federally-funded projects specific to its organization.

On state-funded projects, the Local Agency is required to retain project documentation and project records for 3.5 years from the Form 950 project closure date in accordance with Procedural Directive (PD) 21.1, *Requirements for the Retention of Records for Specified Design, Construction, Engineering, and Specialty Groups (Paper and Electronic)*. A Local Agency may have additional retention requirements on state-funded projects specific to its organization in addition to the 3.5 years.

The Local Agency and / or its representative shall file applicable Project Records and supporting documents on an ongoing basis in ProjectWise Explorer / Project Share after being provided access by CDOT.

Documentation and records retained by CDOT will be kept in accordance with Record File Plans as defined in *PD 21.1*. CDOT's Record Retention Period and the Local Agency Record Retention Period may be different. CDOT requires project records retained for a retention period greater than 3.5 years to be properly archived in ProjectWise Explorer, which includes completion of project attribute fields in SAP, smart scanning and ISO compliance. The CDOT Record File Plan retention periods are extended to at least 7 years from the Form 950 closure date if the project is: (a) a CMGC, DB, PE or other innovative contract projects, (b) subject to an internal or external audit, (c) subject to a litigation hold, or (d) funded with emergency funding.

11.14 Retain Final Version of Local Agency Contract Administration Checklist

Copies should be kept as shown on the Checklist.

Appendix A

Forms

Appendix A contains copies of the most common letters and forms (i.e., CDOT Forms, FHWA Forms) Local Agency personnel will use in designing, constructing and managing State and Federally funded projects.

The forms contained in this appendix were current at the time this manual was printed. The CDOT forms are maintained on the CDOT website; FHWA forms are on its website. Always use the current version of the CDOT forms. The Local agency should get the current forms from the CDOT project manager or from the CDOT website:

<https://www.codot.gov/library/forms>

The Local Agency may get current FHWA forms from the FHWA website. The link to each FHWA form follows it in the list below.

The Local Agency should contact the CDOT Project Manager for assistance in completing forms. Computer generated forms will be accepted if they contain the exact verbiage and statute references.

The documents in this appendix are as follows:

- ~~CDOT Form 17 – Contractor DBE Payment Certification~~ * *Discontinued except for projects let prior to January 23, 2014*
- CDOT Form 43 - Job Mix Formula
- CDOT Form 90 – Contract Modification Order
- CDOT Form 96 - Contractor Acceptance of Final Estimate *
- CDOT Form 118 - Contractor Wage Compliance Statement
- CDOT Form 128 - Categorical Exclusion Determination *
- CDOT Form 200 - OJT Training Questionnaire
- CDOT Form 205 - Sublet Permit Application *
- CDOT Form 250 - Materials Documentation Record * (CDOT-Generated Form – no general access)
- CDOT Form 262 - Weekly Time Count Report – Work Days
- CDOT Form 263 - Weekly Time County Report – Calendar Days
- CDOT Form 280 - Equal Employment Opportunity and Labor Compliance Verification

* = Copy to CDOT's electronic document management system (ProjectWise Explorer) per PD 21.1

- CDOT Form 280 - Equal Employment Opportunity and Labor Compliance Verification (Spanish)
- CDOT Form 313 - Consultant Performance Evaluation
- CDOT Form 379 - Project Independent Assurance Sampling Schedule
- CDOT Form 418 - Federal-Aid Program Data
- CDOT Form 462 - Right of Way Plan Approval
- CDOT Form 463 - Design Data *
- CDOT Form 464 - Design Exception Variance Request *
- CDOT Form 465 - Non-Discrimination in Employment Notice
- CDOT Form 605 - Contractors Performance Capability Statement *
- CDOT Form 606 - Anti-Collusion Affidavit *
- CDOT Form 621 - Assignment of Antitrust Claims *
- ~~CDOT Form 713 - Contractor DBE Subcontract, Supply and Service Contract Statement*~~
Discontinued
- ~~CDOT Form 714 - Underutilized DBE Bid Conditions Assurance*~~ *Discontinued*
- ~~CDOT Form 715 - Certificate of Proposed Underutilized DBE Participation*~~ *Discontinued*
- ~~CDOT Form 718 - Underutilized DBE Good Faith Effort Documentation*~~ *Discontinued*
- ~~CDOT Form 719 - DBE Participation Summary*~~ *Discontinued*
- CDOT Form 832 - Trainee Status and Evaluation *
- ~~CDOT Form 835 - On the Job Trainee Request~~ *Discontinued*
- CDOT Form 838 - OJT Trainee/Apprentice Record
- CDOT Form 863 - DBE Contract Goal Recommendation *For internal use only*
- CDOT Form 895 - Region Certification - Force Account and Finding in the Public Interest
- CDOT Form 950 - Project Closure * (Internal Form - No general access)
- CDOT Form 951 - Voucher Request (Projects)
- CDOT Form 1048 - Project Scoping/Clearance Record
- CDOT Form 1180 - Standards Certification and Project Plans, Specifications and Estimate Approval *
- CDOT Form 1186 - Contract Funding Increase/Decrease and Approval Letter *
- CDOT Form 1199 - Finals Materials Documentation Review & Audit Checklist
- CDOT Form 1212 - Final Acceptance Report for Federal-Aid Projects * (Internal Form - No general access)
- CDOT Form 1313 - Cover Sheet for Consultant Billing/Invoice
- CDOT Form 1330 - DBE Bid Conditions Assurance for Non-Project Specific (NPS) Consultant Contract
- CDOT Form 1331 - Certificate of Proposed DBE Participation for Project Specific (PS) Consultant Contracts
- CDOT Form 1413 - Bidders List
- CDOT Form 1414 - Anticipated DBE Participation Plan
- CDOT Form 1415 - Commitment Confirmation
- CDOT Form 1416 - Good Faith Effort Report
- CDOT Form 1417 - DBE Participation Plan (Internal Form - No general access)

* = Copy to CDOT's electronic document management system (ProjectWise Explorer) per PD 21.1

- CDOT Form 1418 – Monthly Payment Summary
- CDOT Form 1419 – DBE Participation Report
- CDOT Form 1420 – DBE Participation Plan Modification
- CDOT Form 1425 – Supplier List
- ~~FHWA Form 47 – Statement of Materials and Labor Used By Contractors on Highway Construction Involving Federal Funds~~ *Discontinued*
- FHWA Form 1273 - Required Contract Provisions, Federal-Aid Construction Contracts
- <http://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>
- FHWA Form 1391 - Federal-Aid Highway Contractors Annual EEO Report
- <https://www.codot.gov/library/forms/fhwa-other-forms/form1391.xls/view>
- FHWA Form 1391 Instructions – Federal-Aid Highway Contractors Annual EEO Report
- <https://www.codot.gov/library/forms/fhwa-other-forms/form1391.pdf/view>

* = Copy to CDOT's electronic document management system (ProjectWise Explorer) per PD 21.1

COLORADO DEPARTMENT OF TRANSPORTATION JOB MIX FORMULA	Project no.
	Location
	District
	Field sheet no.
Date	From project no.

This Job Mix Formula defines the specified gradation, asphalt cement content and admixture dosage for the grading and project shown.

Contractor _____

Pit _____

Grading	Item
---------	------

Top layer Bottom layer

Gradation (% passing)	Remarks:
3/4	
1/2	
3/8	
4	
8	
50	
200	

% AC	Source and grade of AC
% Additive	Source of additive

Distribution: Materials Engineer Staff Materials Resident Engineer (2) Contractor	Signed (Project Engineer)	Date
	Signed (District Materials Engineer)	Date
	Signed (Contractors Representative)	Date

Previous editions may be used until supplies are exhausted

CDOT Form # 43
1/92

COLORADO DEPARTMENT OF TRANSPORTATION CONTRACT MODIFICATION ORDER	Project No.:	Project Code (SA#):
	Location:	
	Date:	Project Order No.:
Contractor:	Estimated cost to project: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease \$	
Complete Address:	Total additional days allowed to complete work:	Federal Oversight? <input type="checkbox"/> Yes <input type="checkbox"/> No
Modification Title:		

Should Federal funds not be available to cover these additional costs, or the FHWA decides not to participate in these costs, the Local Agency agrees to provide the required funds.

The (Name of Local Agency) approves this Change Order No. _____ by signing below.

Authorized Signature	Title	Date

I hereby accept this order, for work to be performed and prices on which payment is to be based.			
REQUIRED IN ACCORDANCE WITH INSTRUCTIONS IN THE CDOT CONSTRUCTION MANUAL		REQUIRED FOR ALL CHANGE ORDERS	
Approved by FHWA Operations Engineer:	Date:	Authorized by Project Engineer:	Date:
OPTIONAL		Contractor Representative:	Date:
Approved by Region Transportation Director:	Date:	Approved by Resident Engineer:	Date:
		<input type="checkbox"/> Participating <input type="checkbox"/> Non-participating <input type="checkbox"/> Participation as noted	
		Approved Funding by Region Program Engineer:	Date:

Previous editions may be used until supplies are exhausted

CDOT Form 90 07/02

COLORADO DEPARTMENT OF TRANSPORTATION CONTRACTOR WAGE COMPLIANCE STATEMENT		Project code (SA#) <hr/> Project # <hr/> Project location
Contractor/subcontractor - you must complete the "Appointment of Payroll Supervisor" box when appointing or changing a payroll supervisor. - you may fulfill your obligation to pay fringe benefits to employees by either paying the fringe benefits to approved plans, funds, or programs or paying the employees cash in lieu of fringe benefits. - you or your payroll supervisor must complete this form at the end of every payroll period and submit to the project engineer	APPOINTMENT OF PAYROLL SUPERVISOR I have appointed the person listed below to supervise the payment of employees and certify the payroll transcripts on this project. <hr/> Designated payroll supervisor name <hr/> Contractor/subcontractor signature	
Contractor/subcontractor name	Payroll #	Payroll period _____ to _____
I certify that during this payroll period the contractor has: - paid all employees (laborers and mechanics) their full contracted weekly wages. - not received any rebates directly or indirectly from employee wages. - had employees perform work that conformed with their contract classifications. - employed only apprentices registered with a state apprenticeship agency, or with the Bureau of Apprenticeship and Training, U.S. Department of Labor. - employed only trainees registered with the Colorado Department of Transportation. - submitted a correct and complete payroll to the Colorado Department of Transportation. - made fringe benefit payments: <input type="checkbox"/> in cash. (Note: cash in lieu of fringe benefits for overtime is paid at straight time rate not time and a half) <input checked="" type="checkbox"/> through weekly payroll deductions which shall be deposited quarterly or more frequently. There are no past due deposits. These payments are made to the approved plans, funds or programs checked below. (list dollars per hour) <input type="checkbox"/> life insurance \$ _____ <input type="checkbox"/> health insurance \$ _____ <input type="checkbox"/> dental insurance \$ _____ <input type="checkbox"/> pension \$ _____ <input type="checkbox"/> vacation pay \$ _____ <input type="checkbox"/> other _____ \$ _____		
Name of fringe benefit administrator (list additional names on the back of this form)		
Address		Phone #
EXCEPTIONS		
Craft	Explanation	
Remarks:		
The falsification of the "Contractor Wage Compliance Statement" may subject the contractor to civil or criminal prosecution under 18 U.S.C. 1001 and 31 U.S.C. 231. I declare under penalty of perjury in the second degree, and any other applicable State or Federal laws, that the statements made in this document are true and complete to the best of my knowledge.		
Contractor/payroll supervisor signature		Date

Previous editions are obsolete and may not be used

CDOT Form #118 4/97



Colorado Department of Transportation NEPA DETERMINATION / PROJECT CERTIFICATION

A. PROJECT INFORMATION				Form:
Environmental Scoping Date:	Project #:	Subaccount #:	Related Subaccount #:	
Project Name:				
Project Description (and Location):				
Region:	CDOT Program/Residency:	Environmental PM:	FHWA Area Engineer:	
FHWA NEXUS <input type="checkbox"/> Yes <input type="checkbox"/> No		Other Federal NEXUS: <input type="checkbox"/> Yes <input type="checkbox"/> No		Project Lead: <input type="checkbox"/> CDOT <input type="checkbox"/> Local Agency <input type="checkbox"/> Other
Class of Action: <input type="checkbox"/> EIS/ROD <input type="checkbox"/> EA/FONSI <input type="checkbox"/> CatEx		Construction/Contracting Method: <input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Design Build		
If CatEx, the project fits the following CE number:		<input type="checkbox"/> GM/GC <input type="checkbox"/> Other:		
B. THE NEPA PROCESS				
Resource Clearances		Revised Clearances		
<i>Check Box Only if Impacted</i>		Clearance Date	Revised Clearance date	Revised Clearance date
Air Quality (hot spot analysis)	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Noise	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Hazmat - ISA/MESA	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
T&E and State Listed Species	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Wetland Delineation (Survey)	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Paleontology	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Archaeology	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
History	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Section4(f) - Historic	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Section4(f) - Non-Historic	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Section6(f)	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Other:	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<p>All required clearance actions indicated have been completed for the design plans referenced below. If Project is a Categorical Exclusion, no significant environmental impacts will result from this project. Construction is not authorized until approved in Part E below. Implementation of project shall include required mitigation commitments.</p> <p><input type="checkbox"/> Action meets requirements to be a Programmatic CatEx per the FHWA/CDOT Programmatic Agreement for Categorical Exclusions (FHWA signature below not required).</p> <p><input type="checkbox"/> This is an EA/FONSI or EIS/ROD. The Decision Document has already been signed by FHWA (FHWA signature below is not required).</p>		<p>All required clearance actions indicated have been completed for the design plans referenced below. If Project is a Categorical Exclusion, no significant environmental impacts will result from this project. Construction is not authorized until approved in Part E below. Implementation of project shall include required mitigation commitments.</p> <p>FHWA signature is not required because:</p> <p><input type="checkbox"/> This is a Programmatic CatEx</p> <p><input type="checkbox"/> This is a Programmatic CatEx</p> <p><input type="checkbox"/> This is a Reevaluation of an EA/FONSI or EIS/ROD (1399 form has already been signed.)</p> <p><input type="checkbox"/> This is a Reevaluation of an EA/FONSI or EIS/ROD (1399 form has already been signed.)</p>		
Design Plan Set and Date: _____ / _____		_____ / _____	_____ / _____	_____ / _____
RPEM Signature and Date: _____ / _____		_____ / _____	_____ / _____	_____ / _____
<p>FHWA Division Administrator Signature (if required) I concur with the above category designation and the scope of environmental clearance/permits indicated above.</p>		<p>FHWA Division Administrator Signature (if required) I concur with the above category designation and the scope of environmental clearance/permits indicated above.</p>		
Signature and Date: _____ / _____		_____ / _____	_____ / _____	_____ / _____
Comments:				



Colorado Department of Transportation
NEPA DETERMINATION / PROJECT CERTIFICATION

C. PERMITS AND ADDITIONAL REQUIREMENTS				Form: 01
	Resource Clearances	Revised Clearances		
<i>Check Box Only if Impacted</i>	Date Completed	Date Updated	Date updated	
404 Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
401 Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
402 Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Const. Stormwater Permit (CDPS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Const. Dewatering Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noxious Weed Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SB40 Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetland Finding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Structure Demolition Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Materials – Phase II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permanent WQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SWMP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D. Comments

E. ENVIRONMENTAL PROJECT CERTIFICATION

All clearance and permit requirements for this project have been addressed and mitigation included. The appropriate documentation is on file in the Region office.

	Clearance	Revised Clearance	Revised Clearance
Design Plan Set and Date:	_____/_____/____	_____/_____/____	_____/_____/____
Certification Type:	<input type="checkbox"/> Advertisement <input type="checkbox"/> Advertisement & Construction <input type="checkbox"/> Other:	<input type="checkbox"/> Advertisement <input type="checkbox"/> Advertisement & Construction <input type="checkbox"/> Other:	<input type="checkbox"/> Advertisement <input type="checkbox"/> Advertisement & Construction <input type="checkbox"/> Other:
RPEM Signature & Date:	_____/_____/____	_____/_____/____	_____/_____/____

Note to Project Manager: Any changes to the plans and specifications after the date of the RPEM signature in Part B that affect environmental impacts or mitigation must be approved by the RPEM.

Distribution:
RPEM (original): copies to Project Manager, Right of way (if ROW required)

CDOT Form #128b (07/21/2016)

COLORADO DEPARTMENT OF TRANSPORTATION OJT TRAINING QUESTIONNAIRE		Project No.:	Project Code (SA#):
		Project Location:	Date: / /
Contractor's Name:			
Trainee's Name:		Worker Classification:	
Trainee's Address:		Telephone No.:	
Trainee's Social Security No.:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Am. Indian <input type="checkbox"/> Asian Am. <input type="checkbox"/> Other		
Have you ever received any apprenticeship training under any type of program before beginning this program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?			
When did you enter the current program? Month: Year:			
In what type of training program are you enrolled? <input type="checkbox"/> Colorado Contractor's Association <input type="checkbox"/> Contractors OJT Program <input type="checkbox"/> Union Apprenticeship Program <input type="checkbox"/> Other:			
How did you learn about the program? <input type="checkbox"/> Contractor <input type="checkbox"/> Community Based Organization <input type="checkbox"/> Union <input type="checkbox"/> Other:			
When you entered your training, did anyone explain the program to you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:			
Did you receive a copy of your training program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Which of the following aspects of the training program were explained to you? <input type="checkbox"/> Training Hours <input type="checkbox"/> Type of Training <input type="checkbox"/> Training Wages <input type="checkbox"/> Job Choices <input type="checkbox"/> Entry Wages			
Did you understand the training program discussed with you? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:			
What is your current stage of training? <input type="checkbox"/> 25% <input type="checkbox"/> 80% <input type="checkbox"/> 60% <input type="checkbox"/> 90%			
How many hours of training do you receive each week? On-Job-Site Training: hours/week Classroom Training: hours/week			
Are you keeping a record of your training hours? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you believe proper training is being given? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:			
Does the job superintendent, trainer, or foreman show interest in helping you reach your goal of journeyman? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have any problems that may interfere with your training? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:			
Have you ever received any type of counseling from the apprenticeship counselor or another? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:			
Do you know the name of your trainer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the name of your trainer?			
Interviewer's Signature:		Date: / /	
Trainee's Signature:		Date: / /	

Distribution: CDOT Business Programs Office (original)

Previous editions may be used until supplies exhausted

CDOT Form 200 07/02

CDOT Form 205 – Sublet Permit Application, Construction

<https://www.codot.gov/library/forms/cdot0205.xlsx/view>

CDOT Form 205 Instructions – Sublet Permit Application Instructions, Construction

<https://www.codot.gov/library/forms/cdot0205inst.pdf/view>

COLORADO DEPARTMENT OF TRANSPORTATION WEEKLY TIME COUNT REPORT- CALENDAR DAYS				Project No.:	Project Code (SA#):	No.:
				To: _____, Contractor		Date: _____
The following statement shows the number of Calendar Days charged to your account for the week ending _____. 20__.						
Date	Day	Weather Conditions or Other Causes	Calendar Days	Worked (W) Not worked (NW) by Contractor	Days Not Chargeable Other Causes	
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
Days charged this week:						
Days previously reported:						
Total days charged to date:						
Calendar days allowed by original contract:						
Extra days approved by Change Orders – Participating:						
Nonparticipating:						
Total revised contract days:						
Total days charged to date:						
Total days remaining:						
ELAPSED TIME:						
Remarks:						
Project Engineer Signature: _____					Date: _____	
Contractor's Comments:						
Contractor Signature: _____					Date: _____	

Distribution: Contractor (original)
Records Center
Resident Engineer
Project Engineer

Previous editions may be used until supplies exhausted

CDOT Form 263 04/17

CDOT ProjectWise Explorer

COLORADO DEPARTMENT OF TRANSPORTATION EQUAL EMPLOYMENT OPPORTUNITY AND LABOR COMPLIANCE VERIFICATION	Project No.:
	Project Code (SA#):
Contractor Name:	Project Location:
Employee Name:	Job Classification:

JOB SITE INTERVIEW SECTION

Equal Employment Opportunity

Have you seen the EEO posters posted by the Contractor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you know the EEO policy of the Contractor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you know who the project EEO Officer is? If yes, what is the project EEO Officer's name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have Contractor or Contractor personnel ever asked you to refer minorities and women to fill job openings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the Contractor offered you training or apprenticeship programs to upgrade your skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How long have you been employed by this Contractor? years months days		
How did you get this job? <input type="checkbox"/> union <input type="checkbox"/> other:		
Have you attended a meeting on this project where EEO was discussed? If yes, what was the date of the meeting? / /	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you feel the Contractor has discriminated against you in any way?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

Labor Compliance

Have you seen the wage posters posted by the Contractor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your hourly wage rate? \$ /hour		
What is your hourly fringe benefit amount? \$ /hour How are fringe benefits being paid to you? <input type="checkbox"/> cash <input type="checkbox"/> other (e.g., plan, fund, program): Have you experience any problems with fringe benefit payments? If yes, please describe:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TOTAL HOURLY WAGE: \$ /hour		
How often are you paid? <input type="checkbox"/> weekly <input type="checkbox"/> other:		
Describe your current work assignment:		
Employee Signature:		Date: / /

VERIFICATION SECTION (Use the Contractor payroll to answer the questions in this Section)

Is the employee's wage correct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is the total hourly amount?		
What is employee's worker classification?		
What is the payroll date? / /		
Comments:		
Interviewer's Signature:		Date: / /

COLORADO DEPARTMENT OF TRANSPORTATION EQUAL EMPLOYMENT OPPORTUNITY AND LABOR COMPLIANCE VERIFICATION (COLORADO DEPARTAMENTO DE TRANSPORTACION OPORTUNIDAD Y EMPLEO IGUAL VERIFICACION DE CONFORMIDAD DE TRABAJO)		PROJECT # (Numero De Proyecto)
		LOCATION
		Project code (SA#)
Contractor's name (Nombre De Contratista)		
Employee's name (Nombre De Empleado)		Job classification (Clasificacion De Trabajo)

JOB SITE INTERVIEW SECTION (SECCION DE INVESTIGACION DE TRABAJO)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) La Igualdad De Oportunidades de Empleo

- Have you seen the EEO posters posted by this contractor? (¿Ha visto los cartelones de EEO puestos por el contratista?)
 yes (si) no
- Do you know the EEO policy of your contractor? (¿Usted conoce la politica de EEO del contratista?)
 yes (si) no
- Do you know who the project EEO officer is? (¿Usted sabe, quien es el oficial de EEO del proyecto?) yes (si) no
 Who is he/she? (¿Si sabe, digame el nombre del oficial del EEO?) _____
- Have you ever been requested by the contractor or any of his/her staff to refer minorities and women when job openings are available? (¿Le han preguntado el contratista o empleados del contratista que envíe a gente de las poblaciones minoritarias o a mujeres, para que apliquen para oportunidades del empleo?) yes (si) no
- Has the contractor advised you of training or apprenticeship programs available to upgrade your skills? (¿Le ha ofrecido el contratista entrenamiento o programas de aprendizaje para mejorar sus habilidades?) yes (si) no
- How long have you been employed by this contractor? (¿Cuanto tiempo ha estado empleado por este contratista?)
 _____ years (años) _____ months (meses) _____ days (días)
- How did you get this job? (¿Como conseguí este trabajo?) union other (otro modo): _____
- Have you attended any meetings on this project where EEO was discussed? (¿Ha atendido una reunion en este proyecto cuando EEO fue discutido?) yes (¿Si si, cuando fue la reunion?), date (fecha) ____/____/____ no
- Do you feel the contractor has discriminated against you in any way? (¿Siente que el contratista ha discriminado contra usted en algun modo?) yes (si) no

LABOR COMPLIANCE (CUMPLIMIENTO DE TRABAJO)

- Have you seen the wage posters posted by the contractor? (¿Ha visto los cartelones de sueldo puesto por el contratista?)
 yes (si) no
- 2a. What is your wage rate? (¿Cuál es su sueldo por hora?) \$ _____ hr. (por hora)
 b. What is your fringe benefit amount? (¿Cuanto le dan por hora como pago por sus beneficios complementarios?)
 \$ _____ hr. (por hora)
 total wage (¿SUELDO completo POR HORA?) \$ _____ hr. (por hora)
- Are fringe benefits paid to you in cash or does the contractor save them in approved plans, funds or programs? (¿Como le pagan los beneficios?)
 cash (dinero) funds (otro modo, planes, fondos, programas) Have you experienced any problems? (¿Ha tenido problemas con el pago de su beneficios? Si ha tenido problemas, describa por favor como:)

- How often are you paid? (¿Cada cuando le pagan?) weekly (por semana) other (otro modo) _____
- Describe work you are performing today. (Describa su asignacion corriente en su trabajo) _____

VERIFICATION SECTION (SECCION DE VERIFICACION) (use the contractors payroll to answer the questions in this section)

- Are the employee's wages correct? yes no
- What is the total hourly amount? \$ _____ hr.
- What is the employee's worker classification? _____
- What is the payroll date? ____/____/____

COMMENTS

Interviewer signature _____ Date _____

COLORADO DEPARTMENT OF TRANSPORTATION CONSULTANT PERFORMANCE EVALUATION		Project no.:	Subacct#:	
		Project name:		
To: (Appropriate Division Head)		Rating dates:		
Subject: Consultant Performance Evaluation Report		Item I	Item II	
Name of Consultant:		Item III	Item IV	
Type of work:		Rating key (see instructions):		
		Excellent (E)	Good (G)	
		Very Good (VG)	Poor (P)	
			Acceptable (A)	
			Not Applicable (NA)	
	CONTRACT PHASE	PRECONSTRUCTION PHASE		CONSTRUCTION PHASE
FACTOR	ITEM I	ITEM II	ITEM III	ITEM IV
A. Knowledge of department needs				
B. Cooperation with department, public, other agencies				
C. Adequacy of personnel, supervision and management				
D. Prosecution and submission of work				
E. Clarity of work				
F. Support calculations, data, reports				
G. Completion of work within contract budget				
H. Accurate billing records				
I. Overall quality, accuracy and competence				
J. Prudent plans/creative design				
Rater: Project Manager/Engineer (signature required)				
Reviewer: Preconstruction/ Construction Engineer (signature required)				
Region Engineer/Branch Manager				
Remarks:				

INSTRUCTIONS FOR CONSULTANT PERFORMANCE EVALUATION REPORT

A. Purpose of evaluation:

The completed evaluation report of a consultant's performance will be used as input for selection of the consultant for future assignments.

B. Rating procedure:

The raters and the time periods in which evaluations are performed shall be as follows:

Item I - Contract Phase

The rater will be the contract administrator (Consultant Management Unit) and/or the Project Manager. The rating will be performed after the consultant's work has been accepted or at appropriate contract stages. The rating will be reviewed by the Preconstruction Engineer, Region Transportation Director, Branch Head or other official directly responsible.

Item II - Preconstruction Phase (Preliminary Engineering)

The rater will be the Project Manager or other official directly responsible for incorporating the consultants work into Department plans, reports, etc. The rating will be performed promptly after the consultant's work has been used (ie., after the FIR). The rating will be reviewed by the Preconstruction Engineer, Region Transportation Director, Branch Head or other official directly responsible.

Item III - Preconstruction Phase (Final Design)

The rating will be completed and reviewed by the same individuals as indicated for Item II and as promptly as practical after the FOR.

Item IV - Construction Phase

The rater will be the Project Engineer or other official directly responsible for completing the construction project on which the consultant's work was used. The rating will be performed promptly after construction of the project has been completed. The rating will be reviewed by the Construction Engineer, Region Transportation Director or other official directly responsible.

C. Basis of ratings:

Ratings of the consultant's performance will be accomplished by marking poor, acceptable, good, very good, excellent or not applicable for each of the indicated factors on the evaluation report. **All poor and excellent evaluations for any factor shall have an explanation in the "Remarks" section provided on the form.**

The keys to the various rating levels are as follows:

Excellent (E)	Consultant <u>consistently exceeded</u> expectations
Very Good (VG)	Consultant <u>frequently exceeded</u> expectations
Good (G)	Consultant <u>consistently met</u> expectations
Acceptable (A)	Consultant <u>occasionally failed</u> to meet expectations
Poor (P)	Consultant <u>consistently failed</u> to meet expectations
Not Applicable (NA)	As indicated on form or as determined by rater

RATING FACTORS

Ratings for each factor should be based on how often, how quickly and to what degree the following criteria were met by the consultant during the performance of the work.

Factor A - Knowledge of Department needs

- * Consultant was knowledgeable and fulfilled his contractual obligation with the Department.
- * Consultant maintained the scope of services sought by the Department.
- * Consultant was familiar with the Department's policies and procedures.
- * Consultant maintained the flexibility necessary for meeting the changing Departmental needs.
- * Consultant served the Department, but was not subservient to it. This means that occasionally the Consultant must give the Department unpleasant news such as: costs of a design concept exceed the budget.

Factor B - Cooperation with Department, Public, Other Agencies

- * Consultant displayed a willingness to work as a team member in the development of a project. Liaison with the Department's Project Manager was undertaken at the earliest possible time (prior to the signing of contract documents if possible) ensuring common understanding of the scope of the project as well as conformity with the Department's standards, practices, accurate requirements, format, computer data compatibility, survey practices and such other items as the Project Manager considered to be critical to the project.
- * Consultant mediated disagreements between disciplines and/or agencies always in the best interest of the project.
- * Consultant was accessible to Department staff and responsive to their questions, needs and concerns.
- * Consultant maintained working relationship with the Department and other agencies.
- * Consultant participated in community workshops/public meetings and responded to citizens/groups seeking information or assistance.

RATING FACTORS (continued)

Factor C - Adequacy of Personnel, Supervision and Management

- * Consultant did not over extend their human resources to where their personnel were inadequate to maintain schedules.
- * The work was accomplished at the lowest possible level without sacrificing quality of the design.
- * The work was checked prior to submission to the Department.
- * Consultant knew when to take charge and utilized the authority granted them.

Factor D - Prosecution and Submission of Work

- * Consultant obtained approvals and decisions from the Department in a timely manner, thereby permitting the project to flow smoothly and quickly.
- * The Project Manager was informed of any change in scope, lack of information, or decisions by the department or other agencies that adversely affected the schedule or did not permit the work to progress in a logical manner.
- * Consultant developed project schedules and communicated with the Project Manager with regard to the progress of work.
- * Consultant participated and contributed to the decision making process.
- * Consultant submitted plans, specifications and supporting documentation to the Department in a timely manner; maintaining schedules and meeting deadlines for project milestones (ie., Financial Package, Scope of Work, Man Hour Estimates, FIR, FOR, etc.).
- * Work was checked for accuracy and content prior to submission to the Department.

Factor E - Clarity of Work

- * Consultant provided the Department with plans and specifications that met Department standards for content and format. These plans and specifications were therefore readily understood by all those persons who were required to work with them.
- * Reports, calculations, correspondence and other written materials exhibited completeness, clarity and conciseness and addressed Department concerns and questions.

Factor F - Support Calculations, Data, Reports, etc.

- * Consultant explained, defended and justified technical decisions and actions.
- * Consultant provided hard copy documentation concerning design decisions, calculations, and other supporting data so that a project history was maintained.

Factor G - Completion of Work Within Contract Budget

- * Consultant prepared plans and specifications for the project that considered the project budget (preliminary engineering and construction). If the project approached a budget overrun, the consultant brought this fact to the attention of the Project Manager in a prompt and timely manner and offered alternative solutions to the budget problems.
- * Consultant performed the scope of services within the anticipated man-hours, scheduled completion date and actual estimated fee.
- * Supplemental contracts to the original contract were minimized through careful planning and forethought when establishing the original scope of services and contract agreement with the Department.

Factor H - Accurate Billing Records

- * Consultant provided the Department with mathematically correct and itemized breakdowns of billing charges in accordance with commonly accepted accounting practices both upon completion of the project and when requested.
- * Salaries, indirect costs, fixed fees and other rates submitted agreed with the contract cost proposal.
- * Supporting documentation for charges were provided and questions were answered in a timely manner.

Factor I - Overall Quality, Accuracy and Competence

- * Consultant provided work that was technically accurate and complete, and displayed professional competence with regard to content.
- * Construction oversights were not the result of omissions or confusing details provided by the consultant in the plans or specifications.
- * Consultant's work was checked prior to submission to the Department to ensure quality and accuracy of the work in meeting the scope of services under the contract.

Factor J - Prudent Plans/Creative Design

- * Although new and innovative solutions are permitted, the consultant ensured that only appropriate design alternatives meeting the Department's objectives were selected.
- * Innovative and/or state-of-the-art methods, procedures, designs or theories in solving problems were used.
- * Although a design was unique, innovative and creative; the project remained constructible.

Factor K - DBE Participation

- * Consultant participated in the Department's DBE goals within the terms of the contract.

COLORADO DEPARTMENT OF TRANSPORTATION PROJECT INDEPENDENT ASSURANCE SAMPLING SCHEDULE	Project No.	Project Code (SA#)
	Project Engineer	Resident Engineer
	Project location	Page of

Item #	Identification	# of samples		CDOT Form #	Field Sheet #	Date	Field tester (QA)	Independent Assurance Tester (IA)
		Recom.	Actual					

Project Field Lab inspection date: _____

Remarks:

The above schedule is an estimate of CDOT Independent Assurance samples required on this project. The number of samples recommended is also the number of each type of test for the specific Item in the *Frequency Schedule for Independent Assurance Evaluation* unless otherwise noted.

Developed by: _____ Date: _____ Approved by: (Region Materials Engineer) _____ Date: _____

- Distribution:**
- Region Materials Engineer
 - Resident Engineer
 - Project Engineer
 - Project Tester
 - Region Program Engineer
 - Documentation Unit, Materials & Geotechnical Branch

The assurance-sampling schedule for this project has been substantially followed and the test results of the assurance samples are in reasonably close agreement with the project acceptance sample test results. (Exceptions to this statement have been previously commented on when the test results were reported or are explained on this form or on an attached sheet.)

Final review by: (Region Materials Engineer) _____ Date: _____

**COLORADO DEPARTMENT OF TRANSPORTATION
FEDERAL AID PROGRAM DATA / FEDERAL - AID PROJECT AGREEMENT**

Project:					Oversight	Annual Project	Region
Location					STIP Ref	STIP Number	Colorado Region 08
Proposed Work					TO BE COMPLETED BY FHWA		 US Department of Transportation Federal Highway Administration
County Code and Name	Cong. Dist	Imp Code	Sfty Code	Route and Ref Points	No. Lanes	Length	
	Hwy Type	F/A Code	Std. Place		Advertised By: <input type="radio"/> State <input type="radio"/> Local <input checked="" type="radio"/> None		Reason Miscellaneous

Phase	Status	Date	Federal Funds		State Funds		Other Funds		Phase Totals
			ProvCode	Pro-Rate Amount	ProvCode	Amount	ProvCode	Amount	
Project Totals:									

ROW	Status	Date	ProvCode	Amount	ProvCode	Amount	ProvCode	Amount	
3109									
3111									
3114									
3116									

Remarks:

The State, agrees that as a condition of payment of the Federal Funds obligated, it accepts and will comply with the provisions set forth in 23 CFR 630.307; and its signature constitutes the making of the certifications.

Department of Transportation, State of Colorado _____ Thomas Norton, Executive Director (Official name of Highway Agency)	U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION
By _____ _____ (Title)	By _____ (Division Administrator)
	Date executed by Division Administrator _____

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION
Right-of-Way Services Branch
4201 E. Arkansas Ave., 4th Floor
Denver, Colorado 80222-3400
(303) 757-9331 Fax (303) 757-9868



RIGHT OF WAY PLAN APPROVAL

Division Administrator
Federal Highway Administration
555 Zang Street, #250
Lakewood, Co 80028

Project No: **0000000**
Location: **000000000000**
Project Code: **00000**
Region: **0**

Dear Sir:

The quarterly obligation plan containing this project, and/or a CDOT 218/418 was approved on 00/00/00 authorizing function 3114 and obligating sufficient right of way funds. It is requested that the Right of Way Plans on the above project be approved in order that the following additional functions may be eligible for federal participation.

	Function Code
(XX) RIGHT OF WAY - Acquisition	3111
(XX) RIGHT OF WAY - Relocation Payments	3109

Comments or explanation of above:

Ownerships: **00000**

ROWPR 00/00/00,

Right of Way Services Manager

By _____

Authorized subject to conditions below:

_____ Date _____

for Division Administrator

Conditions:

Acquisition or Relocation cannot begin until the Acquisition Stage Relocation Plan has been approved.

cc: Program Engineer
Region ROW Supervisor
Financial Management and Budget Office
Center for Accounting - Projects and Grants
ROW Services - Original plus (2)

CDOT FORM NO. 462a
Rev. December 2000

COLORADO DEPARTMENT OF TRANSPORTATION DESIGN DATA		Project Code # (SA#): STIP#:										
Orig. Date: _____ Rev. Date: _____ Revision #: _____ Region #: _____		Project #: _____ PE Project Code: _____										
Status: <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Revised Submitted By, P.M.: _____ Date: _____ Approved by Program Engineer: _____		County: _____ Project Description: _____ Municipality: _____ System Code: _____ Oversight By: _____ Planned Length: _____ Type of Terrain: _____ Geographic Location: _____										
Remarks: _____												
1 Safety/Operations/ITS Considerations <input type="checkbox"/> Variance in Minimum Design Standards Required <input type="checkbox"/> Justification Attached <input type="checkbox"/> Request to be Submitted <input type="checkbox"/> Bridge <input type="checkbox"/> See Remarks TSM&O Evaluation Completion Date: _____ Guardrail meets current standards: _____ Comments: _____	2 Right of Way ROW &/or Perm. Easement Required: _____ Relocation Required: _____ Temporary Easement Required: _____ Changes in Access: _____ Changes to Connecting Roads: _____	3 Utilities (list names of known utility companies): <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Yes/No</th> <th>Est. #</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Yes/No	Est. #								
Yes/No	Est. #											
4 Railroad Crossings Railroad(s): _____ Crossing Number(s): _____ Recommendations: _____	Project Under: _____ <input type="checkbox"/> Safety project, not all standards addressed	Project # Cleared Under: _____										
5 Environmental Type: _____ Approved On: _____	Project Code # Cleared Under: _____	Project # Cleared Under: _____										
Comments: _____ Use Columns A, B, C, D, E and F to identify facility described below												
	A =	B =	C =	D =	E =	F =						
6 Traffic												
Current Year	ADT											
	DHV											
	DHV % Trucks											
Future Year	ADT											
	DHV											
	DHV % Trucks											
Facility Location		<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial	<input type="checkbox"/> Residential <input type="checkbox"/> Other <input type="checkbox"/> Residential <input type="checkbox"/> Other <input type="checkbox"/> Residential <input type="checkbox"/> Other	<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial	<input type="checkbox"/> Residential <input type="checkbox"/> Other <input type="checkbox"/> Residential <input type="checkbox"/> Other <input type="checkbox"/> Residential <input type="checkbox"/> Other	<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial						

Page 2 of 2 Project Code (SAP)		Project #		Revised Date:	
Use Columns A, B, C, D, E and F to identify facility described below		A =		B =	
7. Roadway Classification		C =		D =	
Route		E =		F =	
Reference Point (Begin)					
Reference Point (End)					
Functional Classification					
Facility Type					
Rural Code					
8. Structures:					
9. Design Criteria					
<p>Countdown Design Criteria: When Design Speed is 50 mph or less, part of the National Highway System (when Design Speed is 50 mph, the only two controlling criteria are Design Speed and Design Loading Structural Capacity). Elements requiring a variance are identified with an "X" & stated in CDOT Form 4454.</p>					
1. Design Speed (mph)	Proposed	Standard	Proposed	Standard	Proposed
2. Lane Width (ft)					
3. Shoulder Width					
4. Inside Shoulder Width (ft)					
5. Outside Shoulder Width (ft)					
6. Horizontal Curve Radius (ft)					
7. Superelevation Rate (ft)					
8. Maximum Superelevation Rate (ft)					
9. Stopping Sight Distance (SSD) (ft)					
10. Horizontal SSD					
11. Intersection Sight Distance					
12. SSD Level Road					
13. SSD Downgrade					
14. SSD Upgrade					
15. Grade (max) (%)					
16. Cross Slope (max) (%)					
17. Vertical Clearance (ft)					
18. Roadway Structure					
19. Sign & Pedestrian Structures					
20. Railroad Structures					
21. Overhead Utility					
22. Design Loading Structural Capacity					
Additional Horizontal Alignment and Vertical Alignment Design Criteria (Elements requiring a Design Decision Letter are identified with an "X")					
23. Posted Speed (mph)					
24. X without Horizontal Curve (max) (ft)					
25. Clear Zone on Tangent (min) (ft)					
26. Clear Zone on Curve (min) (ft)					
27. Deceleration Length (low) (min) (ft)					
28. Acceleration Length (low) (min) (ft)					
29. Roadway Taper Ratio					
30. Lane Drop / Taper Ratio					
31. Transition Taper Ratio (Actual/Desired)					
32. Vertical Curve Length (min) (ft)					
33. Grade Break without Vertical Curve (max) (%)					
34. Clear Vertical Curve (ft) (min)					
35. Sag Vertical Curve (ft) (min)					
36. Sight Triangle (ft) (min)					
Additional Typical Section Design Criteria (Elements requiring a Design Decision Letter are identified with an "X")					
37. Design Vehicle					
38. X Lane width dimension (auxiliary)					
39. Lane Width (ft)					
40. Shoulder Type					
41. Side Slope (max) (Z _{max}) (%)					
42. Shoulder Width (ft)					
43. Base Lane Width (ft)					

CDOT Form 4453 (5/2019)

COLORADO DEPARTMENT OF TRANSPORTATION DESIGN EXCEPTION VARIANCE REQUEST		FHWA Oversight <input type="checkbox"/> Yes <input type="checkbox"/> No	Project Code
Project name		Date	Project Number
Type (check all that are applicable) <input type="checkbox"/> New construction <input type="checkbox"/> Restoration <input type="checkbox"/> Resurfacing <input type="checkbox"/> Rehabilitation <input type="checkbox"/> _____ <input type="checkbox"/> Reconstruction <input type="checkbox"/> Safety <input type="checkbox"/> Enhancement <input type="checkbox"/> _____ <input type="checkbox"/> _____		Revised	Region
Part 1 – Complete A through H for all projects.			
A. Short project description (<input type="checkbox"/> see CDOT Form 463 for more detailed description)		<input type="checkbox"/> AASHTO standards apply <input type="checkbox"/> 3R standards apply <input type="checkbox"/> Other: _____	
B. Description of standard(s) reduced			
C. Rational need for exception(s)			
D. Mitigation measures proposed (include safety discussion)			
E. Description of adjoining sections: (<input type="checkbox"/> see CDOT Form 463) Other:		<input type="checkbox"/> same as existing project <input type="checkbox"/> same as proposed project	
F. Supporting Data Driven Safety Analysis (DDSA) Analysis Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No DDSA Summary or explanation if no DDSA performed:		G. Cost Estimated item cost if built to full standard \$ _____ Estimated item cost with exception \$ _____ + difference in cost: \$ _____	
H. Other (as needed)			
Part 2 – Appropriate signatures required.			
A. Submitted by (Project Manager)		Date	Program Engineer Approval
Resident Engineer Approval		Date	
Required for Federal aid oversight and Interstate projects			
Approved by (FHWA Division Administrator)			Date
B. <input type="checkbox"/> Not approved <input type="checkbox"/> Approved with conditions		Conditions/comments	

Previous editions are obsolete and may not be used.

Distribution: Project Manager
 Program Engineer
 Resident Engineer
 HQ Records Center CDOT ProjectWise Explorer
 FHWA, if applicable

CDOT Form #0464 12/18

COLORADO DEPARTMENT OF TRANSPORTATION
NON-DISCRIMINATION IN EMPLOYMENT NOTICE
 (Labor Unions or other Worker's Organizations)

To: (Union or Worker's Organization name)

From: (Contractor/subcontractor name)

Federal Aid Project number:

We have a contract with the Colorado Department of Transportation for the Federal Aid Project listed above. To comply with contract provisions and Executive Order 11246, dated September 29, 1965, we must post this notice in conspicuous places for employees or applicants for employment to read. We cannot discriminate against any employee or applicant for employment because of **race, religion, color, sex, creed, national origin, age, or disability**. This obligation not to discriminate in employment includes, but is not limited to, the following:

- Hiring, placement, upgrading, transfer, or demotion
- Employment recruitment, advertising, or solicitation
- Employee training
- Pay rates or other forms of compensation
- Training selection, including apprenticeship
- Layoff or termination

Contractor/subcontractor signature	Date
------------------------------------	------

Note: Contractor/subcontractor must post this notice in conspicuous places accessible to employees or applicants for employment.

COLORADO DEPARTMENT OF TRANSPORTATION CONTRACTORS PERFORMANCE CAPABILITY STATEMENT	Project #
--	-----------

1. List names of partnerships or joint ventures none

2. List decreases in the contractors fiscal or workmanship qualifications compared to the last prequalification statement submitted to CDOT. (Attach additional sheets if necessary.)

a. Key personnel changes none

b. Key equipment changes none

c. Fiscal capability changes (legal actions, etc.) none

d. Other changes that may effect the contractors ability to perform work. none

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Contractor's firm or company name	By	Date
	Title	
2nd Contractor's firm or company name (if joint venture)	By	Date
	Title	

<p>COLORADO DEPARTMENT OF TRANSPORTATION ANTI-COLLUSION AFFIDAVIT</p>	<p>PROJECT NO. _____</p> <hr/> <p>LOCATION _____</p>
--	--

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose or with the effect of restricting competition with any other firm or person who is a bidder or potential prime bidder.
- 2A. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential prime bidder on this project, and will not be so disclosed prior to bid opening.
- 2B. Neither the prices nor the amount of the bid of any other firm or person who is a bidder or potential prime bidder on this project have been disclosed to me or my firm.
- 3A. No attempt has been made to solicit, cause or induce any firm or person who is a bidder or potential prime bidder to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
- 3B. No agreement has been promised or solicited for any other firm or person who is a bidder or potential prime bidder on this project to submit an intentionally high, noncompetitive or other form of complementary bid on this project.
4. The bid of my firm is made in good faith and not pursuant to any consultation, communication, agreement or discussion with, or inducement or solicitation by or from any firm or person to submit any intentionally high, noncompetitive or other form of complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase or sale of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit any intentionally high, noncompetitive or other form of complementary bid or agreeing or promising to do so on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting any intentionally high, noncompetitive or other form of complementary bid, or agreeing or promising to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, or other conduct inconsistent with any of the statements and representations made in this affidavit.
8. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as a fraudulent concealment from the Colorado Department of Transportation, of the true facts relating to submission of bids for this contract.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Contractor's firm or company name	By _____	Date _____
	Title _____	
2nd contractor's firm or company name. (If joint venture.)	By _____	Date _____
	Title _____	

Sworn to before me this _____ day of, _____ 20____

Notary Public	
My commission expires	
NOTE: This document must be signed in ink.	

COLORADO DEPARTMENT OF TRANSPORTATION ASSIGNMENT OF ANTITRUST CLAIMS	PROJECT NO.
---	-------------

Contractor and Colorado Department of Transportation (CDOT) recognize that in actual economic practice antitrust violations ultimately impact on CDOT. Therefore, for good cause and as consideration for executing this contract and for receiving payments hereunder:

1. Contractor hereby irrevocably assigns to CDOT any and all claims it may now have or which may hereafter accrue to it under federal or state antitrust laws in connection with the particular project, goods or services purchased or acquired by CDOT pursuant to this contract.

2. Contractor hereby expressly agrees:
 - a. That, upon becoming aware that a third party has commenced a civil action asserting on Contractor's behalf an antitrust claim which has been assigned to CDOT hereunder, Contractor shall immediately advise in writing:
 - (1) Such third party that the antitrust claim has been assigned to CDOT, and
 - (2) CDOT that such civil action is pending and of the date on which, in accordance with subparagraph a. (1) above, Contractor notified such third party that the antitrust claim had been assigned to CDOT;
 - b. To take no action which will in any way diminish the value of the claims or rights assigned or dedicated to CDOT hereunder; and
 - c. Promptly to pay over to CDOT its proper share of any payment under an antitrust claim brought on Contractor's behalf by any third party and which claim has been assigned to CDOT hereunder.

3. Further, Contractor agrees that in the event it hires one or more subcontractors to perform any of its duties under the contract, Contractor shall require that each such subcontractor:
 - a. Irrevocably assign to CDOT (as a third party beneficiary) any and all claims that such subcontractor may have or which may thereafter accrue to the subcontractor under federal or state antitrust laws in connection with any goods or services provided by the subcontractor in carrying out the subcontractor's obligations to Contractor;
 - b. Upon becoming aware that a third party has commenced a civil action on the subcontractor's behalf asserting an antitrust claim which has been assigned to CDOT hereunder, shall immediately advise in writing:
 - (1) Such third party that the antitrust claim has been assigned to CDOT, and
 - (2) Contractor and CDOT that such civil action is pending and of the date on which, in accordance with subparagraph b. (1) above, the subcontractor notified such third party that the antitrust claim had been assigned to CDOT;
 - c. Take no action which will in any way diminish the value of the claims or rights assigned or dedicated to CDOT hereunder; and
 - d. Promptly pay over to CDOT its proper share of any payment under an antitrust claim brought on the subcontractor's behalf by any third party and which claim has been assigned or dedicated to CDOT pursuant hereto.

I, acting in my capacity as officer of a bidder (bidders if a joint venture) do agree to the above assignment of antitrust claims.

Contractor's firm or company name	By	Date
	Title	
2nd contractor's firm or company name. (if joint venture.)	By	Date
	Title	

COLORADO DEPARTMENT OF TRANSPORTATION				Type of Approved Program Check all that apply:	
TRAINEE STATUS AND EVALUATION				<input type="checkbox"/> Standard <input type="checkbox"/> Union <input type="checkbox"/> U.S. DOL-BAT <input type="checkbox"/> Other: _____	
Contractors Name:		Project Number:	Project Code (SA#):	Reporting Month:	
Trainee's Name:			Trainee's Classification:		
Date Enrolled in Program:	Total Hours Required in Program:	Hourly Rate:	Percent of Journeyman Scale:		
Status of Trainee is: <input type="checkbox"/> Working <input type="checkbox"/> Graduated <input type="checkbox"/> Temporarily Laid Off <input type="checkbox"/> Transferred to Another Project <input type="checkbox"/> Dropped Out <input type="checkbox"/> Terminated					
Federal Aid: <input type="checkbox"/> Yes <input type="checkbox"/> No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:	
Federal Aid: <input type="checkbox"/> Yes <input type="checkbox"/> No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:	
Federal Aid: <input type="checkbox"/> Yes <input type="checkbox"/> No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:	
Federal Aid: <input type="checkbox"/> Yes <input type="checkbox"/> No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:	
Non-CDOT Project Descriptions and Locations:				Hours Worked this Month:	
Total Training Hours Worked This Month: 0		Previous Training Hours Worked:		Total Training Hours Worked to Date: 0	
What were the trainee's primary job duties this month:					
The trainee's overall job performance for this month is: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor					
Supervisor's Comments:					
Trainee's Comments:					
Trainee's Signature (if available):			Supervisor's Signature:		
CONTRACTOR:					
The undersigned contractor hereby certifies that the listed employee is a bona fide trainee as required by the On-the-Job Training Special Provision, that s/he has worked the hours reported on this form, and the hours worked on CDOT and Federal Aid Projects reported are eligible for reimbursement. The information provided above is reasonably correct to the best of my knowledge.					
Contractor Signature		Contractor Title		Date	
PROJECT ENGINEER: I hereby certify that the On-the-Job training hours reported above have been reviewed and found reasonable.					
Engineer Signature		Engineer Title		Date	

Distribution: REGION CIVIL RIGHTS MANAGER – 3 copies (one for BPO, one for Sponsor)
 Project Engineer
 Trainee
 Records Center (original)

CDOT ProjectWise Explorer

Previous editions are obsolete and may not be used. CDOT Form # 832 10/16

COLORADO DEPARTMENT OF TRANSPORTATION OJT TRAINEE/APPRENTICE RECORD			
Contractor Instructions: 1) Complete this form for each trainee or apprentice on the project that will be used to meet OJT requirements 2) Submit one form for each trainee/ apprentice for each project 3) Retain a copy for your records 4) Submit original to CDOT Project Engineer 5) Incomplete submittals will be rejected 6) Attach training program certificate 7) Attach training enrollment certificate			
Type of Program (check all that apply): <input type="checkbox"/> Union <input type="checkbox"/> Standard OJT Program <input type="checkbox"/> Other _____ <input type="checkbox"/> U.S. DOL - BAT			
Contractor's Name:	Project No.:	Location:	Project Code (SA#)
Name of Trainee's Supervisor:		Title:	
Trainee's Name:		Date this form submitted:	
Trainee's Job Classification and CODE from the wage decision:		Wage Decision number, include modifications:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Last 4 of SSN <input type="text"/>	Veteran: <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, which branch: _____	
Education – Check the last year of school completed: Highest Grade Completed _____ <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> College Technical Training or Certifications: _____ Special Licenses: _____		Training Hours Credited: Accumulated: On-the-Job Training _____(hours) Classroom Training _____(hours)	
Ethnic or Racial Background: <input type="checkbox"/> African American <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other			
Trainee's Previous Construction Work Experience:			
Name of Company	Location City / State	Job Classification	Dates of Employment: From: To:
Were any previous jobs at the journeyman level? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain: _____			
Date Trainee First employed by Your Company:		How long do you anticipate employing this trainee/apprentice?	
Date Enrolled in Training Program:			
Trainee's wage (% of journeyman work) at this time? <input type="checkbox"/> 60% <input type="checkbox"/> 75% <input type="checkbox"/> 90% <input type="checkbox"/> 100%		Trainee willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Trainee's current wage rate \$ _____/hr			
Signature of Authorized Contractor Representative:		Title:	Date:
Region Civil Rights Manager Signature:		Region: <input type="checkbox"/> Approved <input type="checkbox"/> Not-Approved	Date:
Comments or reason not approved: _____			

Previous editions are obsolete and may not be used.

CDOT Form # 838 12/11

Project Engineer (2) Project Engineer will provide one copy to the contractor
 Region Civil Rights Manager (3 copies – one for BPO; one for the sponsor if applicable)
 Records Center (Original)

CDOT ProjectWise Explorer

COLORADO DEPARTMENT OF TRANSPORTATION UDBE CONTRACT GOAL RECOMMENDATION	Project No.:	Project Code (SA#):
	Local Entity Project: <input type="checkbox"/> YES <input type="checkbox"/> NO	Advertisement Date: / /
<input type="checkbox"/> Construction Contract <input type="checkbox"/> Consultant Contract	Location (Region):	
For Consultant Contracts Only:		
Non-Project Specific (NPS): <input type="checkbox"/> YES <input type="checkbox"/> NO		Contract Identification (Type):

Instructions: Complete CDOT Form #863 (using the Engineer's Estimates). Submit a copy of the Engineer's Estimates to the Business Programs Office with this form.

Project Manager:

Annual DBE Goal: %

Available UDBE Firm Names:

- | | | |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____ |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |

Identify items of work (work codes) for which two or more UDBE firms can reasonably be expected to compete:

DBE ITEM NUMBER (Work code)	DESCRIPTION	APPLICABLE FIRMS (List by above no.)	ESTIMATED VALUE
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Comments:	Total dollar value of anticipated UDBE work:	\$
	Estimated total contract (dollars):	\$
	Recommended percentage for UDBE goal:	_____ %
	Region EEO Signature:	Date: / /

Distribution: Project Manager
 Region EEO
 Business Programs Office
 Central Files

Previous editions are obsolete and may not be used
 CDOT ProjectWise Explorer

CDOT Form 863 05/03

COLORADO DEPARTMENT OF TRANSPORTATION		Project Code
FORCE ACCOUNT CONSTRUCTION METHOD –		[]
FINDING IN THE PUBLIC INTEREST		Project Number
Date	Location	[]
<p>The term "force account construction method" refers to construction work a public agency performs on federal or state funded projects using its own forces. Specifically, it means the direct performance of highway construction work by the Department, local entity, county, railroad, public utility company, or other agency by use of labor, equipment, materials, and supplies furnished by the agency and used under its contract terms (23 CFR part 635.203(c)).</p>		

I hereby certify that Region [] has accomplished all the necessary actions relating to items 1 through 6 below in support of the request by [] (Public Agency Name) to administer and/or perform the work on the above referenced project by the force account construction method.

I do / do not recommend that the public agency named above be allowed to construct the work by the force account construction method. The work does / does not meet one of the following conditions justifying performance of the work by the force account construction method.
 [Check at least one box.] [See Section 8.02 of the Project Development Manual for further Guidance.]

<input type="checkbox"/> Emergency repair work	<input type="checkbox"/> Incidental work for which the force account construction method is cost effective
<input type="checkbox"/> Railroad or Utility work	<input type="checkbox"/> Material furnished by the public agency
<input type="checkbox"/> Contract value under \$50,000; lack of bids; or bids received were unreasonable	<input type="checkbox"/> Unusual circumstances unlikely to recur for which the force account construction method is cost effective

1. **There exists** **We will obtain** a suitable agreement between the State and the public agency under which this work can be included.
 2. The public agency has submitted the documentation justifying use of the force account construction method. See Section 8.02 of the Project Development Manual for required documentation.
 3. This public agency is paying part of the cost of the work or has other special interests as follows:

 4. The public agency has satisfied the Region that it is adequately staffed and suitably equipped to perform this project work in a timely manner while satisfactorily completing the agency's other construction and maintenance responsibilities.
 5. The public agency's price or cost proposal was subjected to technical and audit evaluations, as appropriate, and was determined to be reasonable and representative of actual costs.
 6. The proposed cost, including administration, was determined to be cost effective and substantially less than the probable cost if completed by CDOT bid contract.
- NOTE: Documentation supporting Items 1 through 3 is available in the Region files. Documentation of Items 4 through 6 is attached and should be retained as part of the project files.

Program Engineer	Region
[]	[]

Original to: CDOT Records Center, 4201 E. Arkansas Avenue, Denver, CO 80222 CDOT Form #895 10/17
 Copies to: FHWA (NHS Projects), Region Project File
 CDOT ProjectWise Explorer

COLORADO DEPARTMENT OF TRANSPORTATION PROJECT CLOSURE - FORM 950	
Project Code	: 19732
Project Number	: BRO M185-005
Region	: 01
Reason for Project Closure	: Completed
Business Manager	
<input checked="" type="checkbox"/>	All Payables Paid
<input checked="" type="checkbox"/>	No Retainage Outstanding
<input checked="" type="checkbox"/>	If Escrow Required Business Office has set aside Funds
<input checked="" type="checkbox"/>	No Unspent Balances
<input checked="" type="checkbox"/>	Encumbrances Liquidated
<input checked="" type="checkbox"/>	Obligations Resolved
<input checked="" type="checkbox"/>	All Necessary FI and FM Actions Taken
Projects and Grants	
<input checked="" type="checkbox"/>	Projects and Grants Accepts the Form 950 as Complete from the Region
Projects Deleted from Field Report:	09/10/2019
FAR Date	: 09/10/2019
Date Submitted to FHWA	: 09/10/2019
Record Retention Expiration Date	: 03/10/2023
PJ Final	: 09/10/2019

COLORADO DEPARTMENT OF TRANSPORTATION VOUCHER REQUEST (PROJECTS)																New <input type="checkbox"/>					
VENDOR NUMBER																					
REQUEST NUMBER																					
LN	400/ FUND	PO/CONTRACT NUMBER	LN #	ORGAN (COST CENTER)	S U B	S A P P R O P C O D E	PROG	FUNCTION	OBJECT	S U B	N P	REV S O U R C E	SUB REV	B/S	G B L	REPT CATG (ORG UNIT)	PROJECT	S U B	P H A S	AMOUNT VOUCHERED	
	400/ HAA		01				000														
	400/ HAA		02				000														
	400/ HAA		03				000														
	400/ HAA		04				000														
	400/ HAA		05				000														
	400/ HAA		06				000														
	400/ HAA		07				000														
	400/ HAA		08				000														
	400/ HAA		09				000														
	400/ HAA		10				000														
	400/ HAA		11				000														
	400/ HAA		12				000														
	400/ HAA		13				000														
	400/ HAA		14				000														
	400/ HAA		15				000														
	400/ HAA		16				000														

THE UNDERSIGNED HEREBY CERTIFIES THAT THE EXPENDITURES FOR PURCHASES OR SERVICES DESCRIBED ON THE VOUCHER AND IN THE ATTACHED SUPPORTING PAPERS WERE DULY AUTHORIZED; THAT THE EXPENDITURES ARE FOR OFFICIAL STATE BUSINESS AND NOT FOR PRIVATE OR PERSONAL PURPOSES; THAT THE EXPENDITURES ARE REASONABLE AND PROPER AND CORRECTLY REPRESENTED BY THE CLAIMS SET FORTH ON THIS VOUCHER; ARE IN ACCORDANCE WITH THE LAW OR ADMINISTRATIVE RULES; AND ARE AUTHORIZED BY APPROPRIATION OR OTHER SPECIFIC AUTHORITY

PREPARED BY _____ DATE _____
 APPROVED BY _____ DATE _____

CDOT Form #951
11/91

Item not need for expenditure entries

COLORADO DEPARTMENT OF TRANSPORTATION PROJECT SCOPING/CLEARANCE RECORD				
Construction project #	Project code	P.E. project #	P.E. Project code	STIP #
Project location			County	City
Begin point	End point	Region Program Engineer		Region
Who requested this project? For what reason?				
What is the proposed improvement/scope of work? (note changes as project develops)				

Phase descriptions: (see Procedural Directive 512.1 for further information/instructions)

Phase I-
Implementation to State Transportation Improvement Plan (STIP) -- As a project is included in the STIP, these activities should be reviewed for scoping the project, identifying concerns and determining future budget requirements.

Phase II-
Design Scoping Review (DSR) -- Takes place in the year before Preliminary Engineering (PE) is budgeted; or immediately when PE is budgeted, to re-evaluate original scope. May be combined with pre-survey conference.

Phase III-
Field Inspection Review (FIR) -- Before or during the FIR, all project development and design needs identified in the scoping process must be resolved. The scope should not be changed after the FIR.

Comments:

1. The form 1048 is to be used in conjunction with the Project Development Manual
2. The Resident Engineer typically delegates project management responsibilities to other positions based on the type of project and available expertise.
3. Documentation or Activity sign-off date indicates clearance. All certification boxes require concurrence before project may be advertised. Use N/A if not applicable.
4. Blanks may be filled in a variety of ways: N/A = Not Applicable
Check when item complete
If activity is applicable, show date completed & initial.
Check "clear" box as each activity is cleared.
5. ??? = not yet determinable

Activity

Section 1 - Scoping, budgeting and programing	Phase I	Phase II	Phase III	C L E A R	Certification/clearance	
	Implementation to STIP	Design Scoping Review (DSR)	Field Inspection Review (FIR)		Responsible party or reviewer (initial)	Documentation or activity sign-off date
1.01 Existing typical section						
1.02 Proposed typical section						
1.03 Consistent with TIP/STIP <input type="checkbox"/> Public involvement						
1.04 Maintenance input						
1.05 Estimated total Project cost (PE, ROW, Util., Const., etc.)	\$	\$	\$			
1.06 Funding sources/resource allocation (State, Federal, local, etc.)						
1.07 Project finances (ProMIS budget actions and phase obligation)				<input type="checkbox"/>	Resident Engr.	
1.08 Field survey required? <input type="checkbox"/> yes <input type="checkbox"/> no Date requested:		Completed date:		<input type="checkbox"/>	Region Survey Coordinator	
1.09 Design Data (CDOT Form #463)		Preliminary: Date:	Final: Date:	<input type="checkbox"/>	Resident Engr.	
1.10 Request for Design Exception (CDOT Form #464)(Attach to CDOT Form #463)		<input type="checkbox"/> NA <input type="checkbox"/> Applicable	<input type="checkbox"/> NA <input type="checkbox"/> sent	<input type="checkbox"/>	Resident Engr.	
1.11 Project Schedule prepared		<input type="checkbox"/> yes <input type="checkbox"/> no Date:	<input type="checkbox"/> up to date Date:	<input type="checkbox"/>	Resident Engr.	

Section 2 - Environmental	Phase I			Phase II			Phase III	C L E A R	Certification/clearance	
	Implementation to STIP			Design Scoping Review (DSR)			Field Inspection Review (FIR)		Responsible party or reviewer (initial)	Documentation or activity sign-off date
	Yes	No	Check	Yes	No	Check	Status:			
2.01 Route location approval a. Major/Intermediate certification b. Minor Compliance (CDOT Form #128)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Region Planning/Environmental Manager (shaded area below)	
2.02 Public involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.03 Alternative modes of transportation Travel demand management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.04 Section 4(f); Section 6(f);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.05 Historic clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.06 Historic bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.07 Archaeology (Effects determination)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.08 Paleontology (Effects determination)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.09 Floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.10 Farmland protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.11 Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.12 Division of Wildlife (SB 40)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.13 Threatened and Endangered Species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.14 Hazardous waste/hazardous materials <input type="checkbox"/> Contaminated soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.15 Noise analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.16 Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.17 401 Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.18 402 Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.19 404 Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.20 NPDES Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.21 Erosion control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Landscape Architect (shaded area below)	
2.22 Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.23 Seeding				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.24 Irrigation systems				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.25 Wildflowers				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
2.26 Noxious weeds				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
aa. Wetlands mitigation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

Section 3 - Traffic	Phase I			Phase II			Phase III			C L E A R	Certification/clearance	
	Implementation to STIP			Design Scoping Review (DSR)			Field Inspection Review (FIR) Status:				Responsible party or reviewer (initial)	Documentation or activity sign-off date
3.01 Traffic data (CDOT Form #463 & Title Sheet)				Available? <input type="checkbox"/> yes <input type="checkbox"/> no						<input type="checkbox"/>	Resident Engineer	
3.02 Request/analyze crash data Hazard index:	<input type="checkbox"/> yes <input type="checkbox"/> no			Status:						<input type="checkbox"/>	Region Traffic	
3.03 Request turning movements from DTD <input type="checkbox"/> Shown on plans				<input type="checkbox"/> yes <input type="checkbox"/> no						<input type="checkbox"/>	Resident Engineer	
3.04 Signal warrants <input type="checkbox"/> On file										<input type="checkbox"/>	Region Traffic	
3.05 Traffic movement diagram: Intersection layout req'd <input type="checkbox"/> yes <input type="checkbox"/> no Interchange layout req'd <input type="checkbox"/> yes <input type="checkbox"/> no				<input type="checkbox"/> requested <input type="checkbox"/> requested						<input type="checkbox"/>	Resident Engineer	
3.06 Intersection/interchange design <input type="checkbox"/> yes <input type="checkbox"/> no	Required?			<input type="checkbox"/> required? <input type="checkbox"/> requested						<input type="checkbox"/>	Resident Engineer	
3.07 Traffic signal plan				<input type="checkbox"/> yes <input type="checkbox"/> no						<input type="checkbox"/>	Project Traffic Engineer	
3.08 Lighting Plan				<input type="checkbox"/> yes <input type="checkbox"/> no						<input type="checkbox"/>	Resident Engineer	
3.09 Permanent signing and pavement marking				Required? <input type="checkbox"/> yes <input type="checkbox"/> no						<input type="checkbox"/>	Project Traffic Engineer	
3.10 Construction traffic control plans (Signing, signals and pavement marking)				<input type="checkbox"/> yes <input type="checkbox"/> no						<input type="checkbox"/>	Project Traffic Engineer	

Section 4 - Structures	Phase I			Phase II			Phase III			C L E A R	Certification/clearance	
	Implementation to STIP			Design Scoping Review (DSR)			Field Inspection Review (FIR) Status:				Responsible party or reviewer (initial)	Documentation or activity sign-off date
	Yes	No	Check	Yes	No	Check						
4.01 Major Structure - bridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	Project Structural Engineer	
4.02 Major Structure - culvert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	Project Structural Engineer	
4.03 Major Structure - unusual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	Project Structural Engineer	
4.04 Pedestrian overpass/underpass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	Project Structural Engineer	
4.05 Architectural/aesthetic treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
4.06 Foundation investigation and recommendation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	Project Structural Engineer	
4.07 Structure selection report				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	Project Structural Engineer	
4.08 Retaining walls				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	Project Structural Engineer	
4.09 Noise walls				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	Project Structural Engineer	
4.10 Analysis of structure to be resurfaced				<input type="checkbox"/> req'd <input type="checkbox"/> requested						<input type="checkbox"/>	Project Structural Engineer	
4.11 Determine existing structural adequacy				OK	NA	Check				<input type="checkbox"/>	Project Structural Engineer	
4.12 Crashworthy bridge rail				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	Project Structural Engineer	
4.13 Vertical clearance of structure				OK	NA	Check				<input type="checkbox"/>	Resident Engineer	

Section 5 - Materials	Phase I	Phase II	Phase III	C L E A R	Certification/clearance	
	Implementation to STIP	Design Scoping Review (DSR)	Field Inspection Review (FIR) Status:		Responsible party or reviewer (initial)	Documentation or activity sign-off date
5.01 Pavement analysis/distress	Type:	Type:	Type:	<input type="checkbox"/>	Region Materials Engineer	
5.02 Foundation investigation & drilling		Yes No Request <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Status:	<input type="checkbox"/>	Resident Engineer	
5.03 Geotechnical studies		Yes No Check <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Status:	<input type="checkbox"/>	Geology Program	
5.04 Pit option		Yes No Check <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Status:	<input type="checkbox"/>	Resident Engineer	
5.05 Pit reclamation requirements			Yes No Check <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	Resident Engineer	
5.06 Pavement justification report			Status:	<input type="checkbox"/>	Region Materials Engineer	
5.07 Alternate pavement design (life cycle costs analysis)			Status:	<input type="checkbox"/>	Region Materials Engineer	
				<input type="checkbox"/>		

Section 6 - Right of Way & Utilities	Phase I	Phase II	Phase III	C L E A R	Certification/clearance	
	Implementation to 5 year plan (or STIP)	Design Scoping Review (DSR)	Field Inspection Review (FIR)		Responsible party or reviewer (initial)	Documentation or activity sign-off date
6.01 Right-of-way involvement: Access control? Easement acquisition req'd? Relocation assistance Trespass permit req'd? Advertising signs (commercial) <input type="checkbox"/> Illegal <input type="checkbox"/> legal Existing easements Identify _____ Clearance	Yes No Type <input type="checkbox"/> <input type="checkbox"/> _____ <input type="checkbox"/> <input type="checkbox"/> _____	Yes No Check <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> #= <input type="checkbox"/> <input type="checkbox"/> #= <input type="checkbox"/> <input type="checkbox"/> #= Type: <input type="checkbox"/> <input type="checkbox"/> Type: _____	Status: _____ _____ _____ _____ _____ Type: Yes No # <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/>	ROW Manager	
6.02 Permits req'd to work on govt. land Forest Service Bureau of Land Management 1. _____ 2. _____	Yes No ??? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes No Check <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Status: _____ _____ _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Resident Engineer	
6.03 Utility involvement: Existing utility easements? Visual inspection Request locates Clearance	Yes No ??? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes No Check <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Status: _____ Date: _____	Status: _____ _____ _____ _____ _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Region Utility Engineer	
6.04 Railroad involvement: 1. _____ 2. _____	Yes No ??? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes No Check <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Status: _____ _____ _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/>	Resident Engineer	
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Section 7 - Agreements, Justifications and Approvals	Phase I			Phase II			Phase III			C L E A R	Certification/clearance	
	Implementation to STIP			Design Scoping Review (DSR)			Field Inspection Review (FIR)				Responsible party or reviewer (initial)	Documentation or activity sign-off date
7.01 Safety rest areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Resident Engineer	
7.02 Detour design	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Resident Engineer	
7.03 Frontage road design	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Resident Engineer	
7.04 Railroad design R.R. company _____ R.R. flagging & insurance requirements <input type="checkbox"/> R.R. facilities <input type="checkbox"/> R.R. standards reviewed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Resident Engineer	
7.05 Airport/heliport clearances	Req'd? <input type="checkbox"/>	Yes <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Resident Engineer	
7.06 Americans With Disabilities Act standards	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Resident Engineer	
7.07 Bicycle & pedestrian facilities Standards reviewed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Resident Engineer	
7.08 Transit accommodations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Resident Engineer	
7.09 Safety review (including clear zone decisions)				Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No			Status:			<input type="checkbox"/>	Resident Engineer	
7.10 Resurfacing project safety letter							Date:			<input type="checkbox"/>	Resident Engineer	
7.11 Guardrail/barrier design & review				Need? <input type="checkbox"/>	Yes <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	<input type="checkbox"/>	Resident Engineer	
7.12 Hydraulic design <input type="checkbox"/> Erosion control <input type="checkbox"/> Stormwater quality mangement				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Hydraulics Engr	
7.13 Culverts other than items 617 or 624							<input type="checkbox"/> Justified Status:			<input type="checkbox"/>	Resident Engineer	
7.14 Climbing and passing lanes				Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	<input type="checkbox"/>	Resident Engineer	
7.15 Stockpass and machine pass				Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	<input type="checkbox"/>	Resident Engineer	
7.16 Alternate bids				Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	<input type="checkbox"/>	Program Engr.	
7.17 Consolidated projects							Applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/>	Resident Engineer	
7.18 Special provisions <input type="checkbox"/> Reviewed by:							Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	<input type="checkbox"/>	Resident Engineer	
7.19 Consultant selection and contracting process	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Agreements	
7.20 Entity agreement (local agency, intergovernmental, interagency, public, private) 1. _____ 2. _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Agreements	
7.21 Irrigation company agreement 1. _____ 2. _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Status:			<input type="checkbox"/>	Region Utility Engineer	
										<input type="checkbox"/>		
										<input type="checkbox"/>		

Section 8 - General	Phase I			Phase II			Phase III			C L E A R	Certification/clearance	
	Implementation to STIP			Design Scoping Review (DSR)			Field Inspection Review (FIR)				Responsible party or reviewer (initial)	Documentation or activity sign-off date
8.01 Method of Construction	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____	<input type="checkbox"/>	Region Program Engr.	
8.02 Force account construction method <input type="checkbox"/> CDOT Form #895	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____	<input type="checkbox"/>	Region Program Engr.	
8.03 Reserved												
8.04 Work by State forces	Yes <input type="checkbox"/>	No <input type="checkbox"/>	??? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____	<input type="checkbox"/>	Region Program Engr.	
8.05 Value engineering				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<input type="checkbox"/>	Resident Engr.	
8.06 Stage construction (future capacity considerations)				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	<input type="checkbox"/>	Resident Engr.	
8.07 Experimental items				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____	<input type="checkbox"/>	Region Program Engr.	
8.08 Mandatory source of materials				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Check <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____	<input type="checkbox"/>	Resident Engr.	
8.09 Design Scoping Review				Date(s):						<input type="checkbox"/>	Resident Engr.	
8.10 Field Inspection Review <input type="checkbox"/> Combined FIR/FOR							Date(s):			<input type="checkbox"/>	Resident Engr.	
8.11 Design Office Review							Date(s):			<input type="checkbox"/>	Resident Engr.	
8.12 ** Final Office Review							Date(s):			<input type="checkbox"/>	Resident Engr.	
8.13 Design decision letter(s) written? Applicable? <input type="checkbox"/> yes <input type="checkbox"/> no				Date(s):			Date(s):			<input type="checkbox"/>	Resident Engr.	
8.14 Disposal of excess materials off project site							Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____	<input type="checkbox"/>	Resident Engr.	
8.15 Use of materials furnished by a public agency							Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____	<input type="checkbox"/>	Region Program Engr.	
8.16 Proprietary items							Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____	<input type="checkbox"/>	Region Program Engr.	
8.17 ** On-the-job trainee approval <input type="checkbox"/> Force account <input type="checkbox"/> Special reviewed							Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____	<input type="checkbox"/>	Region Civil Rights Manager	
8.18 ** Disadvantaged business enterprise goals							Yes <input type="checkbox"/>	No <input type="checkbox"/>	Status: _____	<input type="checkbox"/>	Region Civil Rights Manager	
8.19 ** Project control data (CDOT Form #859)							Status:			<input type="checkbox"/>	Region Program Engr.	
8.20 ** PS&E approval							Date: Date:			<input type="checkbox"/>	Resident Engr.	
8.21 ** Federal-aid Program Data (CDOT Form #418)										<input type="checkbox"/>	OFMB	
8.22 ** Bid package reviewed, by: <input type="checkbox"/> Region <input type="checkbox"/> FHWA							Date:			<input type="checkbox"/>	Resident Engr.	
8.23 ** Advertisement										<input type="checkbox"/>	Resident Engr.	
8.24 ** PS&E revisions under ad Approved <input type="checkbox"/> Yes <input type="checkbox"/> No							Date:			<input type="checkbox"/>	Resident Engr.	
8.25 ** Re-advertisement										<input type="checkbox"/>	Region Program Engr.	
8.26 ** Estimate reviewed by Engineering Estimates										<input type="checkbox"/>	Engineering Estimates	

** Report status in Phase III column, activity usually falls after FIR.

COLORADO DEPARTMENT OF TRANSPORTATION STANDARDS CERTIFICATION AND PROJECT PLANS, SPECIFICATIONS & ESTIMATE APPROVAL	Project Number	Project Code
	Route Number	STIP Number
	Location	

STANDARDS CERTIFICATION

CDOT Oversight – 23 USC 106 (b) (1), 3R on the Interstate

CDOT Oversight – NHS, Non-Interstate; 23 USC 106 (b) (2) – Non-NHS funding

I certify that this project will meet or exceed the standards approved by the Secretary of Transportation under Section 109 (c) Title 23 of the United States Code, as listed in 23 CFR 625.4, with the exception of any approved variances.

Project Manager	Date
-----------------	------

BUSINESS OFFICE REVIEW

I have reviewed the appropriate project budget and by signing verify that on this date there were sufficient funds for obligation.

Business Manager	Date
------------------	------

PLANS, SPECIFICATIONS & ESTIMATES APPROVAL

In accordance with 23 CFR 630.205, I approve the PS&E on the above project. Please obligate construction funds.

I have reviewed the final set of Plans, Specifications and Estimate for the above project and have determined them sufficient in detail to facilitate the construction and contract control of the project. If this project is constructed by the force account construction method, appropriate affirmative Findings-in-the-Public-Interest are on file. The conditions for authorization to advertise as set forth in 23 CFR 635.309 will be completed prior to advertising.

I find the estimate reflects the anticipated cost of the project in sufficient detail to provide a prediction of financial obligations incurred by CDOT and FHWA.

The construction * cost estimate for this project is less than the project budget.

The construction * cost estimate exceeds current budget, the additional source of funding to cover the estimate is:

<input type="checkbox"/> Pool	Type of funds	_____	\$ _____
<input type="checkbox"/> Project	Project code	_____	\$ _____
<input type="checkbox"/> Other	Source	_____	\$ _____

*Total construction cost estimate for this project is: \$ _____

* Construction phase only (NOT TOTAL)

Program Engineer	Region	Date
------------------	--------	------

Previous editions are obsolete and may not be used CDOT Form #1180 4/06

Instructions: Use this form for all projects that do not require FHWA approval or oversight of PS&E. (See Stewardship Agreement.)

Distribution: Original to Region Business Office then to Office of Financial Management and Budget (Federal Funds Manager)
Copies to Project file and FHWA (NHS projects)

{PRIVATE } COLORADO DEPARTMENT OF TRANSPORTATION {PRIVATE } CONTRACT FUNDING INCREASE/DECREASE AND APPROVAL LETTER Region: Complete section 1 and submit to CDOT Controller's office.				AUTHORITY: State Controller Policy letter on June 12, 1996 CDOT Controller letter on May 23, 1996.				
{PRIVATE } This form to be used for the following contracts/situations only (check the appropriate situation): <input type="checkbox"/> indefinite quantity, order more/add more <input type="checkbox"/> utility/railroad, underestimated total cost <input type="checkbox"/> CDOT construction, sum of CMO's <input type="checkbox"/> LA construction, underestimated cost <input type="checkbox"/> CDOT construction, underestimated total cost <input type="checkbox"/> CDOT consultant, underestimated cost								
SECTION 1 (Region use)								
{PRIVATE } Date: _____ To: CDOT Controller (FAX #(303) 757-9573 or e-mail CONTROLLER)						Project code _____ Project # _____		
{PRIVATE } From: _____ Region # _____		Office: _____			Phone # _____		FAX # _____	
{PRIVATE } CDOT has executed a contract with: Address: _____								
{PRIVATE } FEIN # _____			Contract routing # _____			COFRS encumbrance # (indicate PO, SC or PG #) _____		
{PRIVATE } Fund _____	Orgn. _____	Appro. _____	Prgm. _____	Func. _____	Object/Sub-obj N/P _____	GBL _____	Reporting Catg. _____	Proj/Sub/Phase _____
{PRIVATE } Original contract amount \$ _____				Has a Budget Request been processed to cover the contract amount increase? <input type="checkbox"/> yes <input type="checkbox"/> no				
Previous Funding Letter(s) total \$ _____ (Funding letter #1 thru # _____)				Preparer's name _____ PHONE NO: _____				
This Funding Letter total \$ _____ (# _____)				Contract Administrator's/Business Manager's Approval _____ PHONE NO: _____				
Adjusted contract amount \$ _____				CDOT Designee Approval _____ Local Agency approval _____				
{PRIVATE } SECTION 2 (Controller's Office use)								
{PRIVATE } Total allotment amount \$ _____				Commission budget \$ _____				
{PRIVATE } If construction: _____ CE pool elig. _____		CE charges \$ _____		Indirect chgs \$ _____		Adjusted contract amount plus total CE & indirect charges calculation \$ _____		
{PRIVATE } I have reviewed the financial status of the project, organization, grant and have determined that sufficient funds are available to cover this increase, effective as of _____								
{PRIVATE } State Controller or Delegee _____						Date _____		

COLORADO DEPARTMENT OF TRANSPORTATION FINALS MATERIALS DOCUMENTATION REVIEW & AUDIT CHECKLIST			
Project number		Project code (SA#)	
Proj. location			Acceptance Date
Contractor			Region
Project Engineer		Resident Engineer	
<input type="checkbox"/> Project Basis		<input type="checkbox"/> System Basis	
<input type="checkbox"/> Final Estimate or Progress Estimate number:			
<input type="checkbox"/> Project Level Review (100%), <input type="checkbox"/> Residency Finals Review (Major Item Checking)			
Major Item 1.)		Major Item 2.)	
Major Item 3.)		Major Item 4.)	
1.)	2.)	3.)	4.)
In order for materials documentation to be complete, the following items need to be checked:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Quantities between Final Estimate and CDOT Form #250 agree. (If different, it is noted)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field Sheet/Serial number(s) on CDOT Form #250 match project documents, of the item(s) checked.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tests required and tests reported on the Form # 250 agree. (If different, it is noted.)			
yes	no	n/a	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If IA tests are involved, Field Sheet/Serial number(s) on CDOT Form #379 match project documents and all test(s) agree with field acceptance tests, and if applicable, shortages and exceptions are explained.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ensure the correct number of tests on the CDOT Form #379.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IA Witness tests did not exceed 20% of actual testing.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Independent (IA)/Acceptance (QA)/Check Test differences are explained.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form #250 signed by the Project Engineer and Form #379 signed by the Region Materials Engineer.
NOTE: The following materials records are required to be attached to complete the finals materials documentation process, if applicable for this project:			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Letters, CMOs, MCRs, field sheets, etc. if used as the primary documentation within the Explanation of Exceptions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Price reduction calculations.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QC/QA Data for Item 403.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evaluation of Materials Testing, Form #1324 (per CP 16).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buy America Certificate, for steel products.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roadway Surface Accomplishment Report (RSAR).
Review notes:			
This is to certify that the review of the materials documentation indicates the documentation is complete and accurate.			
Signed:		Title:	Date:

Distribution:

- | | |
|---|--|
| <input type="checkbox"/> Resident Engineer, (included with Project Final Documentation) | <input type="checkbox"/> Region Finals Engineer |
| <input type="checkbox"/> Project Engineer | <input type="checkbox"/> FHWA (Oversight Projects Only) |
| <input type="checkbox"/> Region Materials Engineer | <input type="checkbox"/> Documentation Unit, Materials & Geotechnical Branch |

CDOT Form #1199 4/05

COLORADO DEPARTMENT OF TRANSPORTATION FINAL ACCEPTANCE REPORT FOR FEDERAL-AID PROJECTS	Project No: STR C200-010	Federal Oversight: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Project Code (SA#): 21423	County: La Plata

Contractor's Name: Crossfire, LLC	Location: LA PLATA CO SH172 CR 517 FUNDX	Original Contract Amount: \$ 2,591,851.10
--------------------------------------	---	--

Description of Improvement as Advertised
 Traffic Signal installation and intersection improvements at La Plata County CR 517 at SH 172 (the County's project was larger and included improvements to approx. 9/10 mile of CR 517 but CDOT only participated in the intersection work at SH 172).

Inspection Date: 9/7/18	Acceptance Date: 10/22/18	Percent Time Elapsed: 100%	Original Contract Time: 155 working days
----------------------------	------------------------------	-------------------------------	---

Checklist – Verify the following items as complete and /or correct:

- The project has been completed in reasonably close conformity with the Contract Plans and Specifications including authorized changes.
- The Form 473 – Letter of Materials Certification has been completed.
- The project right-of-way appears to be free of unauthorized encroachments.
- The completed project has been reviewed for obvious safety deficiencies.

Select one of the following:

- 1. The project did not include construction of a major bridge.
- 2. The project included construction of one or more major bridges.

If you selected 2 above verify the following:

- Staff Bridge has conducted an inspection of all major bridges constructed on this project.

Remarks:

Name: Jennifer Allison Title: Resident Engineer	Signature: 	Date: 5/7/19
--	--	--------------

Distribution:
 FHWA (Original)
 CDOT Projects and Grants
 Records Center
 Finals Engineer
 Resident Engineer
 Local Agency (if a Local Agency project)

CDOT ProjectWise Explorer

CDOT Form 1212 09/09

CDOT Form 1313 – Consultant Monthly Invoice Cover Sheet

<https://www.codot.gov/library/forms/word-forms/cdot1313.xls/view>

COLORADO DEPARTMENT OF TRANSPORTATION DBE BID CONDITIONS ASSURANCE FOR NON-PROJECT SPECIFIC (NPS) CONSULTANT CONTRACTS	CMS #:	Project #:
	Anticipated Location(s):	
	Contract DBE Goal: %	Will Your Intended DBE % Meet The Goal? <input type="checkbox"/> YES <input type="checkbox"/> NO

Instructions For Prime Consultant:

- An officer of the consultant must complete and submit an original copy of this form as part of the **Commendation Section** of your NPS contract Statement Of Interest (SOI).
- List the DBE firms you intend to use for your DBE participation.
- Attach a signed *Letter of Acceptance* and copy of DBE certificate from each DBE firm listed below.
- Retain a photocopy for your records.

(NOTE: See 49 CFR part 26.55, and the *DBE Definitions and Requirements* section of the contract, for further information concerning counting DBE participation toward the contract's DBE goal.)

DBE SUBCONSULTANT	REQUIRED ATTACHMENTS	INTENDED ITEM(S) OF WORK	INTENDED % OF CONTRACT WORK
	<input type="checkbox"/> Letter of Acceptance <input type="checkbox"/> DBE certificate		%
	<input type="checkbox"/> Letter of Acceptance <input type="checkbox"/> DBE certificate		%
	<input type="checkbox"/> Letter of Acceptance <input type="checkbox"/> DBE certificate		%
	<input type="checkbox"/> Letter of Acceptance <input type="checkbox"/> DBE certificate		%
	<input type="checkbox"/> Letter of Acceptance <input type="checkbox"/> DBE certificate		%
	<input type="checkbox"/> Letter of Acceptance <input type="checkbox"/> DBE certificate		%
	<input type="checkbox"/> Letter of Acceptance <input type="checkbox"/> DBE certificate		%
	<input type="checkbox"/> Letter of Acceptance <input type="checkbox"/> DBE certificate		%
Enter the total percentage of the NPS contract that is intended for DBE participation:			Total = %

I understand that, if my company is awarded the contract, the commitments represented on this form are made terms and conditions of the NPS contract. If an item of work that is listed on this form as intended for DBE participation is included on a task order(s), I understand that the DBE firm(s) listed above must perform the stated item of work sufficient to meet the intended DBE percentage consistent with the *DBE Definitions And Requirements* section of the contract. In addition, if my company does not meet the intended DBE goal for this contract and is unable to document adequate good faith efforts, I understand that my company will receive a poor contract performance rating from CDOT, which will negatively impact the scoring of our Statements Of Interest (SOI) on future CDOT contracts.

I understand my obligation to abide by the policy stated above. I shall not discriminate on the basis of race, color, age, sex, national origin, or handicap in the selection process or the performance of contracts.

I declare under penalty in the second degree, and any other applicable state or federal laws, that the statements made in this document are true and complete to the best of my knowledge.

Company Name:	Date: / /
Company Officer Signature:	Title:

COLORADO DEPARTMENT OF TRANSPORTATION CERTIFICATE OF PROPOSED DBE PARTICIPATION FOR PROJECT SPECIFIC (PS) CONSULTANT CONTRACTS	CMS #:	Anticipated Location(s):
	Project #:	Sheet: _____ of _____
	Contract DBE Goal: _____ %	Will Your DBE % Meet The Goal (box C)? <input type="checkbox"/> YES <input type="checkbox"/> NO

Instructions For Prime Consultant:

- An officer of the consultant must complete and submit an original copy of this form as part of the *Commendation Section* of your PS contract Statement Of Interest (SOI).
- Submit a separate CDOT Form #1331 for each proposed DBE.
- Attach a signed *Letter of Acceptance* and copy of DBE certificate from each DBE firm.
- Retain a photocopy for your records.

(NOTE: See 49 CFR part 26.55, and the *DBE Definitions and Requirements* section of the contract, for further information concerning counting DBE participation toward the contract's DBE goal.)

NAME OF DBE SUBCONSULTANT	ITEMS OF WORK TO BE PERFORMED BY DBE SUBCONSULTANT
REQUIRED ATTACHMENTS: <input type="checkbox"/> Letter of Acceptance <input type="checkbox"/> DBE certificate	

A) What percentage of the overall contract is this proposed subcontract, supply/vendor contract, OR service/broker contract? NOTE: Calculate % based on actual subcontractor dollars and not prime contract prices. Only report % amounts that are eligible for counting toward the contract goal (See <i>DBE Definitions and Requirements</i> in contract).	A> _____ %
B) What is the total percentage value of proposed DBE participation from prior sheets/forms?	B> _____ %
C) What is the accumulative percentage value of the overall contract that is committed to DBEs? C = [A + B]	C> _____ %

I certify that:

- my company has accepted a proposal from the DBE subconsultant named above.
- my company has notified the proposed DBE subconsultant of the commitment % of work (*Letter of Acceptance is attached*).
- my company's use of the proposed DBE subconsultant for the items of work listed above is a condition of the contract award.
- my company will not use a substitute DBE subconsultant for the proposed DBE subconsultant's failure to perform under a fully executed subcontract, unless my company complies with the *DBE Definitions and Requirements* section of the contract.
- In addition, if my company does not meet the intended DBE goal for this contract and is unable to document adequate good faith efforts, I understand that my company will receive a poor contract performance rating from CDOT, which will negatively impact the scoring of our Statements Of Interest (SOI) on future CDOT contracts.

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

COMPANY NAME:	DATE: _____ / _____ / _____
COMPANY OFFICER SIGNATURE:	TITLE: _____

CDOT Form 1413 – Bidders List

<https://www.codot.gov/library/forms/cdot1413.xlsx/view>

CDOT Form 1414 – Anticipated DBE Participation Plan

<https://www.codot.gov/library/forms/cdot1414.xlsx/view>

CDOT Form 1415 – Commitment Confirmation

<https://www.codot.gov/library/forms/cdot1415.xlsx/view>

CDOT Form 1416 – Good Faith Effort Report

<https://www.codot.gov/library/forms/cdot1416.xlsx/view>

CDOT Form 1418 – Monthly Payment Summary

<https://www.codot.gov/library/forms/cdot1418.pdf/view>

CDOT Form 1419 – DBE Participation Report

<https://www.codot.gov/library/forms/cdot1419.xlsx/view>

CDOT Form 1420 – DBE Participation Plan Modification

<https://www.codot.gov/library/forms/cdot1420.xlsx/view>

CDOT Form 1425 – Supplier List

<https://www.codot.gov/library/forms/cdot-1425-supplier-list/view>

FHWA Form 1273 - Required Contract Provisions, Federal-Aid Construction Contracts

<http://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>

FHWA Form 1391 – Annual EEO Report, FHWA

<https://www.codot.gov/library/forms/fhwa-other-forms/form1391.xls/view>

FHWA Form 1391 Instructions – Annual EEO Report, FHWA

<https://www.codot.gov/library/forms/fhwa-other-forms/fhwa1391.pdf/view>

Appendix B

Miscellaneous

Appendix B presents documents that a Local Agency may need to reference in the lifetime of a project.

Appendix B also presents an example letter and facsimile transmittal notification for the Preconstruction Conference. It includes an example Preconstruction Conference Agenda to assist in facilitating the meeting. The example presents a minimum set of topics that should be discussed during the conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the content of the agenda and consider the special needs of a particular project and specific Region. Contact the CDOT Project Manager or Resident Engineer for additional information. The *CDOT Construction Manual* contains examples of other conference agendas.

The documents in this appendix, listed in the order they are first mentioned in the text, are:

DOCUMENT	PAGE NO.
FHWA Letter and Memo titled "State Oversight of Local Federal-Aid Projects" ...	B-3
Procedural Directive 512.1, <i>Project Scoping and the Design Scoping Review</i>	B-5
<i>REPEALED</i>	
Long Range Planning Process and TIP/STIP Development	B-5
STIP Example	B-8
Federal Funding Categories, Project Prefixes and Crosswalk	B-9
State Funds Crosswalk	B-10
Resolution by a Local Agency	B-11
49CFR18.36(i)	B-12
Right-of-Way Certification Letters *	B-14
Concurrence to Advertise (From CDOT to Local Agency) *	B-16
Procedural Directive 400.1, <i>Obtaining Professional Consultant Services</i>	B-18
Utility Clearance Certification Letter *	B-22
Procedural Directive 508.1, <i>Professional Engineer's Stamp</i>	B-23
Concurrence to Award (From CDOT to Local Agency) *	B-32
Project Financial Statement and Schedule Review*	B-33
Notice of Award (From Local Agency to Contractor) *	B-34
Preconstruction Conference Notification (Letter and Facsimile)	B-35
Notice to Proceed (From Local Agency to Contractor)	B-37

Preconstruction Conference Agenda	B-38
https://www.codot.gov/business/designsupport/bulletins_manuals/construction-manual	
Local Agency Billing Package *	B-62
Transmittal Letter	B-62
Letter of Final Billing with Backup	B-63
Voucher Request (CDOT Form 995).....	B-67
Example Region Cover Sheet	B-68
Letter of Materials Certification *	B-69
EEO Certification Acceptance Letter *	B-70
Construction Inspection Qualification Program – CDOT Policy Memo 25.....	B-71
Construction Inspection Qualification Program – CDOT Policy Memo 25a.....	B-73
Final Project Acceptance Letter	B-74
Bulletin Board Requirements and Checklists	B-75
http://www.fhwa.dot.gov/programadmin/contracts/poster.htm	
Traffic Control Review Form	B-78
[See CDOT Construction Manual Appendix B, Page 110.]	
http://www.dot.state.co.us/DesignSupport/ConstructionManual/Construction%20Manual%20Revisions%202004/Index%20for%20Revised%20Sections.htm	
End Date Extension Request Policy and Procedure Guide	B-81

* = Copy to CDOT's electronic document management system (ProjectWise Explorer) per CDOT Procedural Directive 21.1

5 5th Copy JAH/TJH/AV/CDL/D.

cc. Mauer
Cramer
Maurice
Smith



U.S. Department
of Transportation
**Federal Highway
Administration**

Region Eight

Colorado Division
555 Zang Street, Room 250
Lakewood, Colorado 80228

May 16, 1995

Mr. Guillermo "Bill" V. Vidal
Executive Director
Colorado Department of Transportation
Denver, Colorado 80222

Re: State Oversight of Local
Federal-Aid Projects

Dear Mr. Vidal:

Attached is a copy of Mr. William Weseman's May 2 memorandum concerning State oversight of local Federal-aid projects.

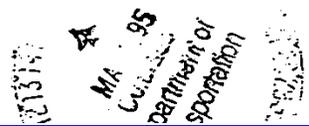
As noted in the last paragraph of the memorandum, the State can delegate authority, but not responsibility, to local entities that have the capability to perform delegated tasks. This is consistent with modifications presently being made to the CDOT/FHWA Stewardship Plan that address the local entity issue. We will continue to work with CDOT to delegate authority to the local entities that have the capabilities to perform the work.

If you have questions concerning this information, please contact Chuck Boyd at 969-6730, extension 372.

Sincerely yours,

George H. Osborne
Division Administrator

Attachment





U.S. Department
of Transportation
Federal Highway
Administration

¹¹¹⁰
Memorandum

Subject: **INFORMATION:** State Oversight of Local
Federal-Aid Projects

Date: MAY 2 1995

From: Director, Office of Engineering

Reply to
Attn. of: HNG-12

To: Regional Federal Highway Administrators

As States continue to deal with reductions in their staff resources, questions have arisen as to the appropriate level of State involvement in many of the activities associated with project development and construction of local Federal-aid projects. This office has provided advice as follows.

The Federal-aid highway program is a federally assisted State program. The State highway agency is the recipient of the Federal assistance and is responsible for administering the program. Title 23, U.S.C., does not recognize local entities as direct recipients of Federal-aid funds. Accordingly, local agencies cannot take the place of the State highway agency in the context of the Federal-aid highway program. The State highway agency is responsible for all requirements of the Federal-aid program whether these requirements stem from Title 23 or non-Title 23 statutes. The program efficiencies initiated by ISTEA allow the States to assume additional responsibilities for the program but do not authorize a State to pass these additional responsibilities to local entities.

Even though a State cannot delegate responsibility, they can delegate authority and make the local entities accountable to them. However, the local entities should not be delegated authority beyond their capability or for those things that would be in the best interest of the State to retain.

William A. Weseman

LONG-RANGE PLANNING PROCESS AND TIP / STIP DEVELOPMENT

LONG-RANGE PLANS

In 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) was passed by Congress. This legislation (Title 23 U.S.C. 135 (a) and (e)) set forth federal guidelines for long-range transportation planning and also provided authorization for federal funding. At the same time, the Colorado General Assembly passed legislation establishing a planning process for Colorado. From this legislation (specifically §§43-1-1103(5) C.R.S. 43-1-101(1)(d)(e) C.R.S, §43-1-106(8)) the CDOT set forth Rules (2 CCR 604-2) to lay out the Regional and Statewide Transportation planning process.

Colorado's long-range planning process is a grass-roots effort – 15 Transportation Planning Regions (TPRs) have been established – including five Metropolitan Planning Organizations (MPOs) – with each required to develop a Regional Transportation Plan. MPOs also have specific federal guidelines to follow for developing their regional plans, especially with regard to air quality issues.

However, for both rural TPRs and MPOs, input is provided by local entities through their Regional Planning Commission or Board in developing Regional Transportation Plans. These plans must have a minimum 20-year plan horizon with a vision for how the transportation system should operate. The Transportation Commission provides policy guidance for corridors along the state highway system and each planning region looks at economic projections, population shifts and overall transportation needs to develop Corridor Vision statements for specific transportation corridors.

As the regional plans are completed they are incorporated and consolidated into the Statewide Transportation Plan. This statewide plan provides a comprehensive vision, along with goals and strategies for the entire statewide transportation system. These Corridor Visions, along with supporting goals and strategies, are established to set in motion the process for selecting specific transportation projects. Both the Regional and Statewide Transportation Plans must be fiscally constrained.

TIPs and the STIP

The TIP (Transportation Improvement Program) and the STIP (Statewide Transportation Improvement Program) serve as short-range transportation plans. Both plans cover a three year period and include specific transportation projects expected to begin construction over the plan period. The main difference between a TIP and the STIP is that TIPs must be developed for urban areas with populations greater than 50,000. These plans must meet air quality conformity, as well as other federal requirements, and must be approved by the Governor. TIPs are then adopted into the STIP unchanged. The STIP also includes projects for the rural areas of the state. The STIP must be adopted by the Colorado Transportation Commission and receive final approval from the Federal Highway Administration and the Federal Transit Administration. Both the TIPs and the STIP must be fiscally constrained.

To develop the STIP, TPR representatives meet with the appropriate CDOT Engineering Region and Transportation Commissioners to cooperate in the project prioritization process. A CDOT Engineering Region can contain multiple TPRs and/or Transportation Commissioners. Public meetings are conducted in each TPR to solicit requests for projects and comments on State-selected projects. To establish a project in the STIP, contact the appropriate TPR. A list of TPR representatives is available by contacting the CDOT Division of Transportation Development or by checking the CDOT website.

The draft STIP must also be made available for public review and comment. Copies of the draft STIP are available at CDOT Headquarters and Region Offices, the Federal Highway Administration, the Federal Transit Administration, County Clerk Offices, Transportation Planning Region and Metropolitan Planning Organization Offices, State Depository Libraries and the CDOT website.

LONG-RANGE PLAN AND TIP / STIP AMENDMENTS

Because of the dynamic nature of transportation programs, it may be necessary to amend the long-range plan or the TIP and/or STIP. Plan amendments may be necessary when there is a change to a corridor vision or fiscal constraint to a corridor. TIP and STIP amendments may be necessary if there is a change in funding, the project scope, or a shift in project priorities.

To amend the Regional Plan, you must work with your Regional Planning Commission (RPC). To amend the Statewide Plan, the RPC works with CDOT to make the necessary changes. A CDOT Region representative should be contacted to determine if there is a need for a Long-Range Plan amendment.

The process for amending the STIP varies depending on whether the amendment is considered a policy amendment or administrative amendment and also whether the project to be amended is in an MPO or a rural TPR. An amendment is considered policy if there is a significant change to the project scope or if funding is changed due to new money being added to the STIP or being removed due to budget shortfalls. These amendments must provide a public involvement period and may take up to eight weeks to complete. Minor amendments, such as shifting projects in a pool, are considered administrative amendments and may be completed within a few days. No STIP amendments will be approved unless they are financially constrained.

TIP amendments must be approved by the MPO before the corresponding STIP amendments can be approved. Once approved by the MPO, a STIP amendment may be made and completed after final review by the Federal Highway and Transit Administrations. Due to federal requirements for public involvement by MPOs, a public involvement period for the corresponding STIP amendment is not necessary.

A TIP amendment request may require a MPO Long- Range Plan amendment. The MPO representative should be contacted to discuss if a Plan amendment is needed. Again, if the Statewide Plan requires a subsequent amendment, the MPO Board will work with CDOT to make the necessary changes.

Previous
STIP: (IN INFLATED DOLLARS)
 February 18 2004 12:33 pm

FY S2003

06 - Denver

Reg STIP #	TIP #	Route #	Length (Miles)	County	Project Sponsor	Improvement Type	Funding Source	Type	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	Future
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STP-Metro

ArapahoeRd/BostonSt/ClintonSt intersection (add 4 lanes)

06 DR5072 01-168 088B 4.4 Arapahoe GREENWOOD VILLAGE

F	STU	\$140	\$300	\$1,401	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
L	L	\$34	\$73	\$342	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O	LO	\$26	\$56	\$258	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$200	\$429	\$2,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REPORT TOTAL -															
F		\$140	\$300	\$1,401	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
L		\$34	\$73	\$342	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
O		\$26	\$56	\$258	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$200	\$429	\$2,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

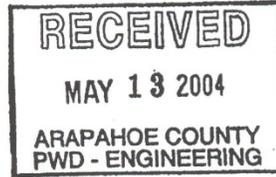
Federal Funds Crosswalk									
Federal Program Funding 2019-2022									
Formula Funding									
Fund Type for STIP	Prefix	Program	Fixing America's Surface Transportation Codes	Federal Participation Regular or NHS Highway %	Federal Participation Interstate Highway %	Program Type	SAP Program Pool(s) Typically Associated	Typical Match	Older MAP-21 Codes
National Hwy Performance Program (NHPP)									
NHPP	NHPP	National Hwy Performance Program	Z001	82.79	91.21	Flexible	SUR, RPP, HOT, CBP, CWP, CTP, CCP, BTP, BBP, BWP, BCP, SAE, SGN, ITI, ADA	State	M001/M0E1
		National Hwy Performance Program/Exempt	Z002 (DAF use only)					State	M002/M0E2
Surface Transportation Block Grants (STBG)									
STBG	STM	STP-Any Area >5,000 &<200,000	Z231	82.79	91.21	Flexible	SUR, RPP, HOT, CBP, CWP, CTP, CCP, BTP, BBP, BWP, BCP, SAE, SGN, ITI, SAR, ADA	State	M231/M2E1
	STR	STP-Mandatory Non-Urban <5,000	Z232	(SAR 80%)	(SAR 80%)			State	M232/M2E2
	STA	STP-Any Area (Flexible)	Z240					State	M240/M24E
	STU	STP-Urban over 200,000	Z230	82.79	91.21	Inflexible	MDR, MPP, MNF	Local	M230/M23E
Bridge Off-System									
BRO	BRO	Off-System (Local Match)	Z233	80	80	Inflexible	BRO	Local	M233/M2E3
Transportation Alternatives Program (TAP)									
TAP	TAP	Transportation Alternatives Program (TAP) Flexible	Z300			Inflexible	TAP	Local	M300/M30E
		TAP-Urban > 200,000	Z301	80 or 82.79	80 or 82.79	Inflexible	TDR, TPP, TNF	Local	M301/M3E1
		TAP-> 5,000 & Up to and including 200,000	Z302	(changed in 2019)	(changed in 2019)	Inflexible	TAP	Local	M302/M3E2
		TAP-5,000 and under	Z303			Inflexible	TAP	Local	M303/M3E3
Congestion Mitigation Air Quality (CMAQ)									
AQC	AQC	Congestion Mitigation and Air Quality Improv	Z400	82.79*	82.79*	Inflexible	CMA, CPP, CDR, CNF, CUF, CQR	Local	M400/M40E
Highway Safety Improvement Program (HSIP)									
HSIP	SHE	Highway Safety Improvement Program	Z530					State	M530/M53E
		Section 154 Penalty	Z531 (DAF use only)	90	90	Inflexible	HAZ		
		Section 164 Penalty	Z532 (DAF use only)						
		High Risk Rural Roads	Z580 (Per Safety Unit)						
Rail Road Crossings (Section 130)									
RRX	RRX	Railway Highway Elimination of Hazards	Z540	90	90	Inflexible	RRC (formerly Railroad Crossing - Grade Separated)	State	M540/M54E
		Rail Crossing Protection Devices	Z560					State	M560/M56E
National Highway Freight Program (NHFP)									
NHFP	NHFP	National Highway Freight Program (NHFP)	Z480	82.79	91.21	Inflexible	FR8	State	
		Freight Intermodal & Rail Projects	Z470 (DAF use only)					State	
Planning and Research									
SPR	SPR	State Planning and Reseach-Map-21	Z560	80**	80**	Inflexible	SPR	State	M560/M56E
		Reseach, Development & Tech Transfer (RD&T)	Z560					State	M560/M56E
Metropolitan Planning									
MPL	SPR-PI	Metropolitan Planning - Highways	Z450	82.79	82.79	Inflexible	MPH, MPT	State	M450/M45E
		Metropolitan Planning - Transit	Z77E					State	M450/M45E
Highway Infrastructure Program									
STBG	STM	STP-Any Area >5,000 &<200,000	Z906 (DAF use only)					State	
	STR	STP-Mandatory Non-Urban <5,000	Z907 (DAF use only)	82.79	91.21	Flexible	DAF use only	State	
	STA	STP-Any Area (Flexible)	Z904 (DAF use only)					State	
	STU	STP-Urban over 200,000	Z905 (DAF use only)					State	
Discretionary and Misc Programs									
		Recreational Trails	Z940	80	80	Inflexible	RCT		
		Recreational Trails Administration	Z941	80	80	Inflexible	RCT		
		Redistribution of Certain Authorized Funds	Z030 (DAF use only)	82.79*	82.79*	Flexible	DAF use only	State	M03E
		Local Technical Assistance Program	Z441	50	50	Inflexible	PRI	State	M4E8
		DBE & OJT Supportive Services	Z480/Z490	100	100	Inflexible	CRI	State	M48E/M49E
		High Priority Projects Sec 117	HY20/LY20	80	80	Inflexible	SAM, MOB, 7PE	State	HY20/LY20
		Transportation Imprv Prj Earmarks	LY30	82.79	91.21	Inflexible		State	LY30
		National Regional Significance Proj	LY40	80	80	Inflexible		State	LY40
	NCIP	National Corridor INF Imp Program	Q6440/H940/LY50	80	80	Inflexible		State	Q6440/H940/LY50
		Public Lands Hwy	F13E	100	100	Inflexible		State	F13E
		Section 112 High Priority	LY80	100	100	Inflexible	DIS, GRN	State	LY80
	HPP	Section 129 Earmarks	LY90	100	100	Inflexible		State	LY90
		Section 115 (DEMO)	H170	100	100	Inflexible		State	H170
		Section 117 Grant Sup Plan	H860	100	100	Inflexible		State	H860
		STIC	Z37E	100	100	Inflexible	HQI	State	
		SHRP2	M770	100	100	Inflexible	HQI	State	
		FASTLANE/INFRA	Z430	TBD	TBD	Inflexible	DIS		
		BUILD	????	TBD	TBD	Inflexible	DIS		
		TIGER	TTDG	TBD	TBD	Inflexible	DIS		
EMERGENCY RELIEF									
ER	ER	Emergency Relief	ER10/ER90/ER11/ER12	100% OF ELIGIBLE FUNDING	100% OF ELIGIBLE FUNDING	Inflexible	EMR, E15	State/Local	ER90/M90V/FABM9VE

* Fed Part Rate increased to 91.21% if used on Interstate System except for adding lanes that are not HOV or auxiliary lanes
 ** Federal Part Rate increased to 100% if used on Planning with other State Cooperation
 + Fed Part Rate increased to 100% if signals/carpooling/vanpooling
 updated Dec 2018

State Funds Crosswalk State Program Funding 2020

<u>Program</u>	<u>State Appropriation Codes</u>	<u>Pool(s) Associated</u>
State HUTF (Normal State Funding)	FAB402	Eligible for most programs
FASTER Safety	FAB411	FSA, STL, some Asset Management Projects
FASTER Transit and Rail	FAB480	TRG
FASTER Bridge Enterprise	FAB538	SSR
FASTER Bridge Enterprise Loan	FAB540;FAB541	SSR (DAF use only)
Bridge Enterprise Bonds	FAB542;FAB544	FBB
Capital Construction	FAB464,FAB465,FAB469 through FAB474	DAF Use Only
Senate Bill 228	FAB414	SBT (228 Transit), 7PX
Senate Bill 1	FAB415	SB1
Senate Bill 267	FAB416	7PX, SBT- (267 transit)
I-25 Segment 3 Loan	FAB510	HPTE Use Only
C470 Bond Proceeds	FAB511	HPTE Use Only
I-70 PPSL Loan	FAB534	HPTE Use Only
Senate Bill 97-1	FAB463	Obsolete
House Bill 1310	FAB466	Obsolete
Senate Bill 19-262	FAB262	262
Multi-modal Option Fund	FAB417	MTF, MTT

EXHIBIT B



STATE OF COLORADO }
COUNTY OF ARAPAHOE } ss.

At a regular meeting of the Board of County Commissioners for Arapahoe County, Colorado held in the Administration Building, Littleton, Colorado on Tuesday the 11th day of May 2004, there were present:

Susan Beckman, Chair	Present
Bernard L. Zimmer, Chair Pro-Tem	Present
Marie Mackenzie, Commissioner	Present
Lynn Myers, Commissioner	Present
Debra A. Vickrey, Commissioner	Present
Kathryn L. Schroeder, County Attorney	Present
Nancy A. Doty, Clerk to the Board	Present
Jennifer Gayer, Deputy Clerk	Present

when the following proceedings, among others, were had and done, to-wit:

RESOLUTION NO. 040302 It was moved by Commissioner Vickrey and duly seconded by Commissioner Mackenzie to authorize the Chair of the Board of County Commissioners to sign the Contract by and between Arapahoe County and the State of Colorado, for the benefit of the Colorado Department of Transportation, for the widening of South Quebec St. from East Iliff Ave. to East Iowa Ave. and associated improvements (Quebec Street Widening Project, Project No. C03-004), with the County's share of this phase of said project being \$6639.00, pursuant to the terms contained therein.

The vote was:

Commissioner Mackenzie, Yes; Commissioner Myers, Yes; Commissioner Vickrey, Yes; Commissioner Beckman, Yes; Commissioner Zimmer Yes.

The Chair declared the motion carried and so ordered.

I, Nancy A. Doty, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Order is truly copied from the records of the proceedings of the Board of County Commissioners for said Arapahoe County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Littleton, Colorado this 13th day of May 2004.



Nancy A. Doty, Clerk to the Board
by: 
Jennifer Gayer, Deputy Clerk

TITLE 49--TRANSPORTATION

Subtitle A--Office of the Secretary of Transportation

PART 18--UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS--Table of Contents

Subpart C--Post-Award Requirements

Sec. 18.36 Procurement. ...

(i) Contract provisions. A grantee's and subgrantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)

(2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

(3) Compliance with Executive Order 11246 of September 24, 1965, entitled ``Equal Employment Opportunity,'' as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)

(4) Compliance with the Copeland ``Anti-Kickback'' Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)

(5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

(7) Notice of awarding agency requirements and regulations pertaining to reporting.

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

(10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)

(13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

[SAMPLE FORMAT FOR PROJECTS REQUIRING ACQUISITION OF RIGHT OF WAY. YOU MUST HAVE LEGAL POSSESSION OF ALL RIGHT OF WAY AND EASEMENTS TO ISSUE CLEARANCE CERTIFICATION]

(Date)

_____, Region ROW Manager
 Transportation Region _____
 Colorado Department of Transportation

RE: RIGHT OF WAY CLEARANCE CERTIFICATION

Federal Aid Project No:

Location:

CDOT Project Code:

Dear

The (City/County of _____) certifies that all right of way necessary for construction of Project No. _____ has been acquired in accordance with current Federal Highway Administration directives and State Law requirements. Specifically, all acquisition, permanent and temporary, has been acquired in accordance with the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act and all relevant regulations promulgated thereto, and Colorado Revised Statutes 24-56-101 thru 121, Real Property Acquisition policies. Copies of all right of way documents including deeds, easements, appraisals, and donation forms are enclosed herein.

(Insert following as applicable)

No residential and/or business relocation is involved in this project.

All residential relocatees have been relocated to decent, safe, and sanitary housing, or that adequate replacement housing has been made available to relocatees in accordance with state and federal statutes, regulations and other requirements.

All required business relocation benefits have been made available to the relocates in accordance with state and federal statutes, regulations and other requirements.

All relocation of all personal property is complete.

All persons and entities displaced have vacated all lands and improvements.

Please issue a right of way clearance for this project.

Sincerely,

(City/County Official)
 (Name & Title)

**[SAMPLE FORMAT FOR PROJECTS BEING CONSTRUCTED ON EXISTING
RIGHT OF WAY]**

(Date)

_____, Region ROW Manager
Transportation Region _____
Colorado Department of Transportation

RE: RIGHT OF WAY CLEARANCE CERTIFICATION

Federal Aid Project No:

Location:

Project Code:

Dear

The (City/County of _____) certifies that all construction on the above listed project will be entirely within the present (City/County) right of way and no additional right of way is required.

Please issue a right of way clearance for this project.

Sincerely,

(City/County Official)
(Name & Title)



March 7, 2019

Project #: SAR M350-023
Project Code: 21503
Location: Needham Elementary SRTS Ph2

VIA EMAIL

Ms. Sarah Dodson
Assistant Director of Transportation
City of Durango
sarah.dodson@durangogov.org

RE: Notice-to-Proceed (NTP) with Advertisement

Dear Sarah:

Please consider this letter your **Notice-to-Proceed** (NTP) with the advertisement for the construction of the Needham Elementary SRTS Ph2 Project, 21503, SAR M350-023. Please note the following advertisement requirements:

1. A minimum 3-week advertisement date is required for this project. Please inform me ahead of time of the final advertisement dates, any pre-bid meetings and/or discussion and bid opening dates.
2. The advertisement should be published in the official county newspaper where the work is being done. For small counties it is highly recommended that the advertisement also be placed in the newspapers of neighboring counties. It is also recommended that advertisement be made once in a newspaper of statewide circulation. CDOT uses the Daily Journal and occasionally the Denver Post and La Voz.
3. The CDOT project numbers must be placed in the advertisement. The CDOT project numbers should be cited along with the project number(s) established by your organization, if applicable.
4. The Disadvantaged Business Enterprise (DBE) Goal for this project is 4%, and this goal must be stated in the advertisement.
5. The On-The-Job Training (OJT) Goal for this project is 320 hours and this goal must also be stated in the advertisement.
6. Because this project is not within CDOT right-of-way, it is not necessary for the contractor to be pre-qualified by CDOT. However CDOT does recommend that the contractor be prequalified. The list of CDOT prequalified contractors may be found at <http://www.coloradodot.info/business/bidding/Prequalified%20Contractors>

Any change in the character or complexity of the work must be brought to our attention immediately. No additional work should be undertaken until a supplemental contract is executed and a written authorization to proceed is given.

Please send me the following information via email to robert.shanks@state.co.us as soon as possible after you have established an apparent low bidder:

1. CDOT forms 606, 1413, and 1414 for all bidders
2. CDOT form 1416 (if the DBE goal was 3 listed in the form 1414) and 1416 (if the DBE goal was

Page 2 of 2
Notice-to-Proceed with Advertisement 21503

3. Bid Tabulation
4. Project Financial Statement (see attached example with required format)

Please do not award the project until you receive concurrence from the CDOT Awards Officer, R B Simmons.

Also please do not award the project until you have received an executed copy of the IGA Option Letter that shows that the construction funds have been executed – the Option Letter has been requested but will take a few weeks to be processed and executed.

If you have any questions regarding this information please call me at 970-385-1416 or R B Simmons at 303-757-9416. R B can also be reached via email at rb.simmons@state.co.us.

Thank you for your cooperation and assistance in getting this project initiated. If you have any questions, please contact me at 970-385-1416.

Sincerely,



Robert Shanks
CDOT Region 5 Off-Systems Engineer

Xc: Julie Constan, CDOT R5 Traffic Engineer
Kelly Whaley, CDOT R5 Civil Rights Specialist
R B Simmons, CDOT Agreements
April Zion, City of Durango
Steve Pavlic, SET Engineering

COLORADO DEPARTMENT OF TRANSPORTATION		<input type="checkbox"/> POLICY DIRECTIVE <input checked="" type="checkbox"/> PROCEDURAL DIRECTIVE	
Subject			Number
OBTAINING AND MODIFYING PROFESSIONAL SERVICES CONTRACTS			400.1
Effective	Supersedes	Originating office	
07/12/12	400.1 9/23/91 400.4 10/18/82 400.5 8/01/86	Contracts and Market Analysis Branch	

I. PURPOSE

The purpose of this Procedural Directive is to define the process to obtain experienced consultants for the State of Colorado Department of Transportation (“CDOT”). The objective is to competitively obtain professional consultant services in a cost effective and timely manner. In addition, the purpose of this Procedural Directive is to ensure all contracts between CDOT and professional consultants comply with applicable federal and state laws.

II. AUTHORITY

Executive Director, § 43-1-103 C.R.S.

Chief Engineer, § 43-1-110 C.R.S.

§ 24-30-1401 through § 24-30-1408 C.R.S.

State of Colorado Department of Personnel Fiscal Rule 3-1, State Contracts, [http://www.colorado.gov/dpa/dfp/sco/FiscalRules/FR_3-1_&SPs\(010109\).pdf](http://www.colorado.gov/dpa/dfp/sco/FiscalRules/FR_3-1_&SPs(010109).pdf)

23 U.S.C. § 112; 23 CFR 172.3 “The Brooks Act”

Federal Acquisition Regulations, 48 CFR § 31.201 through § 31.205

Note: for assistance locating these authorities, please contact the Office of Policy and Government Relations.

III. APPLICABILITY

This Procedural Directive applies to all CDOT employees involved in obtaining professional consultant services.

IV. DEFINITIONS

“Contract” for purposes of this Procedural Directive, shall be a legally binding agreement

SUBJECT	NUMBER
OBTAINING AND MODIFYING PROFESSIONAL SERVICES CONTRACTS	400.1

(b) Facilitate the process of the selection of the most qualified Consultant by the Project Manager and other CDOT employees;

(c) Facilitate the interview process to select the most qualified Consultant(s);

(d) Prepare Contract documentation and verify compliance with applicable federal and state law;

(e) Route the Contract for signature to the Chief Engineer, the State Attorney General, and the State Controller pursuant to § 24-30-202 C.R.S.

7. Consultant Audit Unit. Under the supervision of the Branch Manager, the Consultant Audit Unit verifies that the terms of the Contract comply with the Federal Acquisition Regulations, § 31.201 through § 31.205.

8. Division of Audit - This Division reports directly to the Transportation Commission and is responsible for an independent appraisal of the Contract after services have been completed pursuant to § 43-1-106 (12), C.R.S.

B. Modifying a Contract. The procedures for modifying a Contract shall be in accordance with State of Colorado Fiscal Rule 3-1, State Contracts. All Contract modifications shall be made by a formal written amendment. Region Transportation Directors, Division Directors, Enterprise Board Directors and Equivalent determine that modifications are necessary. All modifications must be approved by the Chief Engineer and the State Controller.

VI. IMPLEMENTATION PLAN

1. The effective date of Procedural Directive 400.1 shall be upon adoption by the Executive Director.
2. Procedural Directive 400.1 shall be administered by the Contracts and Market Analysis Branch.
3. Procedural Directive 400.1 shall be implemented by all CDOT employees involved in obtaining Professional Services Contracts.
4. The Office of Policy and Government Relations shall post this Procedural Directive on the CDOT intranet and in public announcements within one week of adoption.

SUBJECT	NUMBER
OBTAINING AND MODIFYING PROFESSIONAL SERVICES CONTRACTS	400.1

between CDOT and a professional consultant. It defines the scope, compensation and schedule of services to be provided.

“Contract Modification” shall mean any additions, deletions, or corrections to the original contract. Contract modifications must be approved by individual(s) with contract signature authority.

“Professional Services” or “Consultant” for the purposes of this Procedural Directive shall include services provided by private sector engineers, architects, landscape architects, land surveyors and industrial hygienists. Professional Services shall have the same meaning as set forth in § 24-30-1402(6), C.R.S.

V. PROCEDURE

A. Obtaining a Consultant.

1. Chief Engineer. The Chief Engineer is responsible for obtaining Consultant services pursuant to § 43-1-104 and 43-1-110, C.R.S. and approving Contract modifications.

2. Region Transportation Directors, Division Directors, Enterprise Board Directors and Equivalent. These CDOT employees are responsible for determining that Consultant services are necessary, determining that modifications are necessary and resolving disputes.

3. Project Managers. These CDOT employees develop the scope of services, prepare an independent government cost estimate and are responsible for the day-to-day administration of the Contract.

4. Contracts and Market Analysis Branch Manager. The Contracts and Market Analysis Branch Manager manages the units responsible for establishing and executing Professional Services Contracts.

5. Engineering Contracts Unit Program Manager. Under the supervision of the Branch Manager, the Engineering Contracts Unit Program Manager prequalifies Consultants in conformance with § 24-30-1403, C.R.S. and directly supervises Contract Officers.

6. Contract Officers. These CDOT employees assist the Project Manager by verifying that all Contract documentation is appropriate. In addition, they verify that the process complies with the internal procedures established by the Branch. Specifically, they:

- (a) Advertise a request for proposals;

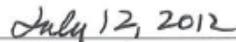
SUBJECT OBTAINING AND MODIFYING PROFESSIONAL SERVICES CONTRACTS	NUMBER 400.1
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VII. REVIEW DATE

This procedural directive shall be reviewed on or before April 2017.



Executive Director



Date of Approval

SAMPLE CLEARANCE CERTIFICATION LETTER
 WHEN PROJECT ADVERTISED BY LOCAL AGENCY

[Local Agency Letterhead]

[Project No.] CN,PE,UT
 SA# *[Subaccount Number]*

[Date]

Ron Dickey
 Colorado Department of Transportation
 Region 6 Utility Engineer
 2000 South Holly Street
 Denver, CO 80222

RE: UTILITY CLEARANCE
[Project No. and Location]

In compliance with the Federal – Aid Program and pursuant to 23 CFR 635.309(b), this is to advise you that all known utilities within the project limits have been cleared in conjunction with this project.

Known Utilities involved on this project are:

<i>[Utility Company]</i>		<i>[* - see below]</i>
0	0	0
0	0	0
0	0	0
etc.	etc.	etc.

[Local Agency Representative]
[Name and Title]

Attachments (Utility Spec, Any Required Agreements)

* Indicate how costs will be paid, as appropriate:

- “at no cost to project”
- “at project expense”

COLORADO DEPARTMENT OF TRANSPORTATION		<input type="checkbox"/> POLICY DIRECTIVE <input checked="" type="checkbox"/> PROCEDURAL DIRECTIVE
Subject REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL		Number 508.1
Effective 5/21/19	Supersedes 5/15/12	Originating office Office of the Chief Engineer

I. PURPOSE

The purpose of this Procedural Directive is to define procedures for the use of the Professional Engineer Seal by the Colorado Department of Transportation (CDOT) employees engaged in the practice of engineering and whose position description requires that they be licensed Professional Engineers in the State of Colorado. This Directive applies to licensed Engineers performing work on behalf of CDOT and includes procedures for processing plans prepared for CDOT by Engineering consultants, contractors and local agencies.

II. AUTHORITY

Executive Director pursuant to § 43-1-105, C.R.S.

§ 12-25-101 through § 12-25-119, C.R.S.

4 CCR 730-1, Bylaws and Rules of the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors, ("AES Rules") available on the Colorado Secretary of State's website under "Administrative Rules" <https://www.colorado.gov/pacific/dora/AES>

Procedural Directive 21.1 "Requirements for the Retention and Archiving of Design, Construction, Engineering, and Specialty Group Records (Paper and Electronic)"

Procedural Directive 51.1 "Requirements for the Retention of Documents"

CDOT Standards and Specifications for Road and Bridge Construction

III. APPLICABILITY

This Procedural Directive applies to all divisions, regions, offices and branches of CDOT. It also applies to contractor and consulting engineering firms who perform engineering work for CDOT as well as local agencies performing engineering work for CDOT.

This Procedural Directive 508.1 must be read together with the CDOT Construction Manual, the CDOT Design Manual, the CDOT Standard Specifications for Road and Bridge Construction, the ROW Manual and all other relevant CDOT Manuals, as well as CDOT's Procedural Directive 21.1 "Requirements for the Retention and Archiving of Design, Construction, Engineering, and Specialty Group Records (Paper and Electronic)" as well as PD 51.1 "Requirements for the Retention of Documents."

SUBJECT	NUMBER
REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL	508.1

IV. DEFINITIONS

“AES Board” means the State Board of Licensure for architects, professional engineers, and professional land surveyors created in section § 12-25-106 C.R.S. See 4 CCR 730-1, Bylaws and Rules of the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors (“AES Rules”).

“Contract Modification Order” or “CMO” shall mean a written order issued to the Contractor by the Department covering contingencies, extra work, increases or decreases in contract quantities, and additions or alterations to the plans or specifications, within the scope of the Contract, and establishing the basis of payment and time adjustments for the work affected by the changes. The Contract Modification Order is the only method authorized for changing the Contract. See the CDOT Standards and Specifications for Road and Bridge Construction.

“Department” or “CDOT” means the Department of Transportation created pursuant to § 43-1-101, C.R.S.

“Engineer” shall mean a Professional Engineer licensed in the State of Colorado by the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors.

“Practice of Engineering” as defined in § 12-25-102(10), C.R.S. shall mean the performance for others of any professional service or creative work requiring engineering education, training, and experience and the application of special knowledge of the mathematical and engineering sciences to such professional services or creative work, including consultation, investigation, evaluation, planning, design, and the observation of construction to evaluate compliance with plans and specifications in connection with the utilization of the forces, energies, and materials of nature in the development, production, and functioning of engineering processes, apparatus, machines, equipment, facilities, structures, buildings, works or utilities, or any combination or aggregations thereof, employed in or devoted to public or private enterprise or uses.

“Record Set” shall mean the reproductions of engineering drawings, inclusive of the cover, title sheet, and the table of contents of the project special provisions and standard special provisions. The Record Set shall bear the Seals and dated signatures of the responsible Engineers.

“Responsible Charge” as defined in § 12-25-102(14), C.R.S. shall mean the personal responsibility for the control and direction of engineering work within a Professional Engineer's scope of competence. The Engineer may only be classified as “Responsible Charge” if the Engineer is licensed pursuant to statute, unless the work involves an activity exempted pursuant to § 12-25-103, C.R.S.

“Seal” shall mean the Seal authorized by the Colorado State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors (“AES Board”) for registrants in accordance with the AES Rules. It may be a crimp type Seal, a rubber stamp type Seal, or an electronic Seal.

SUBJECT	NUMBER
REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL	508.1

“Value Engineering” shall mean a change to contract requirements proposed by the Contractor which will accomplish the project’s functional requirements at less cost or improve value or service at no increase or at a minor increase in cost. See CDOT Standards and Specifications for Road and Bridge Construction, Subsection 101.90.

V. PROCEDURE

A. Responsibility for Sealing Documents

1. CDOT's Sealing requirements are dictated by and adhere to the Sealing requirements for licensed engineers set forth in the AES Board Rules. See Appendix A. Sealing of CDOT documents apply to Professional Engineers, including CDOT engineers, consultants, contractors, and local agency projects with CDOT oversight.
2. On or before January 2020, all CDOT, local agency and consulting Engineers shall utilize electronic Sealing. Requests for exemptions shall be submitted to the Chief Engineer prior to mechanical Seals being utilized with the reason why an electronic Sealing cannot be used. Beginning January 2021, there will be no exemptions to the electronic Sealing requirement, except where stated in section (V)(C) below.
3. Engineering designs, including Record Sets and Contract Modification Orders, contract drawings and specifications for CDOT projects prepared by CDOT employees or by contractors or consultants who perform work for CDOT, or by local agencies who perform work for projects with CDOT oversight and/or funding or federal funding passed through CDOT, shall be Sealed in accordance with this Directive.
4. Resident Engineer. The Resident Engineer is responsible for ensuring that all documents requiring Seals are obtained within 45 days of award of the construction project, (changed from 90 days) and archived in the correct ProjectWise folder. While the CDOT Project Management Office shall electronically notify engineers of this deadline, it is the responsibility of the Resident Engineer to ensure that the Sealing of all documents is executed within this time frame.
5. Engineer in Responsible Charge. The Engineer in Responsible Charge shall Seal their respective documents for the work within their scope of work. This shall apply to all engineering disciplines including but not limited to structures, hydraulics, traffic, geology, and materials. See Appendix A.
6. The Engineer in Responsible Charge on a local agency project with CDOT oversight is required to Seal all documents within the scope of their work. They shall be responsible for depositing the Seal Record Set into ProjectWise within 45 days of the award.
7. To limit the scope of responsibility to one or more disciplines, a statement must be included adjacent to the Seal which limits responsibility to those portions of work done, such as: "My responsibility with respect to this standard plan revision is limited to _____."

SUBJECT	NUMBER
REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL	508.1

B. Documents Requiring Seals

1. Record Sets

- a) The CDOT Engineer in Responsible Charge shall ensure that the consultant has affixed all necessary Seals to the Record Set. The Seal and dated signature of the Engineer whose name appears on the Seal, shall be placed on reproductions of drawings to establish a Record Set of contract documents. The Record Set shall be the final plans plus any revisions at the time of contract award or, for a force account project, at the time the "Notice to Proceed" is issued. The Record Set shall be prominently identified by placing a watermark which reads "RECORD SET" on the cover, the title sheet of the engineering drawings, and the table of contents of project special provisions and standard special provisions and shall be the permanent record of the Engineer in Responsible Charge of project design and CDOT in accordance with the Bylaws and Rules of Procedure of the AES Board.
- b) A Record Set shall be prepared for all CDOT construction projects, including those administered by the Division of Maintenance and Operations, and be retained by CDOT as part of the official project files. CDOT's Record Sets shall consist of "11 x 17" project drawings, plus the complete set of the project special provisions and standard special provisions. All plan sheets and the cover, title page and table of contents pages of the Project Special Provisions and Standard Special Provisions included in a Record Set shall be Sealed as prescribed herein. The unsealed Record Set shall be placed in the appropriate folder in ProjectWise Explorer at the same time the electronic Award Set is created by the Region Finals Administrator.
- c) When sealing a Record Set electronically, CDOT engineers or staff will initiate the workflow, receive the sealed document, and then load the Record Set into appropriate ProjectWise folder. At a future date, an automated workflow will replace this procedure. If sealing mechanically, consultants and contractors shall notify the CDOT Engineer in Responsible Charge that the Sealed Record Sets have been deposited in ProjectWise Explorer.

2. Contract Modification Orders or Change Orders

- a) Plans and specifications added or modified by Contract Modification Orders ("CMO") or change orders shall be Sealed by the Engineer responsible for the new design. This may be the Engineer in Responsible Charge of design or another Engineer who accepts responsibility for the design change after coordinating with the Engineer in Responsible Charge of design. The CDOT Resident Engineer, or the Engineer in Responsible Charge of project construction, is responsible for assuring that these changes are incorporated into the "As-Constructed" plans.
- b) For Value Engineering change proposals (VECP) and other designs developed by the contractor, plans and specifications shall be Sealed by the Contractor's Engineer. For Value Engineering Change Proposal (VECP) plan changes, see Section 104.07 of the CDOT Standards and Specifications for Road and Bridge Construction.

SUBJECT	NUMBER
REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL	508.1

3. M&S Standards

a) Plans developed as standard plans ("M" or "S" Standards) shall be Sealed by the Engineer in Responsible Charge of developing the standard plans; i.e., Staff Bridge Engineer, Project Development Branch Manager, Standards Engineer, Traffic Specifications and Standards Engineer. In the event the designation changes for the offices or individuals listed above, the responsibility shall remain with the person and/or offices responsible for the Sealing of the standard plan. A Record Set with the Seals, and dated signatures of the Engineers in Responsible Charge of the development of the standard plans, will be maintained in the appropriate ProjectWise location. In the event the designation changes for the positions listed above, the responsibility shall remain with the office responsible for the Sealing of the standard plans.

(i) M&S Standard Plan Selection

The Engineer in Responsible charge for project design shall Seal the M&S Standards title sheet and include the following limitation statement: "My responsibility with respect to this plan sheet is limited to the selection of the standard plans for this project and a determination that the selection is appropriate for the project."

(ii) Changes to M&S Standard Plans

If a standard plan is modified in any way, the modified standard plan sheet(s) shall be Sealed by the Engineer in Responsible Charge for design modification.

b) Standard plans developed and issued by other Colorado entities utilized on a project shall be sealed by the entity's Engineer in Responsible Charge.

C. Exclusions from Sealing Requirements

1. Manufactured Components. Engineers may specify manufactured components (e.g., impact attenuators, products on the Approved Product List ("APL")), which are exempted by statute as part of design documents. Manufactured components for the purposes of this Procedural Directive shall consist of such items as a pump, motor, steel beam or other types of items that are manufactured in multiple units for selection and use in projects which must be designed by Engineers. Systems of manufactured components which are specific to a particular use or application must also be designed by an Engineer. The Engineer may show the manufactured component on the drawing or document and is responsible for the correct selection and specification of the manufactured component but is not responsible for the proper design and manufacture of the manufactured component.

2. Stormwater Management Plans

a) Stormwater Management Plans (SWMPs) and Erosion/Sediment Control Plans are excluded from the Seal requirement. Stormwater Management Plan sheets that do not contain engineering information (e.g. hydrology, hydraulics) are not considered "engineering drawings"; therefore, Sealing by a professional engineer is not required.

SUBJECT REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL	NUMBER 508.1
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b) Engineering features (e.g., ditches, storm sewer and permanent water quality facilities) required for the management of stormwater on the project shall be included in the plans on separate sheets as details with the associated information which would require Sealing in accordance with this Directive.

D. Retention of Sealed Documents

1. Transmittal and storage of all CDOT records set forth in this Directive shall adhere to the requirements of Procedural Directive 21.1 and CDOT's Record File Plans. The Sealed Record Set is required to be deposited in CDOT's ProjectWise Explorer. This will constitute the official record and will be retained permanently.

VI. IMPLEMENTATION PLAN

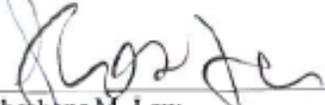
The effective date of Procedural Directive 508.1 shall be upon adoption by the Executive Director.

Procedural Directive 508.1 shall be administered by the Records Management Program and the HQ ProjectWise Office.

Procedural Directive 508.1 shall be implemented by all applicable divisions, branches, regions and offices of CDOT and its municipal, state and federal partners.

VII. REVIEW DATE

This Procedural Directive shall be reviewed on or before May 2025.



 Shoshana M. Lew
 Executive Director

5/21/19

 Date of Approval

SUBJECT	NUMBER
REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL	508.1

Appendix A
Relevant Sections of the AES Board Rules

Rule 2.2 (Definitions)

Responsible Charge of Engineering. The Board shall interpret "responsible charge" of engineering, as defined in Section 12-25-102(14), C.R.S., as follows.

"Responsible charge" of engineering shall mean that degree of control an engineer is required to maintain over engineering decisions made personally or by others over which the engineer exercises supervisory direction and control authority.

(a) The degree of control necessary for an engineer to be in responsible charge shall be such that the engineer:

(i) Personally makes engineering decisions, or personally reviews and approves proposed decisions prior to their implementation, including consideration of alternatives whenever engineering decisions that could affect the life, health, property, and welfare of the public are made. In making said engineering decisions, the engineer shall be physically present or, through the use of communication devices, be available in a reasonable period of time as appropriate.

(ii) Judges the validity and applicability of recommendations prior to their incorporation into the work, including the qualifications of those making the recommendations.

(b) Engineering decisions that are made by, and are the responsibility of, the professional engineer in responsible charge are those decisions concerning permanent or temporary work that could create a danger to the life, health, property, and welfare of the public, such as, but not limited to, the following:

(i) The selection of engineering alternatives to be investigated and comparison of alternatives for engineering works.

(ii) The selection or development of design standards or methods, and materials to be used.

(iii) The selection or development of techniques or methods of testing to be used in evaluating materials or completed works, either new or existing.

(c) As a test to evaluate whether an engineer is in responsible charge the following must be considered: An engineer who signs and Seals engineering documents in responsible charge must be capable of answering questions as to the engineering decisions made during the engineer's work on the project in sufficient detail as to leave little doubt as to the engineer's proficiency for the work performed. It is not necessary to defend decisions as in an adversarial situation, but only to demonstrate that the engineer in responsible charge made them and possessed sufficient knowledge of the project to make them. Examples of questions to be answered by the engineer could relate to

SUBJECT	NUMBER
REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL	508.1

criteria for design, methods of analysis, selection of materials and systems, economics of alternate solutions, and environmental considerations. The individual should be able to clearly define the degree of control and how it was exercised and be able to demonstrate that the engineer was answerable within said degree of control necessary for the engineering work done.

(d) The term "responsible charge" does not refer to financial liability.

(e) A professional engineer who adopts, signs, and Seals work previously engineered shall perform sufficient review and calculation to ensure that all standards of practice required of licensees are met, including satisfying the relevant criteria stated in paragraphs (b) and (c) above, and shall take professional and legal responsibility for documents signed and Sealed under his/her responsible charge.

Rule 5.00 (Professional Engineer Responsibilities)

5.1 (Sealing Requirements for PEs)

5.1.2 Seal Application. A manual or electronic Seal must be applied to either the final reproducible, the final reproduction, or the final electronic record document of all of the following:

- (a) Each sheet of engineering drawings.
- (b) The cover, title page, and table of contents of specifications bound in book form.
- (c) The title page of details bound in book form and prepared specifically to supplement project drawings.
- (d) The title or signature page of engineering reports.

5.1.3 Signature and Date Required. The manual or electronic signature of the licensee and date of signature shall be affixed to the document. The signature of the licensee and date of signature shall appear through the Seal.

5.1.3.1 Signature May Be Required By Public Agencies. A public agency may require a manual or electronic signature of the licensee on reproductions.

5.1.4 Sealing Documents That Are Not Final. When a licensee Seals engineering documents that are not final, the status of the engineering documents must be identified as preliminary. Further qualifying descriptors may be added, e.g. "for review", "not for construction", "for bid only".

5.1.5 Limiting Scope of Responsibility. When a licensee signs and Seals a document, the licensee is responsible for the entire document unless the licensee limits the Seal to one or more disciplines (e.g. civil, structural, mechanical, etc.) shown on the document. To limit the scope of responsibility for an engineering document to one or more disciplines, on the face of such document, the licensee must include a specific written statement adjacent to the Seal that accurately reflects the scope of responsibility for the document.

All disciplines or aspects of the work shown on that document must be signed and Sealed by the

SUBJECT	NUMBER
REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL	508.1

person(s) in responsible charge.

5.2 Engineer's Certification

5.2.1 Circumstances and Applicable Actions. When a professional engineer is presented with a certification to be signed and/or Sealed, the professional engineer should carefully evaluate that certification to determine if any of the following circumstances apply:

- (a) Matters that are beyond the professional engineer's competence, training, or education.
 - (b) Matters that are beyond the professional engineer's services actually provided.
 - (c) Matters that were not prepared under the professional engineer's responsible charge.
- If any of these circumstances apply, that engineer shall take either of the following actions:

- (i) Modify such certification to limit its scope to those matters that the professional engineer can properly sign and/or Seal.
- (ii) Decline to sign such certification.

5.2.2 Certification Defined. Certification is defined as a statement that includes all of the following:

- (a) Is signed and/or Sealed by a professional engineer representing that the engineering services addressed therein have been performed by the professional engineer or under the professional engineer in responsible charge.
- (b) Is based upon the professional engineer's knowledge, information, and belief.
- (c) Is in accordance with applicable standards of practice.
- (d) Is not a guaranty or warranty, either expressed or implied.



COLORADO
Department of Transportation
Office of the Chief Engineer

Engineering Contracts

2829 W. Howard Place, Suite 329
Denver, CO 80204

SAR M350-026

Needham Elementary Connect Phase II SRTS Project
Project Code 21503

January 21, 2020

Attn: Devon Schmidt
City of Durango
949 East 2nd Avenue
Durango, CO 81301

Dear Mr. Schmidt:

The City's award of project SAR M350-026 (21503) to Ridgway Valley Enterprises, Inc. is approved based on my review of the request for concurrence dated January 10, 2020, and supported by the associated financial statement along with the receipt of the following documents:

- CDOT Form 605, Contractors Performance Capability Statement
- CDOT Form 606, Anti-Collusion Affidavit
- CDOT Form 621, Assignment of Anti-Trust Claims and
- Documentation of conformance with CDOT DBE Contract Goal Policy

The reimbursement of Federal funds for this project is subject to the requirements of the Inter-Governmental Agreement (IGA) between the City and the Colorado Department of Transportation. Any funding that may be required to complete the project beyond the funds approved under the IGA will be the responsibility of the City.

Please be sure to include a copy of FHWA Form 1273 as part of your entity's contract with the above selected contractor. Your cooperation in this matter is appreciated.

Sincerely,

RB Simmons
CDOT Award Officer
PH: 303-757-9416

cc: Robert Shanks, R-5
Region EEO Officer, R-5
Yehdego/Ngo, HQ-Accounting
Civil Rights
Central Files / ProjectWise Explorer

<LOCAL AGENCY LETTERHEAD>

Project Financial Statement and Schedule Review

<PROJECT NAME>

Project Subaccount # <99999>

Project # <XYZ.A999-999>

Available funds:

Federal and/or CDOT Funds \$ _____

<LOCAL AGENCY> Matching Funds \$ _____

<LOCAL AGENCY> Additional funds \$ _____

(note: the local agency is responsible for any project funding shortfall which should be included on this line if known) *

Total Funds Available \$ _____

Destination of Funds:

<CONTRACTOR NAME> \$ _____

<CONSTRUCTION MGMT. CONSULTANT> \$ _____

(note: if applicable) *

Total Project Funds: \$ _____

(note: "Total Funds Available" and "Total Project Funds" must be exactly the same) *

Any additional project costs / overruns shall be paid by <LOCAL AGENCY>.

Construction Project Schedule Review

The IGA Expiration Date for this project is: _____/_____/_____

The Construction Performance Period End Date is: _____/_____/_____

Can this project be completed within the period of the IGA? (Yes or No). _____

Comments:

Authorized Signature

Date: _____

<LOCAL AGENCY PERSON IN RESPONSIBLE CHARGE>

Instructions to Local Agency:

Replace <TEXT> with local agency or project specific information

Delete notes (note,) *

Delete these instructions

NOTICE OF AWARD

Project Name _____

Bid Number _____ Project No. _____

Date of Notice of Award _____

TO: _____

The City of Longmont Purchasing and Contracts Manager has considered Bids for the above Project in response to its Invitation to Bidders. The City accepts your Bid for the Work in the amount of _____ DOLLARS.

You must sign the Agreement for a Construction Contract with the City of Longmont and furnish complying insurance evidence and applicable Performance and Labor and Material Payment Bonds within ten days from the date of delivery of this NOTICE to you.

If you fail to sign the Agreement for a Construction Contract or furnish the bonds and insurance within ten days from the date of delivery of this NOTICE, the City may consider all your rights under the City's acceptance of your Proposal as abandoned. Your Bid Guarantee shall become the property of the City as liquidated damages, not as penalty, for any delay of construction. The City may award or re-advertise the Work, or act otherwise, at its discretion.

CITY OF LONGMONT
Purchasing & Contracts Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged this ____ day of _____, 2006.

CONTRACTOR

SIGNED: _____

BY ITS: _____
Title

Originals: Contractor, Purchasing and Contracts, Project Manager



**City of Lakewood
Public Works Department
Engineering Division**

Civic Center North
480 South Allison Parkway
Lakewood, Colorado 80226-3127
(303) 987-7900
(303) 987-7910 FAX

May 3, 2005

Mr. Robert Cline
Colorado Constructors, Inc.
6810 N. Broadway, Suite B
Denver, CO 80221

Re: Pre-Construction Meeting Kipling Street over Bear Creek Bridge, BRO M760-011

Dear Mr. Cline:

The **Pre-Construction Meeting** for the Kipling Street over Bear Creek bridge project is scheduled for 10:00 AM on Monday, May 16, 2005. The meeting will be held in the Public Works Conference Room on the second floor at Civic Center North, 480 South Allison Parkway. If possible, please submit necessary items prior to the meeting so they can be incorporated into the meeting. They should include:

- List of suppliers
- Schedule
- Sublet Contract Forms
- Occupational Health and Safety Statements
- MHT
- Other E.E.O. requirements

It is anticipated that construction will begin on May 23, 2005.

If you have any questions, please contact me at 303-987-7935.

Sincerely,

Steven C. Steinberger
Project Engineer

SCS/slr

c: Byron Tenbrink, AT&T
Sandra Boster, Bear Creek Water & Sanitation
Gary Huber, CDOT
Myron Swisher, CDOT
Scott Moore, Comcast
Lou Vullo, Denver Water Department
Bill Beams, FHU
Mary Barnard, Lakewood Contract Adm.
Brian Langlais, Lakewood Inspector
Dan Clute, Lakewood Regional Parks
George Buckey, Lakewood Survey

Howard Miller, Lakewood Survey
John Padon, Lakewood Traffic
Vince Casteel, Lakewood Design
Steve Trujillo, Metro Wastewater Reclamation
Matt Andrews, Muller Engineering
Kathy Bryant, Qwest
Bill Palumbo, Qwest
Lorraine Taylor, RTD
David Abbink, West Metro Fire Protection
Jerry Gustafson, Xcel
268 – Kipling Street over Bear Creek Construction

-12-2006 12:41

FROM-CDOT GREELEY TRAF

+9703502258

T-258 P.004/012 F-632



PUBLIC WORKS DEPARTMENT
1111 H STREET, P.O. BOX 758
GREELEY, CO 80632
WEBSITE: WWW.CO.WELD.CO.US
PHONE (970) 356-4000, EXT. 3750
FAX: (970) 304-6497

April 7, 2006

Stuart Miller
CDOT R-4 Local Agency
1420 2nd St
Greeley, Co 80631

RE: Pre-Construction Conference
STA 2571-009 (SA 14905)
SH 257 and WCR 74
Signal and Intersection Improvements

Dear Stuart:

This letter is to notify you that a pre-construction conference is to be held on the above referenced project on:

DATE: APRIL 21, 2006
TIME: 9 A.M. TO 11 A.M.
LOCATION: WELD COUNTY DEPT OF PUBLIC WORKS
1111 H STREET, GREELEY, CO

If possible, please provide needed information concerning current changes in CDOT's SWMP requirements which would impact this project.

If you have further questions regarding this, please feel free to contact me, at 970-356-4000 ext. 3742.

Sincerely,

Robert Patrick
Program Manager

BID NO. 2522

NOTICE TO PROCEED

CITY OF LAKEWOOD
Lakewood, Colorado

DATE: 05/24/05

TO: Colorado Constructors, Inc.
6810 N. Broadway, Suite B
Denver, CO 80221

You are hereby authorized to proceed on this date May 31, 2005 with the work defined in the Contract Documents for KIPLING STREET OVER BEAR CREEK.

By the terms of Section 4 of the Notice to Bidders contained in the Special Provisions, you will have 130 working days from the date set forth above to complete the work.

ATTEST: CITY OF LAKEWOOD

By: <u>[Signature]</u>	By: <u>[Signature]</u>
Title: <u>Construction Inspector</u>	Title: <u>Project Engineer</u>

ACKNOWLEDGED BY CONTRACTOR:

By: [Signature]
 Title: President

- c: Contractor
- Purchasing
- Engineering
- Property Management
- CDOT Resident Engineer

Name	Title	Organization	Phone Number	E-Mail Address

PROJECT INFORMATION

Project: _____ *Project Code:* _____

Location: _____ *MP:* _____ *to MP:* _____

Description: _____

Construction Start Date: _____ *Estimated End Date:* _____

I. INTRODUCTORY STATEMENT

We would like to start this Pre-Construction Conference by stating that the Colorado State Department of Transportation (CDOT) welcomes you to the Project Team.

As a team member please join us in meeting our goals to make this a successful, quality project with minimized impacts, not just meeting the schedule but driving it, and providing the most value for every dollar on this project in order to be a part in providing the best transportation system in Colorado.

Here at CDOT we work and live safely!
 We take a can-do attitude, working together to identify and solve problems.
 We are committed to quality.
 We hold ourselves to the highest moral and ethical standards.

Now these statements may all sound "trite," but the point of all these statements is that they are more than just words and as a team member with CDOT there is an expectation of excellence, integrity, respect, and success for each team member.

EMERGENCY PHONE NUMBERS

PHYSICIAN _____	or
HOSPITAL _____	or
AMBULANCE _____	or
FIRE DEPT. _____	or
POLICE _____	or
USE CDOT Form #140 1/93	

III. KEY PROJECT PERSONNEL & Project Administration

CDOT Personnel	
Project Engineer	
Name: _____	
Mobile #: _____	
Project Engineer	
Name: _____	
Mobile #: _____	
Assistant Project Engineer	
Name: _____	
Mobile #: _____	
Inspector	
Name: _____	
Mobile #: _____	
Inspector	
Name: _____	
Mobile #: _____	
Inspector	
Name: _____	
Mobile #: _____	
Maintenance Representative	
Name: _____	
Mobile #: _____	
Local (City and/or County) Agency Representatives	
(Fill in Appropriate Local Agency Name Here) _____ Representative	
Name: _____	
Mobile #: _____	
(Fill in Appropriate Local Agency Name Here) _____ Representative	
Name: _____	
Mobile #: _____	
(Fill in Appropriate Local Agency Name Here) _____ Representative	
Name: _____	
Mobile #: _____	
Contractor Personnel	
Company Name: _____	
Street Addr. _____	
City, State _____	
Zip _____	
Project Manager	
Name: _____	
Mobile #: _____	
Authorized to sign Change Orders? _____	

Superintendent			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
Superintendent Designee # 1			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
Superintendent Designee # 2			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
Other			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
A. Authority of the Engineer			
<p>The Contractor is reminded of the requirements of subsections 105.01 and 105.14 of the Standard Specifications relative to the authority and duties of the Project Engineer. The Project Engineer has immediate charge of the administrative and engineering details of the project. The Contractor is cautioned that only the Project Engineer and/or the Resident Engineer are authorized to provide information, clarification, or interpretation regarding plans, specifications, and any other contract documents or requirements, per subsection 105.09 of the Standard Specifications. Solicitation and receipt of information by the Contractor from any other CDOT representative will not be considered valid for administration of the project. Shop drawings and all other submittals required by the Contract shall be submitted to the Project Engineer. Submittals made to and received by other CDOT representatives will not be considered valid for the purpose of administration of the Contract.</p>			
Submittal			
		Spec./ Standard	Due
III A1	Dispute Review Board Members (Standing DRB)	105.23(l)	Pre-Con
III A2	Form 1378 - Contractor Selection of Litigation or Arbitration	105.23(f)	Pre-Con
			
B. Payment			
1. Estimate cutoff date:			
2. Electronic Funds Transfer (EFT) forms are available from the Accounts Payable Office (303) 757-9569.			
3. Prompt Payment: §107.01 requires all Contractors to comply with the Prompt Payment Law (CRS 24-91-103(2)). Per Standard Specification 109.06, the Contractor shall submit monthly payment confirmation through B2GNow. Failure to submit required information may result in CDOT withholding of subsequent payments.			
4. Does the Contractor intend to provide securities in lieu of cash retainage to be withheld from payments?			

Superintendent			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
Superintendent Designee # 1			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
Superintendent Designee # 2			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
Other			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
A. Authority of the Engineer			
<p>The Contractor is reminded of the requirements of subsections 105.01 and 105.14 of the Standard Specifications relative to the authority and duties of the Project Engineer. The Project Engineer has immediate charge of the administrative and engineering details of the project. The Contractor is cautioned that only the Project Engineer and/or the Resident Engineer are authorized to provide information, clarification, or interpretation regarding plans, specifications, and any other contract documents or requirements, per subsection 105.09 of the Standard Specifications. Solicitation and receipt of information by the Contractor from any other CDOT representative will not be considered valid for administration of the project. Shop drawings and all other submittals required by the Contract shall be submitted to the Project Engineer. Submittals made to and received by other CDOT representatives will not be considered valid for the purpose of administration of the Contract.</p>			
Submittal	Spec./ Standard	Due	Recvd?
III A1	Dispute Review Board Members (Standing DRB)	105.23(l)	Pre-Con
III A2	Form 1378 - Contractor Selection of Litigation or Arbitration	105.04(f)	Pre-Con
			
B. Payment			
1. Estimate cutoff date:			
2. Electronic Funds Transfer (EFT) forms are available from the Accounts Payable Office (303) 757-9569.			
3. Prompt Payment: §107.01 requires all Contractors to comply with the Prompt Payment Law (CRS 24-91-103(2)). Per Standard Specification 109.06, the Contractor shall submit monthly payment confirmation through B2GNow. Failure to submit required information may result in CDOT withholding of subsequent payments.			
4. Does the Contractor intend to provide securities in lieu of cash retainage to be withheld from payments?			

5. Retainage will not be reduced until all project work is complete, the project has been accepted, and all required documentation has been received and accepted by CDOT.
6. Forms: The Contractor shall be responsible for completing and submitting all required forms, instructing all subcontractors on the proper procedures for completing required forms, and for ensuring that all forms and reports are submitted and approved on a timely basis. Failure to do so may result in delays in payment of progress estimates.
7. The Contractor's drawdown schedule is required to begin work. An update is required on the first day of each month during construction. Failure to provide an update will result in a delay of the next progress payment.

Submittal	Spec./ Standard	Due	Recvd?
III B1 Monthly Payment submitted via B2GNow System	108.04(b)	Monthly	
III B2 Payment/Drawdown Schedule	108.04(a)	Pre-Con	
III B3 Payment/Drawdown Schedule Update	108.04(b)	Monthly, 1st day each month	

C. Contract Time

1. Notice to Proceed Date: _____ Anticipated Start Date: _____
2. Time count is: _____
3. Date project time charges begin: _____
4. Working time restrictions noted in the plans are: _____
5. The Contractor will work _____ days per week.
6. The Contractor's working hours will be from _____ to _____
7. Special concerns: _____

D. Schedules & Methods Statements

1. The Contractor's schedule is required to begin work. A monthly update is required on the _____ day of the month.

Submittal	Spec./ Standard	Due	Recvd?
III D1 Preliminary Schedule (Optional - Baseline Schedule may be submitted instead in this timeframe).	108.03(d)	Within 14 days after award.	
III D2 Scheduling Software Selection	108.03(b)	Pre-Con	
III D3 Baseline Schedule (Note may be submitted in 14 days of award instead of Preliminary Schedule).	108.03(e)	Within 45 days after award.	
III D4 Method Statements for each Salient Feature. i.e. Paving Method, etc.	108.03(f), 105.02(b)	Prior to any work on salient feature.	

III D5	Project Schedule Updates	108.03(g)	Monthly by progress paym't cut-off date	N/A
III D6	Weekly Planning Schedule (two week look ahead for planned activities)	108.03(h)	Weekly (progress meeting)	N/A

E. Weekly Progress Meeting / Office & Lab Info

1. Day and time of weekly progress meeting:
2. Location of weekly progress meeting:
3. Field office location:
4. Field lab location:

F. Legal Gross Truck Weights

Legal gross truck weights on all public roads, including within the project limits, will be controlled as follows (§105.18)

1. If material is delivered to the project in a vehicle with a gross weight exceeding the legal limit, the material and the scale ticket will not be accepted. If material is inadvertently incorporated into the project, it will be price reduced per section 105.18.
2. Truck scale tickets will be delivered on site
3. Truck scale tickets will be collected by

Submittal	Spec./ Standard	Due	Recvd?
III F1	List of Haul Vehicles	109.01, 412.07(a)	Prior to the time of delivery
III F2	Weigher Certifications	109.01	Prior to the time of delivery

H. Fuel Cost Adjustments

On Form 85, submitted at the time of bid opening, per Revision of Section 109 Fuel Cost Adjustment, the Contractor chose to either accept or decline the Fuel Cost Adjustments for this project as follows:



- Accept Fuel Cost Adjustments
 Decline Fuel Cost Adjustments

Once bids were opened, the Contractor is not allowed to change this decision.

I. Project First

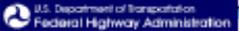
1. Is the Charter developed (optional)
2. Are the frequency, attending staff, and date of meetings scheduled
3. Are the tools (tracking spreadsheet, escalation matrix, etc. developed).

J. Comments, Concerns, and Follow Up Items on Project Administration

J. Comments, Concerns, and Follow Up Items on Project Administration

IV. Civil Rights & Labor Compliance

CDOT Personnel
Region Civil Rights Specialist
Name: _____
Mobile #: _____
Region Civil Rights Manager
Name: _____
Mobile #: _____
Contractor Personnel
Project EEO Officer
Name: _____
Mobile #: _____
A. Civil Rights
1. DBE Goal for this project: _____ DBE Commitment: _____
2. On the Job Training (OJT) Goal for this project: _____ Contractor to provide list of OJT trainees and their roles on the project.
3. CDOT Form 280 - EEO Interviews for this project (per month): _____ (Interviews shall be completed by CDOT Project Personnel ONLY)
4. The Contractor shall submit all documents pertaining to Civil Rights and Labor Compliance to the Project Engineer and the CDOT Region Civil Rights Office .

5. CDOT Form 205 - Sublet Permit Application needs to be submitted by the Contractor for each subcontractor (including Truck Drivers) working on the project.			
6. CDOT has a zero tolerance policy against sexual harassment, workplace violence, and drug or alcohol abuse. Complaints regarding these issues should be referred to the Region Civil Rights Manager. Does everyone understand this policy?		____ Yes	____ No
7. Does the Contractor have a company policy on drug and alcohol use in the workplace?		____ Yes	____ No
8. Subcontracts, including lower tiers, must physically incorporate the FHWA 1273 - Required Contract Provisions Federal-Aid Construction Contracts for all federally assisted projects. The applicable requirements of Form FHWA-1273 are incorporated by reference  any purchase order, rental agreement or agreement for other services.			
FORMS			
Submittal	Spec./ Standard	Due	Recvd?
IV A1	Form 1391 - Federal-Aid Highway Construction Contractors Annual EEO Report 	Each July for the duration of the project.	
FORMS			
IV A2	Supervisor EEO Orientation	Affirmative Action Reqmnts SSPs	Prior to the initiation of work at any job site.
IV A3	Project EEO Meeting	FHWA 1273	Prior to the completion of work at any job site.
IV A4	Written notification to the Director of the Office of Federal Contract Compliance Programs for any construction subcontract in excess of \$10,000.	Affirmative Action Reqmnts SSPs	Within 10 working days of award of any construction

1. Contractor and each subcontractor shall submit their certified payrolls directly into LCPTracker. Certified payrolls from the Contractor and subcontractors are to be submitted within seven days of payment. The classification name and classification code must be identified on each payroll for each employee. A unique identification number must accompany an employee's name the first time it appears on payroll. All subcontractors are to remit payrolls to the Contractor who, in turn, will check and approve payrolls for compliance prior to submittal to the Project Engineer. Failure to submit Certified payrolls, may result in the withholding of payment and/or retainage.

2. Contractor Fringe Benefit Statement shall be submitted for each individual, or for groups of people, for all employees who perform work on the project and whose wages are covered by the Davis-Bacon Related Acts. Other approved deductions shall be noted within LCPTracker, and supporting documentation shall be attached. If for any reason the fringe benefits are altered during the life of the project, the Contractor, subcontractor, or both shall submit a revised Contractor Fringe Benefit Statement to accurately reflect the changes.

D. Submittals



The Contractor should reference the submittal list to know which documents are submitted.

E. Comments, Concerns, and Follow Up Items on Civil Rights and Labor Compliance

Note: A Separate Civil Rights & Labor Compliance Mtg. may be held to review more detailed information.

V. Specialty Units

A. Environmental and Wetlands

CDOT Personnel

Region Environmental/Planning Manager

Name:			
Mobile #:			
Contractor Personnel			
Erosion Control Supervisor			
Name:			
Mobile #:			
1. Are any restrictions in place for this project?			
If yes, discuss restrictions:			
2. All mulch, seed, sod, plants, shrubs and other similar biological material must be free from noxious weeds to minimize their propagation.			
3. Review staked or delineated wetland areas and/or animal habitat areas.			
4. Review protected trees and shrubs and highly erodible soils.			
5. Environmental Pre-Con. Mtg. will be on the _____ day of _____.			
6. Review historical sites and markers within the limits of the project that are to be preserved.			
Submittal	Spec./ Standard	Due	Recvd?
V A1	Colorado Discharge Permit System Stormwater	107.25(d) SSP	PreCon
V A2	Temporary/Permanent Erosion Control Schedule	208.03(b)	With Project Schedule
V A3	Clean Equipment Certification	107.25(b)21	Prior to equipment arrival to site.
V A4	SWMP Notebook	208.03(d)1	Engineer provides Contractor.
V A5	Potential Pollution Source Report	107.25(b)6	Prior to Environ. PreCon
V A6	Proof of Erosion Control Supervisor satisfactory completion of CDOT authorized training program	208.03(c)	Prior to Environ.
V A7	Spill Prevention, Control, and Countermeasure Plan	208.06(c)	Prior to construc. & when revisions are made to SWMP

IV A5	DBE Participation (via B2GNow - based off Project's Utilization Plan).	CDOT	DBE Requirements SSP	Monthly & after final payment.
IV A6	Form 1420 - DBE Participation Plan Modification (Changing Form 1417) - must be approved in order to count toward the goal.	CDOT	DBE Requirements SSP	Before modification to DBE Plan
IV A7	Form 1337 - Contractor Commitment to Meet Requirements	CDOT	Job Train. P	Before training begins (PreCon)
IV A8	Form 838 - On-the-Job Trainee/Apprentice Record & OJT	CDOT	On the Job Train.	Before
IV A9	Form 832 - Trainee Status and Evaluation Report	CDOT	Job Train. P	Monthly by progress paym't cut-off date
IV A10	Form 1336 - OJT Modification Request - must be approved in order to count toward the goal.	CDOT	OJT Requirements SSP & Goal	Before modification to OJT Goal
IV A11	Form 205 - Sublet Permit Application	CDOT	FORM	Prior to the initiation of sub work at
IV A12	Form 1432 - Commercially Useful Function Questionnaire	CDOT	DBE Requirements SSP & Goal	Prior to the release of retainage.
IV A13	Prompt Payment (via B2GNow) (based off approved Form 205(s)).	CDOT	DBE Requirements SSP & Goal	Monthly & after final payment.
IV A14	Form 1425 - Supplier List (list all materials/items the sum of which is \$10,000)	CDOT	DBE Requirements SSP & Goal	Prior to work on the project beginning
B. Bulletin Board				
1. Location of Project Bulletin Board:				
Items posted to the bulletin board shall be legible at all times. The latest version of the documents				
C. Certified Payrolls				

V A8	Concrete Washout Method Statement	208.02(j)	With updated SWMP Notebook
V A9	Weed Free Certification	208.02(a), 213.02	With Submittal for particular item

B. Right-of-Way

CDOT Personnel

Region ROW Supervisor

Name:

Mobile #:

1. Construction Surveying should be completed in accordance with Section 625 of the Contract Specifications. Ensure that all survey benchmarks, monumentation, and stakes are adequately

2. Review the Limits of Construction, Historical Sites and Markers within limits, and insure that

3. Are any restrictions in place for this project?

If yes, discuss restrictions:

4. Agreements to Access Private Property

The Contractor shall furnish the Project Engineer properly executed written documentation from property owners that authorizes the Contractor to trespass on private property for any of the

Comments:

5. Visual aids can substantially complement the written documentation required by CDOT

C. Utilities

CDOT Personnel

Region Utilities Engineer

Name:

Mobile #:

Utility Personnel - And Discussion of Restrictions or Conflicts

Electric:

Company:

Name:

Mobile #:

Gas:

Company:

Name:

Mobile #:

Telephone:

Company:

Name:

Mobile #:

Water:
Company:
Name:
Mobile #:
Sewer:
Company:
Name:
Mobile #:
Cable:
Company:
Name:
Mobile #:
ITS:
Company:
Name:
Mobile #:
Railroad:
Company:
Name:
Mobile #:
Irrigation:
Company:
Name:
Mobile #:
Other:
Company:
Name:
Mobile #:

D. Materials
CDOT Personnel
Quality Assurance Supervisor/Head Tester
Name:

Mobile #:
Project Tester
Name:
Mobile #:
Region Materials Engineer
Name:
Mobile #:
Contractor Personnel
Quality Assurance Personnel
Name:
Mobile #:
Name:
Mobile #:
Agenda Items
1. The Contractor should reference the submittal list and the CDOT Approved Product List (APL) to know which documents are required to be submitted. The APL list can be accessed at
2. Mix Designs and Material Samples

Required mix designs are shown on the submittals list. Any unapproved materials will not be placed on the project. The Contractor shall reference the "Special Notice to Contractors" (CDOT Field Materials Manual) for information concerning timely submittal of material samples.

3. Land Reclamation Pit

The Contractor shall comply with the requirements of the Land Reclamation Permit, including pit limits.

Comments:

4. Test Data
Test data will be available for the Contractor's review on a daily basis. CDOT Form 626 - Field Lab

5. COCs and CTRs

a. COCs and CTRs must contain all eleven items shown in Standard Specific 

"I hereby certify under penalty of perjury that the material listed in this Certificate of

b. Certified Invoices must contain the following statement with an original signature and *"We certify, by photocopy of this invoice, that the quantity of material/rental or lease/specialty*

6. Salvable Materials
Salvable materials that become the property of CDOT must be carefully removed in sections and

7. Buy America
The Contractor is required to follow all requirements outlined in the contract regarding Buy

Comments:

Submittal	Spec./ Standard	Due	Recvd?
V D1 List of Proposed Material Suppliers, Form 1425 	106.01	PreCon & updated two weeks prior to delivery or fabrication for each material.	
V D2 Source of Undesignated Materials	106.02(b)	Before used on the project for each particular item	
V D3 Pipe Material to be used	624.02	PreCon	
V D4 What Structural Plate Material will be used - Aluminum or	510.02	PreCon	
V D5 Waterstops and Expansion Joints - manufacturer and model number of the designated devices.	518.04, 518.05, 518.07	PreCon	
V D6 Lighting Materials & equipment	613.02(j)	PreCon	
V D7 Concrete Mix Design	601.05	For Approval Prior to Placement	
V D8 Certified Cement Test Reports	106.13, 601.05, 701.01	Prior to use of Cement.	
V D9 Certified Fly Ash Test Reports	106.13, 601.05, 701.01	Prior to use of Fly Ash.	

V D10	Flow fill Mix Design	206.02(a)	For Approval Prior to Placement
V D11	Concrete Quality Control Plan	106.06(a)1	PreCon
V D12	Form 46 - Concrete Truck Mixer Inspection Certification 	601.07(c)3	When each concrete truck is delivering to the site.
V D13	Scale Certifications	109.01	When each truck is delivering to the site.
V D14	HMA Mix Design	401.02(a)1	For Approval Prior to Production of the Material
V D15	HMA Quality Control Plan	106.05(a)1	PreCon
V D16	HMA Segregation Quality Control Plan	403.02 PSP	For Approval Prior to
V D17	NCHRP 350 Certification for Work Zone Devices	630.09	Before used on the project for each particular item
V D18	COCs	106.12	Prior to the installation of the
V D19	CTRs	106.13	Prior to the installation of the material.
V D20	Paint Certification	708.00	Prior to use on the project.
V D21	Quality Control Plan for Embankment	203.03(a)	For Approval Prior to Placement

V D22	Buy America Certification	106.11	Prior to the permanent incorporation of steel or iron on the project.
E. Hydraulics			
CDOT Personnel			
Region Hydraulics Engineer			
Name:			
Mobile #:			
F. Staff Bridge			
CDOT Personnel			
Staff Bridge Unit Leader			
Name:			
Mobile #: _____			

Bridge Construction Engineer				
Name:				
Mobile #:				
1. Are any restrictions in place for this project?				
If yes, discuss restrictions:				
2. Fabrication Quality Assurance Inspection required from Staff Bridge?				
Submittal		Spec./ Standard	Due	Recvd?
V F1	The Erection Plan, Precast Bridge Girders and Falsework - Review from CDOT Bridge Fabrication Unit Provide either 1 week prior to the Pre-Erectio Confrnce or 2 weeks prior to fabrication.	509.27, 601.11, 618.14	Earliest of before Pre-Erec. Con. or fabrication.	
V F2	Written documentation of daily inspections of the erected girders and other permanent and temporary bridge elements until the deck concrete has attained the Field Compressive Strength.	509.27, 601.11, 618.14	Within 24 hours following each inspection.	
V F3	Shop drawings for all prestressed components.	618.04	With the	
V F4	Shop drawings, design calculations and load data for review of Type III bearing devices.	512.17	With the Erection	
G. Comments, Concerns, and Follow Up Items on Specialty Units:				

VI. Safety

CDOT Personnel
Region Safety Officer
Name:
Mobile #:
Contractor Personnel
Safety Officer
Name:

Mobile #:			
A. Submittals			
1. The Contractor should reference the submittal list to know which documents are required to			
2. The Contractor shall conduct field safety meetings (also known as Toolbox or Tailgate meetings) at the frequency specified in the Plan, which shall be at least once per week.			
3. The Contractor shall fill out the Notification for Serious Accident or Event on Construction			
4. The Contractor will be allowed to resume operations only after providing written			
Comments:			
Submittal	Spec./ Standard	Due	Recvd?
VI A1	Health and Safety Plan (HASP) - including First Aid/Hospital/EMT Statement	250.03(c)	For Approval Prior to
VI A2	Form 140 - Emergency Phone Number Cards to be posted at the job site.	included in this agenda	PreCon
VI A3	Project Safety Management Plan	107.06(a)	Prior to construc.
VI A4	Safety "Toolbox" Meeting Schedule	107.06(a)4	Prior to construc.
VI A5	PPE Statement	107.06(e), 250.03(d)2F	Prior to construc.
B. Construction Zone Traffic Control			
Contractor Personnel			
Traffic Cntrl Contr. Company Name:			
Street Addr.			
City, State			
Zip			
Traffic Control Supervisor			
Name:			
Mobile #:			
1. Contractor's Superintendent and all others serving in a similar capacity are required to			
2. NCHRP 350 Requirements shall be met and fully implemented.			
Submittal	Spec./ Standard	Due	Recvd?
VI B1	Superintendent & TCS Traffic Control Certifications and CDOT or Alternate Training Certifications for all personnel	630.11	PreCon

VI B2	NCHRP, Test Level 3 Certification for all Traffic Control Devices (as required) to be used on the project.	630.10(a)	PreCon with initial TMP
C. Transportation Management Plan (TMP)			
CDOT Personnel			
Region Public Information Officer			
Name:			
Mobile #:			
Contractor Personnel			
Public Information Officer			
Name:			
Mobile #:			
1. Is this project considered a <i>significant project</i> ? (See <i>CDOT Work Zone Safety and Mobility Rule Procedures Document</i> - Published July 2014)			
If so, has the TMP been submitted?			
The Contractor shall prepare a TMP for each phase of the project, as required.			
Submittal		Spec./ Standard	Due Recvd?
VI C1	Transportation Management Plan (TMP) - Initial Plan provided at PreCon	630.10	For Approval Prior to each construc. phase
VI C1a	Traffic Control Plan (TCP)	630.10(a)	with TMP
VI C1b	Transportation Operations Plan (TO)	630.10(b)	with TMP & weekly
VI C1c	Public Information Manager (PIM) & Plan (PIP)	630.10, PSP 626.01	PreCon with initial TMP
VI C1c(1)	Stakeholder list	PSP 626.01	with PIP
VI C1c(2)	Specific Stakeholders needing ongoing communication	PSP 626.01	with PIP
Other Stakeholders			
Organization:			
Name:			
Address:			
Mobile #:			
Organization:			
Name:			
Address:			

Mobile #:			
Organization:			
Name:			
Address:			
Mobile #:			
D. Method of Handling Traffic (MHT) - Initial submittal required at PreCon			
1. Does the MHT contain a detailed diagram showing the location of all traffic control devices?		___ YES	___ NO
2. Does the MHT show the method, length, and time duration for lane closures?		___ YES	___ NO
3. Does the MHT show the location of flaggers and time duration of flagging operation?		___ YES	___ NO
4. Does the MHT contain a tabulation of all traffic control devices?		___ YES	___ NO
5. Does the MHT address details of a mobile pavement marking zone (as required by the contract)		___ N/A	___ YES ___ NO
6. Does the MHT list supporting references?		___ YES	___ NO
7. Does the MHT show an access maintenance plan showing access for all properties?		___ YES	___ NO
8. Does the MHT show areas where equipment will be stored, vehicles parked, and construction signs and materials will be stored?		___ YES	___ NO
9. Does the MHT have a plan for maintaining and controlling pedestrian, bicycle, and other non-vehicular traffic?		___ YES	___ NO
10. Are verifications needed by survey of horizontal or vertical clearances?		___ N/A	___ YES ___ NO

Comments:			
Submittal	Spec./ Standard	Due	Recvd?
VI D1	Method of Handling Traffic (MHT) to implement the TCP - Initial MHT with the TMP provided at PreCon	630.10(a)	For Approval Prior to each construc. phase
VI D2	Construction Traffic Information Signs	Drawing S-630-1 note:6	After Award
E. Construction Signing			
1. All signing shall conform to the latest adopted version of the MUTCD, including the Colorado			
2. Is there any construction signing on the project that is not the responsibility of the Contractor? If yes:			<input type="checkbox"/> YES <input type="checkbox"/> NO
F. Speed Limits/Uniform Traffic Control			
1. The Form 568 has been approved based on plans and specifications for a reduction of speed to _____ MPH.			<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Uniform Traffic Control (UTC) will be utilized on this project.			<input type="checkbox"/> YES <input type="checkbox"/> NO
- The Contractor shall conform to and submit a copy of the local jurisdiction's policy			
Submittal	Spec./ Standard	Due	Recvd?
VI F1	Form 568 - Authorization and Declaration of Temporary Speed Limits	630.13, Drawing S- --- 1 note.3	By Project Engineer with Project Schedule Review
			
G. Restrictions (Performed by Project Engineer)			
1. Oversize/Overweight Vehicles			
Is a restriction needed for oversize/overweight vehicles on this project?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If oversize/ overweight or vertical/horizontal restrictions are required, the <u>Project Engineer</u> shall			
Start of Closure:		Width:	
End of Closure:		Length:	
Restriction:		Highway No:	
Closure/Detour:		Beginning Milepost:	

Town:	Ending Milepost:
-------	------------------

JUL-12-2006 12:41 FROM-CDOT GREELEY TRAF

+9703502258

T-258 P.007/012 F-632



ENGINEERING DEPARTMENT VT

Post Office Box 190
Fort Collins, Colorado 80522-190

(970) 498- 700
FAX (970) 498- 986

May 15, 2006

Wendy Turner
Colorado Department of Transportation
1420 Second Street
Greeley, CO 80631

RE: STE C060-045 Billing No. 1

Dear Wendy:

Larimer County Billing No. 1 for Project No. STE C060-045 (15278) (Larimer County Project No. 7005) is enclosed for processing. This will be the only billing for the project.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in dark ink that reads "Joe Temple". The signature is written over a dark rectangular redaction box.

Joe Temple
Project Manager

Attachments

cc: Project File
Meegan Flenniken

LOCAL AGENCY BILLING – PAGE 1 OF 2

Date: May 15, 2006

SECTION I. CONTRACT DATA

Local Agency: Larimer County Parks and Open Lands Project No.: STE CO60-045
 Address: 1800 South County Road 31, Loveland, CO 80537
 Employer (FEIN) ID Number: 84-6000779 Project Location: Blue Sky Trail @ CR 38
 Invoice Number/Date: 1 – May 15, 2006
 % Completed: 100% Subaccount No.: 15278

BASIC AND/OR SUPPLEMENTAL CONTRACT TOTAL: \$350,000.00

Federal Share: \$280,000.00
 Local Agency Share: \$ 70,000.00
 State Share: \$ -0-

Prior Period Billing Amount: \$ 280,000.00

Current Billing Period: From: July 27, 2005 To: May 15, 2006

SECTION II. INCURRED COSTS

DIRECT LABOR: (List individually)

Employee Name	Classification	Regular Hours	Direct Hourly Rate \$	Overtime Hours*	Cost \$
[REDACTED]	Senior Civil Engineer	51	40.43		2,061.33
[REDACTED]	Senior Eng. Tech.	54	27.18		1,467.72
[REDACTED]	Senior Civil Engineer	1.5	40.42		60.63
[REDACTED]	Admin. Assistant 2	14	16.92		236.88
[REDACTED]	Senior Eng. Tech.	9	26.77		240.93
[REDACTED]	Eng. Tech. 2	188.5	24.60		4,637.10
[REDACTED]	Construction Manager	225	39.84		8,964.00
[REDACTED]	Senior Eng. Tech.	575.5	27.72		15,952.86
[REDACTED]	Senior Eng. Tech. 2	115.5	30.39		3,510.15
[REDACTED]	Senior Eng. Tech 2.	95	18.58		1,765.10
[REDACTED]	Environ. Specialist	6	36.07		216.42
[REDACTED]	Eng. Tech. 2	18	24.41		439.38

*Eligible classifications only.

LOCAL AGENCY BILLING - PAGE 2 OF 2

Date: May 15, 2006

	Current This Period	Total To Date
SUBTOTAL - DIRECT LABOR	\$ <u>39,553.00</u>	\$ <u>39,553.00</u>
BENEFITS -38.8% OF DIRECT LABOR	\$ <u>15,346.56</u>	\$ <u>15,346.56</u>
OPERATING EXPENSES - 21.4% OF DIRECT LABOR	\$ <u>8,464.34</u>	\$ <u>8,464.34</u>
OTHER DIRECT COSTS (In-House) List individually-at actual cost; mileage (miles x \$), CAD (hrs x \$), equipment rental (hrs x \$), etc.	\$ <u>-0-</u>	\$ <u>-0-</u>
OUTSIDE SERVICES: (Consultants & Vendors) (List individually) (To be in this same format - attach copies of invoices)	\$ <u>-0-</u>	\$ <u>-0-</u>
CONTRACT CONSTRUCTION	\$ <u>340,548.96</u>	\$ <u>340,548.96</u>
TOTAL COSTS CURRENT PERIOD:	\$ <u>403,912.86</u>	
TOTAL COSTS TO DATE:		\$ <u>403,912.86</u>

SECTION III. BILLING *Total Billing 403,912.86*
Federal Participating Amount 350,000.00
 TOTAL BILLING CURRENT PERIOD
 (69% OF TOTAL COSTS): 80% reimbursible to LA \$ 280,000.00 *Pay to Larimer County*
 (Federal funds limited to budgeted amount)

Prior Billing: \$ -0-

I certify that the billed amounts are actual and in agreement with the contract terms:

Joe Temple PROJECT MANAGER 5/18/06
 Signature Title Date

JUL-12-2006 12:42

FROM-CDOT GREELEY TRAF

+9703502256

T-258

P.010/012

F-632

Item Number	Description	Contract Quantity	Unit	Unit Price	Contract \$	Previous Total Quantity	Previous (%) Complete	Previous Amount Paid	Total Quantity To Date	(%) Complete To Date	Total Amount to Date
202	Removal of Tree	2	EA	500.00	\$ 1,000.00	11	5.5	\$ 5,500.00	11	550.0%	5,500.00
202	Removal of Asphalt Mat	220	SY	6.00	\$ 1,320.00	368	1.76395864	\$ 2,328.00	368	176.4%	2,328.00
202	Removal of End Anchorage	1	EA	500.00	\$ 500.00	1	1	\$ 500.00	1	100.0%	500.00
203	Unclassified Excavation	760	CY	12.00	\$ 9,120.00	760	1	\$ 9,120.00	760	100.0%	9,120.00
203	Borrow	576	CY	20.00	\$ 11,520.00	798	1.3874281	\$ 15,960.00	798	138.8%	15,960.00
206	Structure Excavation	1145	CY	9.00	\$ 10,305.00	1145	1	\$ 10,305.00	1145	100.0%	10,305.00
206	Struct Backfill (Special)	120	CY	92.00	\$ 23,040.00	720	1	\$ 23,040.00	720	100.0%	23,040.00
206	Shoring	185	LF	150.00	\$ 27,750.00	145	0.7837838	\$ 21,750.00	145	78.4%	21,750.00
207	Topsoil	320	CY	8.00	\$ 2,560.00	320	1	\$ 2,560.00	320	100.0%	2,560.00
208	Erosion Bales (Wood Free)	40	EA	20.00	\$ 800.00	8	0.2	\$ 160.00	8	20.0%	160.00
208	Slit Fence	550	LF	2.00	\$ 1,100.00	550	1	\$ 1,100.00	550	100.0%	1,100.00
208	Concrete Washout Structure	1	EA	1,200.00	\$ 1,200.00	1	1	\$ 1,200.00	1	100.0%	1,200.00
208	Reset Fence	140	LF	30.00	\$ 4,200.00	0	0	\$ -	0	0.0%	0.00
210	Reset Gate (Special)	1	EA	2,500.00	\$ 2,500.00	1	1	\$ 2,500.00	1	100.0%	2,500.00
212	Reset Guardrail Type 3	150	LF	8.00	\$ 1,200.00	125	0.8333333	\$ 1,000.00	125	83.3%	1,000.00
213	Seeding (Native)	0.4	AG	2,500.00	\$ 1,000.00	0.8	1.5	\$ 1,500.00	0.8	150.0%	1,500.00
216	Soil Reinft Blanket (SRC)	675	SY	2.00	\$ 1,350.00	600	0.8888889	\$ 1,200.00	600	88.9%	1,200.00
304	ABC (Class 5)	492	TON	30.00	\$ 14,760.00	374.48	0.7611585	\$ 11,234.70	374.48	76.1%	11,234.70
419	HBP/Gr S(A)/75(P-064-22)	61	TON	95.00	\$ 5,795.00	125.68	2.0604978	\$ 11,840.55	125.68	206.0%	11,840.55
420	Geotextile (E.C.) (Class A)	520	SY	3.00	\$ 1,560.00	400	0.7692308	\$ 1,200.00	400	76.9%	1,200.00
601	Concrete C/B (Wall)	44	CY	84.00	\$ 3,696.00	231	0.5272093	\$ 19,404.00	231	52.7%	19,404.00
601	Structural Conc. Coasting	68	SY	575.00	\$ 39,100.00	44	1	\$ 25,300.00	44	100.0%	25,300.00
602	Reinforcing Steel	2550	LB	2.00	\$ 5,100.00	304	4.4705692	\$ 3,694.80	304	447.1%	3,694.80
603	24" Corr Steel Pipe (CIP)	82	LF	45.00	\$ 3,690.00	2630	1	\$ 3,690.00	2630	100.0%	3,690.00
603	8 x 8 FT CBC (Process)	90	LF	475.00	\$ 42,750.00	82	1	\$ 42,750.00	82	100.0%	42,750.00
604	inlet Type G (5 FT)	1	EA	2,600.00	\$ 2,600.00	1	1	\$ 2,600.00	1	100.0%	2,600.00
605	Geocomp Drain without Pipe	56	SY	12.00	\$ 672.00	56	1	\$ 672.00	56	100.0%	672.00
606	GR Type 3 (8-3 Post Spa)	88	LF	56.00	\$ 4,928.00	113	1.2840909	\$ 6,328.00	113	128.4%	6,328.00

Project Number: 7006
 Project Description: Blue Sky Trail Underpass (Fad Aid Project No. STE C060-045, 15278)
 Contractor: Mountain Constructors, Inc.
 Pay Estimate Number: NO. 5
 From: FINAL
 To:

Original Contract Time: 40
 Days Added By C.M.O.: 5
 Revised Contract Time: 45
 Days Prev. Charged: 43
 Total Days Charged This Period: 0
 Time Remaining: 43
 Percent Complete By Time: 94%
 Percent Complete By Dollars: 94%

7006 Pay Estimates.xls

05/10/2006

CMO #	Description	Original Contract	Pay Application #	Previous	Current	Total To Date			
606	End Anchorage Type 3J	2 EA 1,600.00	\$ 3,200.00	2	\$ 3,200.00	2 100.0%			
606	End Anchorage Type 3K	2 EA 1,400.00	\$ 2,800.00	2	\$ 2,800.00	2 100.0%			
608	End Anchorage (SRT)	1 EA 2,000.00	\$ 2,000.00	1	\$ 2,000.00	1 100.0%			
607	Fence (Temporary)	350 LF 6.00	\$ 2,100.00	0	\$ 0.00	0 0.0%			
607	Fence Bw W/ Tr Wood Posts	110 LF 8.00	\$ 880.00	214	\$ 1,712.00	214 194.5%			
607	Fence SW W/ Tr Wood Posts	100 LF 8.00	\$ 800.00	58	\$ 464.00	58 56.0%			
607	12' Gate (Metal)	1 EA 500.00	\$ 500.00	2	\$ 404.00	2 200.0%			
607	End Post	7 EA 160.00	\$ 1,120.00	2	\$ 320.00	2 28.6%			
607	Corner & Line Brace Post	4 EA 200.00	\$ 800.00	4	\$ 800.00	4 100.0%			
608	Rubber Mat	720 SF 5.00	\$ 3,600.00	1	\$ 3,600.00	1 100.0%			
613	Lighting	1 LS 7,200.00	\$ 7,200.00	1	\$ 7,200.00	1 100.0%			
620	Sanitary Facility	1 EA 500.00	\$ 500.00	1	\$ 500.00	1 100.0%			
630	Const. Traffic Control	1 LS 24,000.00	\$ 24,000.00	1	\$ 24,000.00	1 100.0%			
630	Flagging	800 Hr 24.00	\$ 19,200.00	182.5	\$ 4,380.00	182.5 22.8%			
630	Concrete Barrier (Temp)	235 LF 22.00	\$ 5,170.00	292	\$ 5,544.00	292 107.2%			
630	Traffic Signal (Portable)	42 Day 200.00	\$ 8,400.00	42	\$ 8,400.00	42 100.0%			
628	Mobilization	1 LS 32,000.00	\$ 32,000.00	1	\$ 32,000.00	1 100.0%			
Contract Item Totals		Original Contract	\$ 381,536.00	Previous	\$ 395,090.25	Current	\$ -	Total To Date	\$ 395,090.25

CMO #	Description	Pay Application #	Previous	Current	Total To Date
2	Structure Backfill (Flowfill)	2	413.71	0	413.71
1	Seal and Prep Joints Inside CBC	3	2,600.00	0	2,600.00
3	Additional Culvert Installation	3	2,545.00	0	2,545.00
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
C.M.O. Item Totals			\$ 5,458.71	\$ -	\$ 5,458.71
Project Totals			\$ 340,548.96	\$ -	\$ 340,548.96

CHANGE ORDERS

05/10/2006

7005 Pay Estimates.xls

SUMMARY

Original Contract Amount	\$ 361,536.00	10% of Contract Cost To Date (Exclusive of Mobilization)	\$ 30,864.90
Total of CMO's Paid To Date	\$ 5,458.71	6% of Original Contract Amount	\$ 18,076.80
Revised Contract Amount	\$ 360,994.71	Maximum Retainage	\$ 18,076.80
		Previous Amount Retained	\$ 18,076.80
		Retainage Amount This Period	\$ -
Total of Contract Items Paid To Date	\$ 335,090.26	Total Amount Earned To Date	340,548.96
Total of C.M.O.'S Paid To Date	\$ 5,458.71	Less Previous Amount Earned	\$ 340,548.96
Project Cost To Date	\$ 340,548.96	Plus Retainage	18,076.80
		Payment Due This Estimate	\$ 18,076.80

Recommended For Payment

Project Number: 7005
 Project Description: Blue Sky Trail Underpass (Fed Aid Project No. STE C060-045, 15278)

Pay Estimate Number: NO. 5 \$18,076.80

County Engineer:  Date: 5/11/06

Project Manager:  Date: 5/11/06

Director of Road And Bridge:  Date: 5-11-06

<u>CDOT REIMBURSEMENT REQUEST FORM</u>			
<u>SECTION I - CONTRACT INFORMATION</u>			
Local Agency:	Springwood	Project Number:	ABC-D123-456
Address:	1428 Elm Street, Springwood, CO 80552	Project Code:	12345
Employer (FEIN) ID Number:	12-3456789	Project Location:	1428 North Genesee Ave, Springwood, Colorado
Reimbursement No.:	1	Invoice Date:	12/17/2018
% Completed:	20	LA Invoice No.:	
Current Billing Period	From: 11/1/2018 To: 11/30/2018		
BASIC and/or SUPPLEMENTAL CONTRACT TOTAL:		\$	1,000,000.00
82.79 %	Federal Share:	\$	827,900.00
0 %	State Share:	\$	-
17.21 %	Local Agency Share:	\$	-
	Prior Billing Amount:	\$	123,385.00
	Amount Remaining:	\$	876,615.00
<u>SECTION II - INCURRED COSTS</u>		<u>Current This Period</u>	<u>Total to Date</u>
Design Costs - see attachment		\$ -	\$ -
Construction Costs - see attachment		\$ -	\$ -
TOTAL COSTS CURRENT PERIOD:		\$ -	\$ -
TOTAL COSTS TO DATE:			\$ -
<u>SECTION III - BILLING</u>			
TOTAL BILLING CURRENT PERIOD		\$	-
Minus Local Agency Overmatch		\$	-
Minus Local Agency Matching Share	17.21 %	\$	-
Amount payable to Local Agency		\$	-
I certify that the billed amounts are actual and in agreement with the contract terms.			
Signature	Title	Project Engineer	Date: 1/1/2019

Colorado Department of Transportation
LETTER OF MATERIALS CERTIFICATION

Project Number:
Location:
Project Code:
Date:
Contractor:
Date Accepted:

This is to certify that:

The results of the tests on acceptance samples indicate that the material incorporated in the construction work, and the construction operations controlled by sampling and testing, were in conformity with the approved plans and specifications; and such results compare favorably with the results of the independent Assurance Sampling and Testing.

All independent Assurance sample and tests are within tolerance limits of these samples and tests that are used in the acceptance program, except as documented in the project records.

Exceptions to the plans and specifications are explained on the back hereof (or on an attached sheet).

Page 2 attached, Explanation(s) of Exceptions. LA prepares and attaches
Page 3 attached, Independent Assurance Schedule. LA prepares and attaches

By _____

Local Agency Engineer

Cc:
Local Agency Resident Engineer
CDOT Resident Engineer
CDOT Materials Engineer
CDOT Records Management / ProjectWise Explorer

EEO CERTIFICATION ACCEPTANCE LETTER

Date:

To: Region CDOT Resident Engineer

From:

Subject: EEO Certification of Compliance

Project No.:

ID#:

I do hereby certify:

All contractor certified payroll documentation has been reviewed and is in compliance.

All federally mandated EEO Program documentation has been reviewed and is in compliance.

All documentation will be retained for the required length of time per the FHWA 1273 .

Comments/Explanation of Exceptions that apply:

Certified By:

Local Agency Representative

Title

Cc:
Local Agency file
CDOT EEO Representative

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Chief Engineer
4201 E. Arkansas Ave. #262
Denver, CO 80222
(303) 757-9206
(303) 757-9656 Fax



Date: March 4, 2005

To: Region Transportation Directors, Professional Engineer III's, and Resident Engineers

From: Craig Siracusa, Chief Engineer *Craig Siracusa*

Subject: Construction Inspector Qualification Program
Policy Memo 25

As a follow up to the memo issued on October 25, 2004, I would like to communicate progress in the implementation of the CDOT Inspector Qualification Program. The Inspector Qualification Board of Directors has developed the following policies in regard to prerequisites, certification requirements and program implementation.

Required Prerequisite Classes:

- Technical Series (EPS Assistant I thru EPS Technician III)
 - Basic Highway Math
 - Basic Highway Surveying
 - Basic Highway Plan Reading
 - Erosion Control Supervisor

- Professional Series (EIT I thru EIT III)
 - Basic Highway Surveying
 - Basic Highway Plan Reading
 - Erosion Control Supervisor

The specialty certifications, such as CAPA Asphalt Inspection, WAQTC, and Major Structures, will only be required when an inspector is working on a project where those items of work are performed. For example, a person working on an asphalt overlay would need the pre-requisites plus the CAPA asphalt inspection; a person working on an embankment would need the pre-requisites plus the WAQTC soils; etc. The specialty training requirements apply to the full range of both the technical and professional series listed above.

Supervisors will be required to anticipate and incorporate the required specialty training needs into training plans as required by project assignments.

Resident Engineers are also encouraged to look at the background of their Project Engineers (both licensed and not licensed). Resident Engineers should include the categories that they believe are appropriate in the Project Engineers' training plans as well.

Program Implementation:

- The above requirements will be mandatory on CDOT projects after March 1, 2006.
- The scopes of work in future consultant contracts must include the certification requirements for inspectors effective March 1, 2006.

The qualification program products can be accessed both internally and externally at:

<http://www.dot.state.co.us/CHRMEmpCorner/empdev.cfm>

I encourage you to begin to work with your employees to structure a plan that addresses the specific needs.

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Chief Engineer
4201 E. Arkansas Ave. #262
Denver, CO 80222
(303) 757-9206
(303) 757-9656 Fax



Date: November 7, 2005

To: Region Transportation Directors, Professional Engineer III's, and Resident Engineers

From: Craig Siracusa, Chief Engineer *C Siracusa*

Subject: Construction Inspector Qualification Program
Policy Memo 25a

As a follow up to the Policy Memo 25 issued on March 4, 2005, I would again like to communicate progress and clarify requirements for the implementation of the CDOT Inspector Qualification Program. With input from the Program Engineers, the Inspector Qualification Board of Directors has developed the following policies in regard to certification requirements and program implementation.

- Local Agency Projects - Construction inspection certification will be required when the project is on the CDOT right-of-way, within the roadway template, adding lanes, or as otherwise determined by the Resident Engineer. The requirements for Local Agency Project Engineers will be the same as for CDOT Project Engineers. These requirements will be incorporated into new local agency projects, so it will not be retro-active on current projects. As such, the implementation timeframe for local agency projects will vary.
- CDOT Access Permit Inspectors – Certification is not required; however, the Region Traffic Engineers are encouraged to look at the background of their access permit inspectors and include the categories that they believe are appropriate in the access permit inspectors' training plans. This will have value for CDOT for the inspection on these projects as well as improve the career path for the access permit inspectors. This will be re-evaluated as a requirement in one year.
- Summer Temporaries - Summer temporaries normally have lower level duties to assist testers and inspectors. In these cases, the certifications are not applicable. However, if the summer temporary is taking on the full responsibility of the construction inspector, then the certifications will apply.
- Consequences and Accountability - These requirements will be incorporated into an employee's training IPO and addressed through the 3P process. Supervisors will make modifications to and incorporate the training requirements into IPOs and training plans as required.

**City of Aurora**

Parks & Open Space Department
Planning Design and Construction
15151 E. Alameda Parkway
Aurora, Colorado 80012
Phone: 303-739-7160
Fax: 303-739-7143
www.auroragov.org

June 16, 2004

Mr. John Meza
Meza Construction
740 S. Bryant St.
Denver, CO 80219

Re: Letter of Acceptance
Project No. STE MO55-012
Subacct. No. 12741
Location Aurora City Center Bike Path

Dear Mr. Meza,

This is to inform you that the above-referenced project was accepted as complete on 5/01/04. You are advised that the following items are required as part of your contract for this project. Retainage can not be reduced until all paperwork has been received. These items must be submitted before Final payment can be approved:

1. CDOT form 17
2. Buy America Certification Statement
3. All outstanding material COC's.

The final quantities are ready for your review at this time. The Final estimate and supporting documentation will be submitted to the Region office by June 24, 2004. Contact Carol Anderson with CDOT questions at 303-757-9826 and contact me with coordination questions at 303-739-7473.

Thanks for cooperation on this project.

Sincerely,

A handwritten signature in black ink, which appears to read "Peggy Golden", is written over a dark rectangular redaction box.

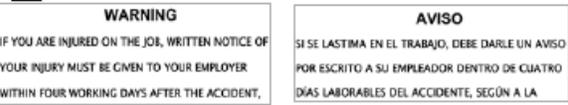
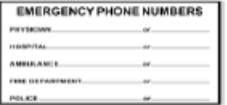
Peggy Golden
Senior Landscape Architect

cc: Project Development
Projects & Grants
Business Office
Region Lab

Area Engineer
Resident Engineer
Finals Engineer

Bulletin Board Required Postings

Emergency Phone Numbers, CDOT Form 140
CDOT Notice: Equal Opportunity Employer, CDOT Form 388
Non-Discrimination in Employment Notice (Unions or Other Hiring Agencies, CDOT Form 465)
Fair Labor Standards Act (FLSA), WH Form 1088 (Minimum Wage)
* FHWA Penalty for False Statements, FHWA Form 1022
Equal Employment Opportunity is the Law English Spanish
Occupational Safety and Health, You Have a Right to a Safe and Healthful Workplace, OSHA 3165 English Spanish
* Notice to All Employees Working on Federal or Federally Financed Construction Projects, WH 1321 (2 pages)
Notice Employee Polygraph Protection Act, WH 1462 English Spanish
Prompt Payment Notice and Law
Your Rights under the Family and Medical Leave Act, WH 1420 English Spanish
Notice to Employees: Executive Order 13201, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Beck Act)
Workers Compensation information, (obtain from insurance company that provides your coverage)
* Colorado Minimum Wage Decision from project special provisions and Conformed rates added to the wage decision (if applicable)
Note: * The FHWA 1022, WH1321 and the required Colorado Minimum Wage Decision are for Federally Funded Contracts only.

Construction Bulletin Board Required Postings CHECKLIST		Project No.:	Project Code (SA#):
 		Project Location/Name:	
		Date of Inspection:	Follow-up Insp:
Yellow = most recent changes			
Colorado Notice of Paydays <input type="checkbox"/> English Form #: N/A Source: CDLE Last Updated: <i>not specified</i> 		Colorado Notice to Employer of Injury <input type="checkbox"/> English Form #: WC50 Source: CDLE <input type="checkbox"/> Spanish Last Updated: Rev. 5/99 	
Colorado Anti-Discrimination Laws <input type="checkbox"/> English Form #: N/A Source: CO DORA <input type="checkbox"/> Spanish Last Updated: Jul-19 		Colorado Employment Security Act <input type="checkbox"/> English Form #: prev. 502 Source: CDLE <input type="checkbox"/> Spanish Last Updated: Rev 4/29/19 	
EEO is the Law <input type="checkbox"/> English Form #: EEOC-P/E-1 Source: US EEOC <input type="checkbox"/> Spanish Last Updated: Rev 11/09 *2 pages each 		EEO is the Law Supplement <input type="checkbox"/> English Form #: N/A Source: US DOL <input type="checkbox"/> Spanish Last Updated: Rev 09/15 	
Emergency Phone Numbers <input type="checkbox"/> English Form #: CDOT 0140 Source: CDOT Last Updated: <i>Rec 01/93</i>  <input type="checkbox"/> Signed/Filled Out		Notice to Unions or Other Hiring Agencies Non-Discrimination in Employment Notice <input type="checkbox"/> English Form #: CDOT 0465 Source: CDOT Last Updated: <i>Rev 10/94</i>  <input type="checkbox"/> Signed/Filled Out	
Penalty for False Statements <input type="checkbox"/> English Form #: 1022 Source: FHWA <input type="checkbox"/> Spanish Last Updated: <i>Rev May 2015</i> 		Job Safety and Health <input type="checkbox"/> English Form #: 3165 Source: OSHA <input type="checkbox"/> Spanish Last Updated: 2019 	
Family Medical Leave Act <input type="checkbox"/> English Form #: WH 1420 Source: FHWA <input type="checkbox"/> Spanish Last Updated: <i>Rev 04/16 * (2013 still good)</i> 		Fair Labor Standards Act - Minimum Wage Poster <input type="checkbox"/> English Form #: WH 1088 Source: DOL <input type="checkbox"/> Spanish Last Updated: <i>Rev 07/16</i> 	

<p>Notice: Equal Opportunity Employer</p> <p><input type="checkbox"/> English Form #: Form 0388 Source: CDOT Last Updated: Rev 10/93</p> <p><input type="checkbox"/> Signed/Filled Out</p> <p>Number of Subs: ____ *ALL SUBS SHOULD BE LISTED</p> 	<p>Company EEO Policy</p> <p><input type="checkbox"/> English Form #: N/A Source: FHWA Last Updated:</p> <p>According to the FHWA 1273 II, Nondiscrimination 3d, and 41 CFR 60-4.3 7f, "Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees</p>
<p>Colorado Worker's Compensation</p> <p><input type="checkbox"/> English Form #: WC49 Source: CDLE Spanish Last Updated: Rev 05/19</p> <p>Colorado Department of Labor and Employment DIVISION OF WORKERS' COMPENSATION Colorado Workers' Compensation Information</p> 	<p>Employee Polygraph Protection Act</p> <p><input type="checkbox"/> English Form #: WH 1462 Source: FHWA Spanish Last Updated: Rev 2016</p> <p>DERECHOS DEL EMPLEADO LEY PARA LA PROTECCIÓN DEL EMPLEADO CONTRA LA PRUEBA DEL POLÍGRAFO</p> <p>EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests unless for pre-employment screening or during the course of employment.</p>
<p>Pay Transparency</p> <p><input type="checkbox"/> English Form #: Source: FHWA Spanish Last Updated: Dec-16</p> <p>PAY TRANSPARENCY NONDISCRIMINATION PROVISION</p> <p>TRANSPARENCIA EN EL PAGO DISPOSICIÓN SOBRE NO DISCRIMINACIÓN</p>	<p>Employee Rights for Workers with Disabilities Paid at Special Min Wages</p> <p><input type="checkbox"/> English Form #: WH 1284 Source: DOL Spanish Last Updated: Jan-18</p> <p>EMPLOYEE RIGHTS FOR WORKERS WITH DISABILITIES PAID AT SUBMINIMUM WAGES</p> <p>DERECHOS DE EMPLEADOS PARA TRABAJADORES CON DISCAPACIDADES QUE PERCIBEN UN SALARIO INFERIOR AL MÍNIMO</p>
<p>Families First Coronavirus Response Act</p> <p><input type="checkbox"/> English Form #: WH1422 Source: DOL Spanish Applies April 1, 2020 to December 31, 2020</p> <p>EMPLOYEE RIGHTS FOR THE FAMILY FIRST CORONAVIRUS RESPONSE ACT</p> <p>DERECHOS DEL EMPLEADO DEBIDO AL RESPUESTA AL CORONAVIRUS</p>	<p>COMPS Order #36 Poster</p> <p><input type="checkbox"/> English Form #: Source: CDLE Spanish Last Updated: Mar-20</p> <p>COMPS Order #36 Poster Colorado Division of Labor and Employment Division of Labor Standards & Training</p> 
<p>Your Rights Under USERRA</p> <p><input type="checkbox"/> English Form #: N/A Source: US DOL Last Updated: April 2017 Pub</p> <p>YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES JOBS RECOVERY AND REEMPLOYMENT RIGHTS ACT</p>	<p>Davis Bacon Wage Decision</p> <p><input type="checkbox"/> Davis Bacon Wage Decision Posted</p> <p>Number of Pages Posted: ____ Other information:</p>
<p>The gray/shaded forms are only required on FEDERAL Projects or projects with Federal Requirements*</p>	
<p>Employee Rights under the Davis Bacon Act</p> <p><input type="checkbox"/> English Form #: WH 1321 Source: FHWA Spanish Last Updated: Rev 10/17</p> <p>DERECHOS DEL EMPLEADO BAJO LA LEY DAVIS-BACON</p> <p>EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT</p> <p>PARA OBREROS Y MECÁNICOS EMPLEADOS EN PROYECTOS DE CONSTRUCCIÓN FEDERAL O CON ASISTENCIA FEDERAL</p> <p>FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS</p>	<p>Employee Rights Under the National Labor Relations Act</p> <p><input type="checkbox"/> English Form #: Source: DOL Spanish Last Updated: 2019</p> <p>EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT</p> <p>DERECHOS DE LOS EMPLEADOS SEGUN LA LEY NACIONAL DE RELACIONES DEL TRABAJO</p>

TRAFFIC CONTROL REVIEW

Project: _____ **Date:** _____
Subaccount: _____ **Time:** _____
Location: _____

Project Engineer: _____ **Prime Contractor:** _____
Resident Engineer: _____ **Traffic Control Contractor:** _____
Reviewer: _____ **Traffic Control Supervisor:** _____

N/A = Not applicable, NC = Not Checked, Yes = 1, No = 0 * = See comments

I. CDOT TRAFFIC CONTROL MANAGEMENT (Weight = 1)

- A. Traffic control calendar daily diary.
- B. Diary reviewed by CDOT & WTS.
- C. Discrepancies...noted in diary & corrected.
- D. Night inspections conducted weekly, documented.
- E. MUTCD (Current) in CDOT field office.
- F. Resident Engineer Traffic Control Review done
- G. Public Information Spec Implemented as required

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
Section Score (Sum X Wt)	0	7

II. METHOD OF HANDLING TRAFFIC (Weight =2)

- A. MHT on file in project records.
- B. Personnel have received WZTC training
- B. MHT in compliance with TCP.
- C. CMO prepared for major change of TCP.
- D. MHT reviewed and initialed by Prime contractor.
- E. MHT approved and initialed by proper CDOT person.
- F. Sufficiently detailed per 630.08.
 - 1. Detailed diagram
 - 2. Tabulation of devices for each phase.
 - 3. MUTCD, Plans, Special Provisions & other sources referenced as necessary.
 - 4. Established access mtce. plan, turn around locations, equipment storage, etc.
 - 5. Pedestrian, Bicycle or non vehicular access addressed per the TCP.
 - 6. Plan for emergency vehicle access, if needed.

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
Section Score (Sum X Wt)	0	24

III. WORKSITE TRAFFIC CONTROL SUPERVISOR (TCS) (Weight =1)

- A. Current ATSSA or CCA Certification on file in project records.
- B. TCS has current flagger card.
- C. TCS diaries on file (see I.A & B).
- D. TCS available on project.
- E. TCS has current Part VI of MUTCD.
- F. TCS has current S-Standards (English/Metric)S-630 1,2 &3.
- G. TCS appropriately dressed (orange hardhat, vest, reflectorization at night).

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
Section Score (Sum X Wt)	0	7

TRAFFIC CONTROL REVIEW

IV. FLAGGERS (Weight = 1)

- A. Current flagger card.
- B. Appropriately dressed (Orange hardhat, vest, reflectorization at night).
- C. Proper flagging methods used.
- D. Flagger location:
 - 1. Visible to traffic.
 - 2. Proper distance in advance of work.
 - 3. Station illuminated at night.
- E. "STOP/SLOW" Paddle:
 - 1. Correct size and shape.
 - 2. Satisfactory condition.
 - 3. Reflectorized for night use.

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
Section Score (Sum X Wt)	0	9

V. CONSTRUCTION SIGNING (Weight = 3)

- A. Placement conforms to approved MHT.
- B. Conforms to MUTCD/S-Standards(size, design, color).
- C. Satisfactory condition (clean, readable).
- D. Temporary signs
 - 1. 1' minimum ground clearance.
 - 2. Stored out of clear zone.
- E. Satisfactory breakaway design on post(s).
- F. Correct information for activity. (work zone being utilized as signed)
- G. Conflicting signs properly treated (masked, turned,removed).
- H. Fluorescent sheeting on warning signs.
- I. Flashing beacons installed/working properly.

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
Section Score (Sum X Wt)	0	30

VI. TRAFFIC CONTROL DEVICES (Weight =3)

- A. Arrow panel
 - 1. Correct size, number of lights etc.
 - 2. Correct mounting height.
 - 3. Correct placement.
 - 4. All lights working.
 - 5. Correct flashing mode.
 - 6. Auto dimmer for night use operational.
- B. Channelizing devices(barricades, cones,drums, etc.):
 - 1. Correct dimensions.
 - 2. Clean and adequately maintained.
 - 3. Correct taper length.
 - 4. Correct spacing between devices.
 - 5. Warning lights working.
- C. Concrete barrier (temporary):
 - 1. Correctly pinned.(M-606-12)(Roadside Design Guide Pg 9-3)
 - 2. Proper reflector spacing.(S-630-2 Note 9, max 50 feet)
 - 3. Proper reflector color.
 - 4. End treatment installed, or "Clear zone" established.(S-630-2)
 - 5. Correct Taper (Rdsde Design Guide 9.2.1.1.1. 4:1 to 8:1)(Note 16 S-630-1)

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
Section Score (Sum X Wt)	0	48

TRAFFIC CONTROL REVIEW

VII. PAVEMENT MARKINGS (Weight =2)

- A. Striping plan on file.
- B. Conflicting markings properly removed.
- C. Temporary markings placed correctly.(per plans and MUTCD)
 - 1. No passing zones in full compliance.(627.03)
- D. Satisfactory condition(not overly faded, damaged or obscured)

Section Score (Sum X Wt)

Yes/No/NA	Score	Total Possible
	0	1
0	0	1
	0	1
	0	1
	0	1
	0	10

VIII. MISCELLANEOUS ITEMS (Weight = 3)

- A. "Clear Zone" free of obstructions.(per plans or Roadside Design Guide 9.1.1)
 - 1. Construction materials/equipment out of clear zone or protected
 - 2. Temporary hazards in clear zone delineated or protected(other than barrier)
- B. Impact attenuators:
 - 1. Installed per specifications (proper array and pad).
 - 2. Lids in place, dry sand, good condition.
- C. Pilot car operation correct.
- D. Compliance with Project Special Provisions(time,etc.).
- E. Traffic Signal operations/installation
 - 1. Timing adequate
 - 2. Clearance adequate

Section Score (Sum X Wt)

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	24

IX. TRAFFIC IMPACTS (Weight = 2)

- A. Adequate driver guidance(Drivers understand where to go)
- B. Traffic delays being mitigated (Alt Rte, delays/TC hrs advertised etc...)
- C. Accidents (are reports on file)
- F. Work Zone speed limit
 - 1. Form 568 on file
 - 2. Speed reduction appropriate for operation (not too slow/not too fast)
 - 3. "Fines Doubled" and return to speedlimit properly placed

Section Score (Sum X Wt)

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	12

X. WORK ZONE AREA AND INSPECTOR SAFETY (Weight = 2)

- A. Safe entrance/exit to work zone for equipment and workers
- B. Work zone buffer adequate

Section Score (Sum X Wt)

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	4

SUMMARY

- I. TRAFFIC CONTROL MANAGEMENT
- II. METHOD OF HANDLING TRAFFIC
- III. WORKSITE TRAFFIC SUPERVISOR
- IV. FLAGGERS
- V. CONSTRUCTION SIGNING
- VI. TRAFFIC CONTROL DEVICES
- VII. TEMPORARY PAVEMENT MARKINGS
- VIII. MISCELLANEOUS ITEMS
- IX. TRAFFIC IMPACTS
- X. WORK ZONE AREA AND INSPECTOR SAFETY

Project Score

Overall Rating (0 through 4)

COMMENTS

Score	Total Possible	Percentage
0	7	0%
0	24	0%
0	7	0%
0	9	0%
0	30	0%
0	48	0%
0	10	0%
0	24	0%
0	12	0%
0	4	0%
0	175	0%

End Date Extension Request Policy and Procedure Guide



End Date Extension
Policy and Procedure

Appendix C

Acronyms

Appendix C presents abbreviations that are common to CDOT.

ACRONYMS COMMON TO CDOT

3R	Resurfacing, Restoration, Rehabilitation
4P	Project Priority Programming Process
AADT	Annual Average Daily Traffic
AASHTO	American Association of State Highway and Transportation Officials
ADA	Americans with Disabilities Act
ADAAG	ADA Accessibility Guidelines
ADT	Average Daily Traffic
ASTM	American Society for Testing and Materials
BLM	Bureau of Land Management
BPO	Business Programs Office (CDOT)
BR	Bridge On-System Program
BRO	Bridge Off-System Program
CatEx	Categorical Exclusion
CTR	Certified Test Reports
CBC	Concrete Box Culvert
CDOT	Colorado Department of Transportation
CE	Construction Engineering
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation / Air Quality
CMO	Contract Modification Order
COFRS	Colorado Financial Reporting System
CP	Colorado Procedure (materials testing)
CRS	Colorado Revised Statutes
DBE	Disadvantaged Business Enterprise
DHV	Design Hour Volume
DOW	Division of Wildlife (Colorado)
DRCOG	Denver Regional Council of Governments
DSR	Design Scoping Review (meeting)
DTD	Division of Transportation Development (CDOT)
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
EJ	Environmental Justice
ESB	Emerging Small Business
EPA	Environmental Protection Agency
ESAL	Equivalent Single Axle Load
FHWA	Federal Highway Administration
FIPI	Finding-in-the-Public-Interest
FIR	Field Inspection Review (meeting)
FMV	Fair Market Value
FONSI	Finding of No Significant Impact
FOR	Final Office Review (meeting)
FTA	Federal Transit Administration
GIS	Geographical Information System
HAZMAT	Hazardous Materials
HBP	Hot Bituminous Pavement

HES	Hazard Elimination System
HMA	Hot Mix Asphalt
HOV	High-Occupancy Vehicle
HTF	Highway Trust Fund (Federal)
HUTF	Highway Users Tax Fund (State)
IGA	Inter-Governmental Agreement
ISA	Initial Site Assessment
ITS	Intelligent Transportation System
LA	Local Agency
LACA	Local Agency Contract Administration
MCR	Minor Contract Revision
MHT	Method of Handling Traffic
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MUTCD	Manual on Uniform Traffic Control Devices
NEPA	National Environmental Policy Act
NFRT&AQPC	North Front Range Transportation & Air Quality Planning Council
NHS	National Highway System
NPDES	National Pollutant Discharge Elimination System
NTP	Notice to Proceed
OFMB	Office of Financial Management and Budget
OJT	On-the-Job Trainee or On-the-Job Training
PACOG	Pueblo Area Council of Governments
PD	Procedural or Policy Directive
PE	Preliminary Engineering
PM	Project Manager
PPACG	Pikes Peak Area Council of Governments
ProMIS	Project Management Information System
PS&E	Plans, Specifications and Estimate
PSI	Preliminary Site Investigation
PSP	Project Special Provisions
PUC	Public Utilities Commission
QC/QA	Quality Control/Quality Assurance
RE	Resident Engineer
RFP	Request For Proposals
RFQ	Request For Qualifications
RME	Region Materials Engineer
ROD	Record of Decision
ROW	Right-of-Way
RPC	Region Planning Commission
RTD	Region Transportation Director
SAFETEA-LU	The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SB	Senate Bill
SHE	Safety Hazard Elimination (SHO is for Off-Systems Hazard Elimination)
SHPO	State Historic Preservation Office
SOI	Statement of Interest
SSP	Standard Special Provisions
STAC	Statewide Transportation Advisory Committee

STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program
TCP	Traffic Control Plan
T&E	Threatened & Endangered Species
TE	Transportation Enhancement funding
TEA-21	Transportation Efficiency Act for the 21st Century
TIP	Transportation Improvement Program
TPR	Transportation Planning Region
UDBE	Underutilized Disadvantaged Business Enterprises
USC	U. S. Code
USDOT	U. S. Department of Transportation
USFWS	U. S. Fish and Wildlife Service
VMT	Vehicle Miles Traveled

APPENDIX D

CDOT Contact List

Appendix D presents a list of key contacts at the Colorado Department of Transportation.

CDOT CONTACTS

REGION PLANNING STAFF – for assistance with planning and programming of funds

Region 1 – Planning.....	303 757-9946
Region 2 – Planning.....	719 546-5748
Region 3 – Planning Manager.....	970 683-6252
Region 4 – Planning Manager.....	970 350-2172
Region 5 – Planning.....	970 385-1433

REGION LOCAL AGENCY COORDINATORS

Region 1.....	303 757-9114
Region 2.....	719 546-5434
Region 3.....	970 683-6253
Region 4.....	970 350-2205
Region 5.....	970 385-1416

HEADQUARTERS, 4201 East Arkansas Avenue, Denver, Colorado 80222

AGREEMENTS AND MARKET ANALYSIS BRANCH

Branch Manager 303 757-9592

CIVIL RIGHTS & BUSINESS RESOURCE CENTER

1-800-925-3427, dot_civilrights@state.co.us

Program Administrator 303 757-9599

Americans with Disabilities Act Coordinator..... 303 757-9493

Title VI Coordinator 303 757-9162

OFFICE OF POLICY AND GOVERNMENT RELATIONS

Local Government Liaison 303 757-9441

DIVISION OF TRANSPORTATION DEVELOPMENT

..... 303 757-9525

MATERIALS AND GEOTECHNICAL BRANCH

Branch Manager 303 398-6501

PROJECT DEVELOPMENT BRANCH

Branch Manager 303 757-9344

SAFETY AND TRAFFIC ENGINEERING BRANCH

CDOT Railroad Program Office 303 365-7134

REGION 1, 2000 South Holly Street, Denver CO 80222

North Program Engineer	303 398-6789
Central Program Engineer	303 512-5991
South Program Engineer	303 365-7211
West Program Engineer	720 497-6985
Materials Engineer	303 398-6701
EEO/Civil Rights Specialist	303 757-9386
Finals Engineer	303 757-9024
Business Office	303 757-9912
Local Agency Coordinator	303 757-9914
Utility Engineer	303 757-9250
Hydraulics Engineer	303 365-7234
Right of Way Manager	303 757-9212
Traffic Engineer	303 365-7330

SOUTH HOLLY RESIDENCIES

2000 South Holly Street
 Denver, Colorado 80222

Express Lanes Resident Engineer	303 757-9295
Local Agency Resident Engineer	303 757-9114

ARAPAHOE AND CENTENNIAL RESIDENCIES

7328 South Revere Parkway, Unit 204A
 Centennial, Colorado 80112

Arapahoe Resident Engineer	303 365-7255
Centennial Resident Engineer	303 365-7234

Mailing Address: 2000 South Holly, Denver, Colorado 80222

DENVER NORTH RESIDENCIES

4670 Holly St
 Denver, Colorado 80216

I-76 Metro Resident Engineer	303 398-6783
North I-25 Metro Resident Engineer	303 398-6746
Federal Blvd Resident Engineer	303 398-6732
Platt Valley Resident Engineer	303 398-6738

Mailing Address: 2000 South Holly, Denver, Colorado 80222

WEST CAMPUS RESIDENCIES

425A and B Corporate Circle
 Golden, Colorado 80401

Foothills Resident Engineer	720 497-6905
Red Rocks Resident Engineer	720 497-6913
Dakota Ridge Resident Engineer	720 497-6961

Mailing Address: 2000 South Holly, Denver, Colorado 80222

MOUNTAIN RESIDENCY

425B Corporate Circle
Golden, CO 80401

Table Mountain Resident Engineer 720 497-6954

I-70 Mountain Corridor Engineer 720 497-6936

Mailing Address: 2000 South Holly, Denver, Colorado 80222

AURORA TRAFFIC RESIDENCY

18500 East Colfax Avenue
Aurora, Colorado 80011

Resident Engineer 303 365-7330

Mailing Address: 2000 South Holly, Denver, Colorado 80222

AURORA RESIDENCY

3320 South Parker Road
Aurora, Colorado 80014

Cherry Creek Resident Engineer 303 512-5402

Mailing Address: 2000 South Holly, Denver, Colorado 80222

LITTLETON RESIDENCY

8833 South Wadsworth Court
Littleton, Colorado 80128

Central Valley Resident Engineer 303 512-5456

Innovative Contracting & Central Ridge Resident Engineer..... 303 512-5455

Mailing Address: 2000 South Holly, Denver, Colorado 80222

REGION 2, 905 Erie Avenue, P.O. Box 536, Pueblo, Colorado 81002

North Program Engineer (Colorado Springs) 719 634-2323

South Program Engineer 719 546-5430

Materials Engineer 719 546-5778

EEO/Civil Rights Specialist 719 546-5432

Finals Engineer 719 634-2323

Business Office 719 546-5408

COLORADO SPRINGS RESIDENCY

1480 Quail Lake Loop
Colorado Springs, Colorado 80906

Resident Engineers 719 227-3244

LAMAR RESIDENCY

2402 South Main Street
Lamar, Colorado 81052

Resident Engineer 719 336-3228

PUEBLO RESIDENCY

902 Erie Avenue, P.O. Box 536
Pueblo, Colorado 81001
Resident Engineers 719 546-5437

TRAFFIC AND SAFETY

905 Erie Avenue, Creekside Building
Pueblo, Colorado 81001
Resident Engineer 719 546-5437

REGION 3, 222 South Sixth Street, Room 317, Grand Junction, Colorado 81501

West Program Engineer 970 683-6208
Central Program Engineer (Glenwood Springs)..... 970 384-3332
East Program Engineer (Eisenhower Tunnel) 303 512-5664
Materials Engineer 970 683-7562
EEO/Civil Rights Specialist 970 683-6210
Finals Engineer 970 683-7575
Business Office 970 683-6260

GRAND JUNCTION RESIDENCY

606 South Ninth
Grand Junction, Colorado 81501-3794
Resident Engineer 970 638-6351

TRAFFIC & SAFETY RESIDENCY

222 South 6th Street, Room 100
Grand Junction, Colorado 81501-3794
Resident Engineer..... 970 638-6276

CRAIG RESIDENCY

270 Ranney Street
Craig, Colorado 81625
Resident Engineer 970 826-5189

MONTROSE RESIDENCY

2424 North Townsend Avenue
Montrose, Colorado 81401
Resident Engineer 970 249-5285

GLENWOOD SPRINGS RESIDENCY

202 Centennial Street
Glenwood Springs, Colorado 81601
Resident Engineer 970 384-3334

EAGLE RESIDENCY

714 Grand Avenue, P.O. Box 298
 Eagle, Colorado 81631
 Resident Engineer 970 328-9933

BRIDGE & SPECIAL PROJECTS RESIDENCY

714 Grand Avenue, P.O. Box 298
 Eagle, Colorado 81631
 Resident Engineer 970 328-9962

MOUNTAIN RESIDENCY

Eisenhower Tunnel, West Portal
 P.O. Box 2236
 Frisco, Colorado 80443
 Resident Engineer 303 512-5601

REGION 4, 1420 2nd Street, Greeley, Colorado 80631

South Program Engineer 970 350-2162
 North Program Engineer 970 350-2104
 Materials Engineer 970 350-2179
 EEO/Civil Rights Specialist 970 350-2107
 Finals Engineer 970 350-2190
 Business Office 970 350-2109

BOULDER RESIDENCY

1050 Lee Hill Road
 Boulder, Colorado 80302
 Resident Engineers 303 546-5658

WEST GREELEY RESIDENCY

Colorado
 Resident Engineers 970 506-4954
 970 506-4952

LIMON RESIDENCY

P.O. Box 366, 401 "A" Avenue
 Limon, Colorado 80828
 Resident Engineers..... 719 775-8000

LOVELAND RESIDENCY

2207 East Highway 402
 Loveland, Colorado 80537
 Resident Engineers 970 622-1267

STERLING RESIDENCY

120 North Riverview Road

Sterling, Colorado 80751

Resident Engineers 970 521-9716

REGION 5, 3803 North Main Avenue, Suite 306, Durango, Colorado 81301

Program Engineer 970 385-1449

Materials Engineer 970 385-1625

EEO/Civil Rights Specialist 970 385-1403

Finals Engineer 970 385-1412

Business Office 970 385-1401

Utility Engineer 303 385-1407

Right of Way Manager 303 385-1434

ALAMOSA RESIDENCY

1205 West Avenue, Alamosa, Colorado 81101

Alamosa, Colorado 81101

Resident Engineer 719 587-6501

DURANGO RESIDENCY #1

3803 North Main Avenue, Suite 108

Durango, Colorado 81301

Resident Engineer 970 385-3621

DURANGO RESIDENCY #2

3803 North Main Avenue, Suite 200

Durango, Colorado 81301

Resident Engineer 970 385-1440

REGION ENVIRONMENTAL MANAGERS

Region 1 303 757-9929

Region 2 719 227-3248

Region 3 970 683-6251

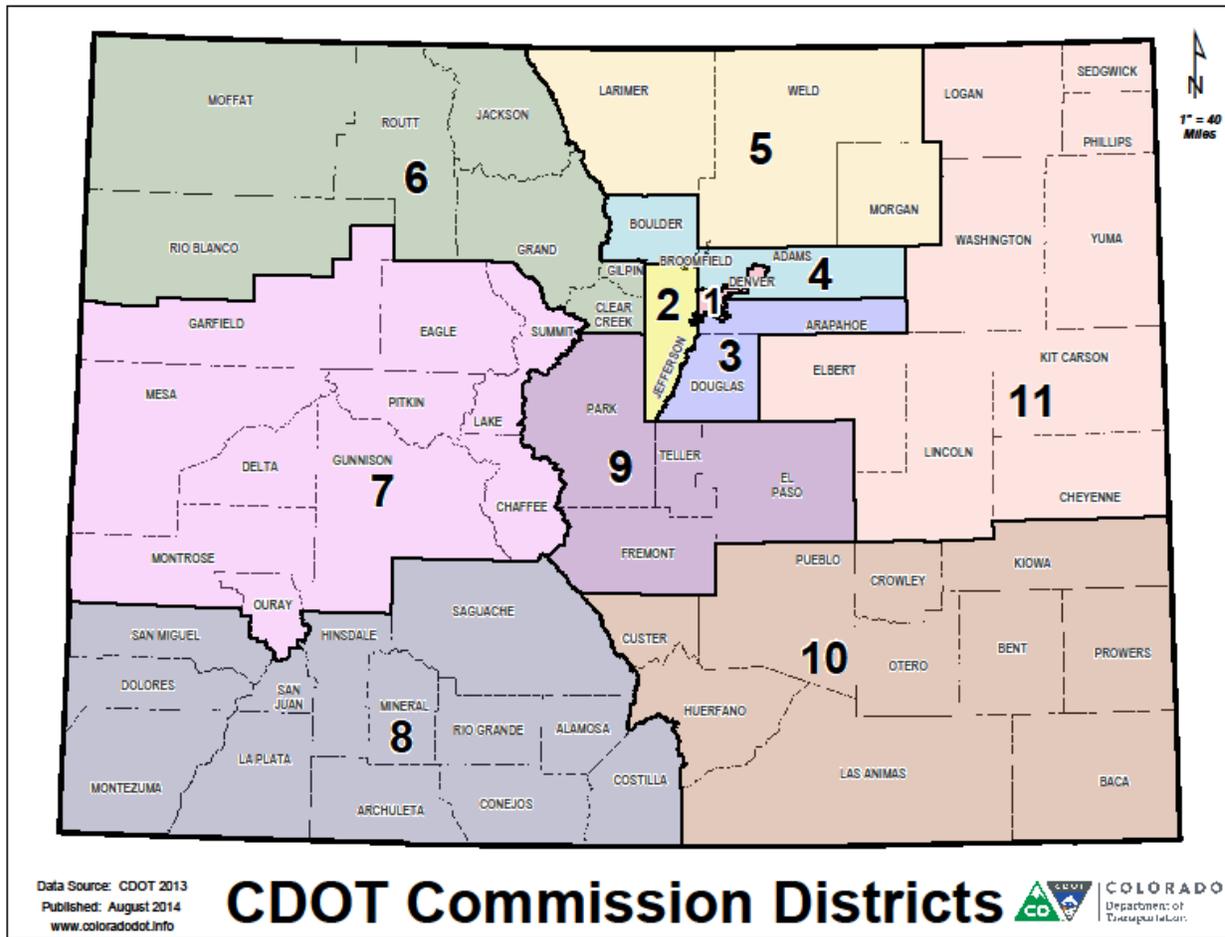
Region 4 970 350-2263

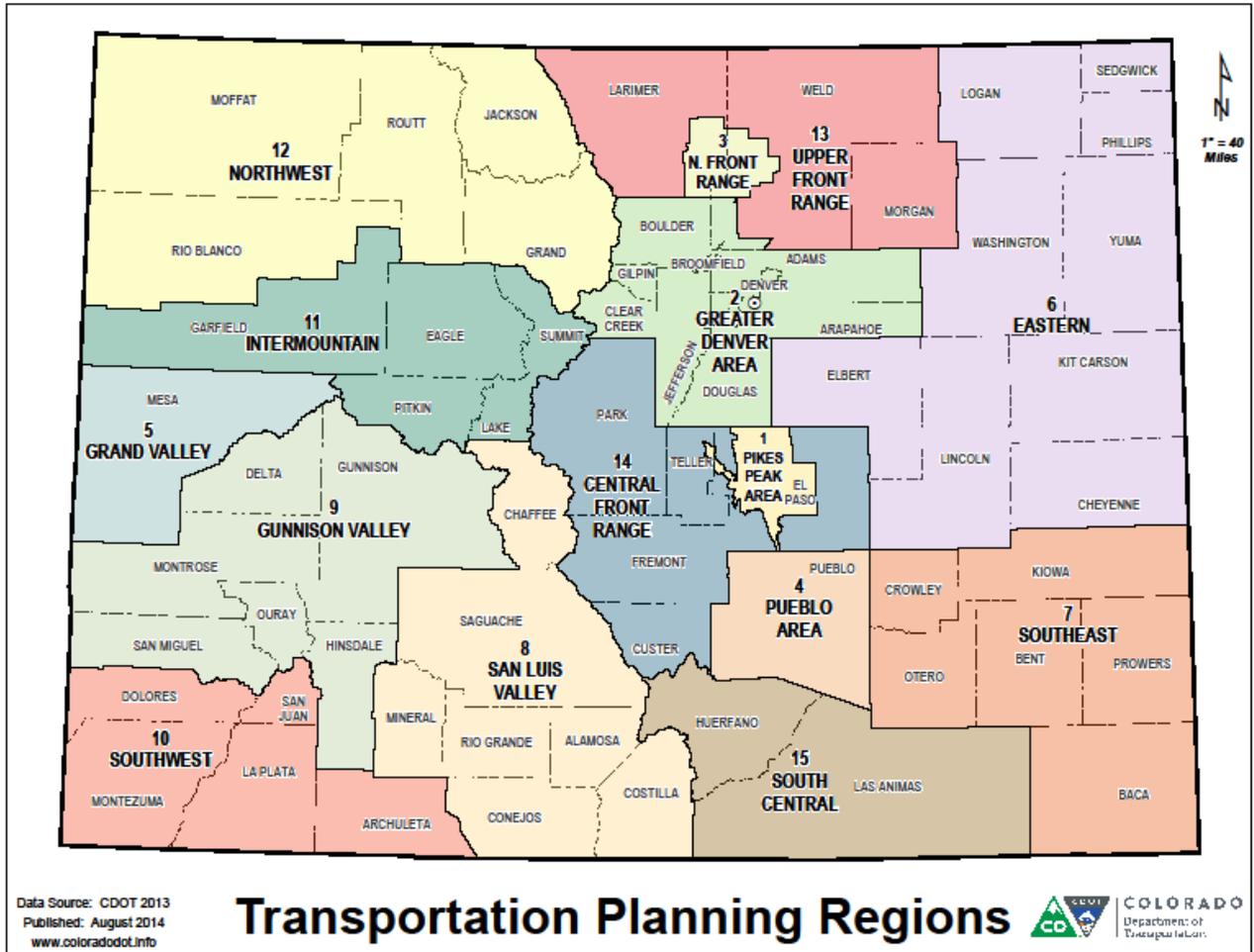
Region 5 970 385-1430

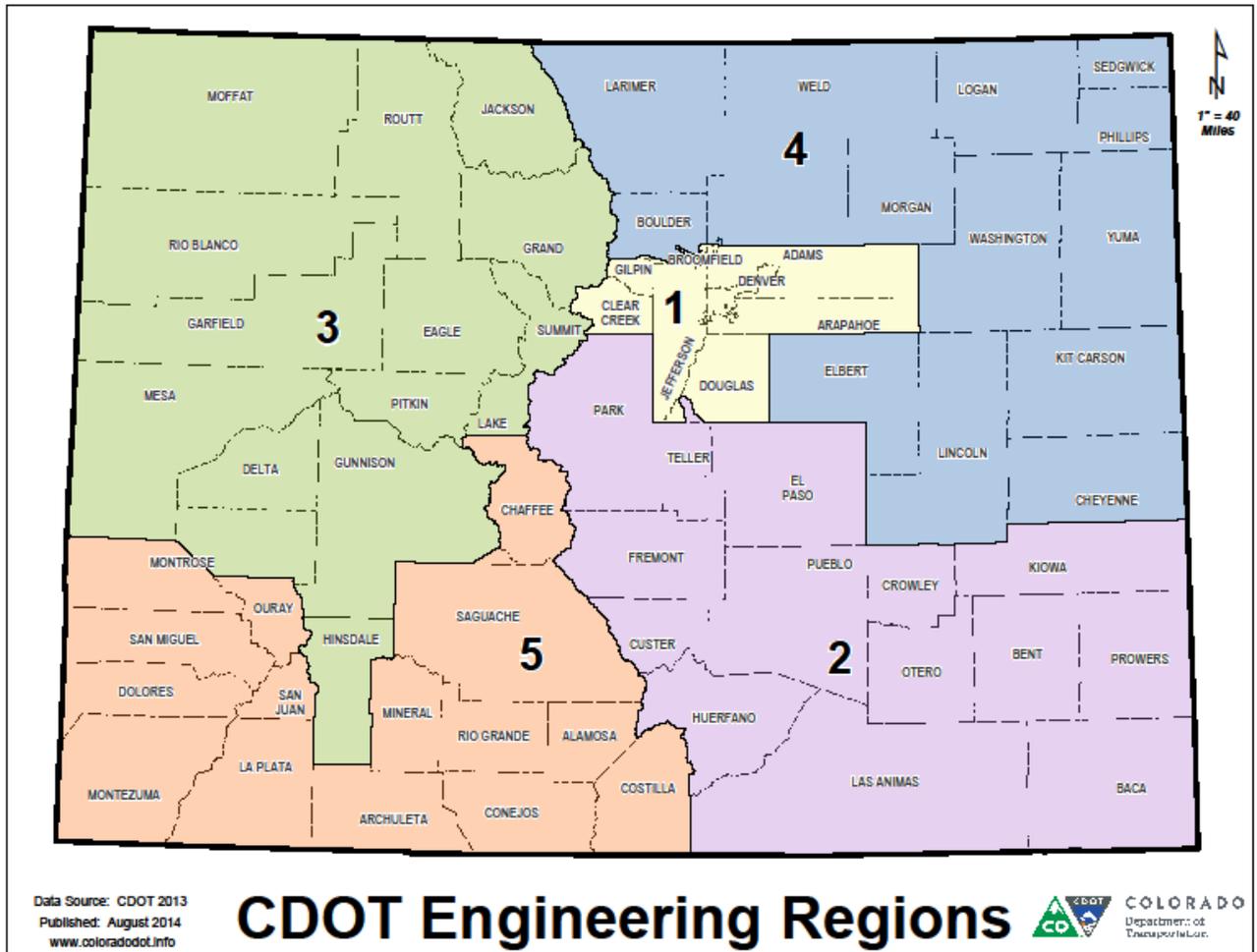
Appendix E

Maps

Appendix E presents maps of the “Transportation Commission Districts”, Transportation Planning Regions”, and “CDOT Engineering Regions”.







APPENDIX F

Finals Documentation

Appendix F contains copies of the Finals documents associated with Chapter 11 of the Local Agency Manual.

Local Agency Final Construction Acceptance Certification

CDOT Letter of Materials Certification

EEO Certification Acceptance Letter

Guidance for Acceptance, Advertisement and Finaling of Local Agency Projects

Final Documentation Checklist

Final Materials Documentation Checklist

CDOT Form 90 – Contract Modification Order

CDOT Form 96 – Contractor Acceptance of Final Estimate

CDOT Form 1418 – Monthly Payment Summary

CDOT Form 1419 – DBE Participation Report

LOCAL AGENCY
FINAL CONSTRUCTION ACCEPTANCE CERTIFICATION

Project Number: ID#
Project Location:
Contractor's Name:
Original Contract Amount \$: Final Contract Amount \$:
Project Acceptance Date:

(To be initialed by the local agency Licensed Project Engineer in responsible charge of the project)

I hereby certify that:

- The project has been completed in reasonably close conformity with plans and specifications including authorized changes. The Entity accepts the project as complete.
The completed project has been reviewed for obvious safety deficiencies.
The project R.O.W. appears to be free of unauthorized encroachments.
The materials test results indicate that the materials incorporated in the project were in conformity with the approved plans and specifications with :
no exception exceptions (explanation attached)
All required material COCs have been received.
* CDOT Form 379 has been completed. Yes No
* CDOT Form 250 has been completed. Yes No
* Letter of Materials Certification (CDOT 473LA) has been completed. Yes No
** The EEO Certification Letter has been completed.
** CDOT Form 1419 has been received.
* Buy America Statement has been received.
* All change orders have been submitted to the CDOT RE for review and approval.
* The Contractor has agreed to the final payment as full and complete.(May use CDOT Form 96)
* The Local Agency Final Acceptance Letter has been issued.
* Final Bill and Closure Letter has been issued.
* As Constructed Plans have been completed.
* Notice of Final Settlement has been made.
The Local Agency will retain all project pay documentation and forms per Federal Regulations, Public records law and CRS 24-72-201 through CRS 24-72-206.
The Contractor has filed a claim No Yes

Signature of Entity Official Date
Title

* indicates a copy of this form is to be submitted to CDOT
** a copy of this form is to be submitted to the CDOT Region EEO
Original to: CDOT RE Cc. Local Agency Resident Engineer

COLORADO DEPARTMENT OF TRANSPORTATION FINAL MATERIALS CERTIFICATION FOR A LOCAL AGENCY PROJECT	Project No.	CDOT Region
	Contract ID	Acceptance date
	Project Location	
	Contractor	

This is to Certify that:

The results of the tests on the acceptance samples indicate that the material incorporated in the construction work, and the construction operations controlled by sampling and testing, were in conformity with the approved plans and specifications; and such results compare favorably with the results of the Independent Assurance sampling and testing.

All results from the Independent Assurance sampling and testing are within tolerance limits of the results of sampling and testing that are used in the acceptance program.

Exceptions to the plans and specifications are explained on Explanation of Exceptions, #474. A CDOT Form #474 is always required to be attached to the #473.

The referenced documents below are attached with applicable signatures to this form in the order indicated.

- Yes No Explanation of Exceptions, Form #474, (as many pages as required.)
- Yes No Explanation of Exceptions, Supplemental Documents.
- Yes No Materials Documentation Record, Form #250.
- Yes No Project Independent Assurance Sampling & Testing Schedule, Form #379.
- Yes No Finals Materials Documentation Checklist, (Project Closure) Form #1199, page 1.
- Yes No Finals Materials Documentation Checklist, (Review or Audit) Form #1199, page 2.

Approved by: Person in Responsible Charge, Local Agency	Title:
Approved by: The Designated CDOT Engineer	Title:

Distribution:

- o: CDOT Resident Engineer
- xc: LA Project Engineer / Project Manager
- CDOT Region Materials Engineer
- CDOT Local Agency Coordinator
- cdot_pavement.design@state.co.us

EEO CERTIFICATION ACCEPTANCE LETTER

Date:

To: CDOT Region X Resident Engineer

From:

Subject: EEO Certification of Compliance

Project No.:

ID#:

I do hereby certify:

All contractor certified payroll documentation has been reviewed and is in compliance.

All federally mandated EEO Program documentation has been reviewed and is in compliance.
(includes subletting, monthly employee interviews, Colorado Program and OJT.)

All documentation will be retained for the required length of time per the FHWA 1273.

Comments/Explanation of Exceptions that apply:

Certified By:

Local Agency Representative

Title

Cc:
Local Agency Resident Engineer
CDOT EEO Representative

The three (3) previous documents must be completed by a representative of the Local Agency in responsible charge of the project and submitted to the CDOT RE.

The following pages are included for information and convenience.

Acceptance, Advertisement and Finaling of Local Agency Projects

PROJECT ACCEPTANCE AND ADVERTISEMENT:

- 1) The Local Agency shall notify the CDOT Project Manager and CDOT RE 2-3 weeks prior to completion of project to schedule a final walk through. It is also recommended that the environmental, maintenance and traffic sections also be included in the final walk through.
- 2) Upon acceptance, the Local Agency writes the letter of acceptance to the Contractor. This letter should list all documentation that is still outstanding. There is an example in the CDOT Construction Manual, Appendix B. Original to Contractor, copy to CDOT RE.
- 3) The Local Agency advertises the project for Final Settlement. This is required by 38-26-107 CRS to be published twice in a publication where the project physically resides. A copy of the Notice of Final Settlement should be sent to CDOT RE, Staff ROW, Project Development.
- 4) The CDOT RE shall complete the DOT 1212. Distribution shall include a copy to the Local Agency.

The following are the responsibility of the Local Agency:

“AS CONSTRUCTED” PLANS

- 1) Assure the “As Constructed” plans are complete and also includes:
 - a. Location of all underground obstructions.
 - b. All utility locations.
 - c. Any changes to the typical section.
 - d. Manufacture and type of bridge expansion devices.
 - e. Vertical and Lateral clearances of structures.
- 2) Guidelines are available in the CDOT 2019 Construction Manual, Section 121.
- 3) Send one (1) set to the CDOT RE. Two (2) sets if the project is on the NHS.
- 4) Send one (1) set to Staff Bridge if construction includes a major or minor structure.

MATERIALS FINAL

- 1) LA engineer or the materials head tester completes the “Final Materials Documentation Checklist”.
- 2) LA engineer completes the “Materials Certification Letter” (DOT 473LA).
- 3) Send copies of the Final Materials Documentation Checklist, Materials Certification Letter, Buy America Letter and DOT 250, DOT 379 and DOT 473LA to CDOT RE. These may be included with the “LA Final Data” worksheet.
- 4) Assure the Final estimate pays contractor for all work in place and also includes:
 - a.) Any incentive/disincentive payments that have been calculated.
 - b.) Any Price reductions. (including those for overweight loads, out of spec material left in place.)

CIVIL RIGHTS PROJECT CLOSE OUT

- 1) Verify that “Good Faith Efforts” were followed.
- 2) Verify that DBE Goals were met by the Form 1419, or exceptions explained in writing.
- 3) Verify that OJT and Colorado Programs guidelines were followed.
- 4) Assure that payrolls were received from all contractors for all personnel on project.
- 5) Assure that payroll classifications were checked and Davis-Bacon wages paid.
- 6) Assure that monthly interviews were conducted and completed DOT 280s are in file.
- 7) Assure that approved DOT 205s are in file.
- 8) Complete the “EEO Certification Letter”.
- 9) Form 1418 (or equivalent) for every pay estimate.

FINAL DOCUMENTATION REVIEW

- 1) Prior to final payment being made to the Contractor the Local Agency designates someone to conduct final review per 2019 CDOT Construction Manual section 121. This is to assure that all contract requirements are met and the project has been completed in reasonable close conformity to plans and specifications.
- 2) Verify that all forms required from the Contractor are received, payments supported by documentation of work in place and project is free of supplier liens and claims.
- 3) The Final Documentation Checklist may be useful in organizing final.
- 4) Send the Contractor the DOT 96 for signature.

FINAL DOCUMENTATION

- 1) Complete the “Local Agency Final Acceptance Certification Letter”.
- 2) Complete the “Local Agency Final Data”.
- 3) Attach required forms to the “Local Agency Final Data” worksheet and send package to the CDOT RE.
- 4) Box all final project records, pay documentation and documents for storage.

RECORDS RETENTION

Retain all project pay documentation, diaries, memos and forms per Federal Regulations.

Per Public records law and CRS 24-72-201 through CRS 24-72-206.

Per PD 21.1, Requirements for Retention of Records (Projects w/non-Federal funds)

FINANCIAL STATUS

- 1) Submit final billing to CDOT RE. Include a statement of “No further billing” and
- 2) A statement or letter requesting project closure to the CDOT RE.
- 3) The CDOT RE notifies Region Business Office to submit DOT 950 for Project Closure process.

FINAL DOCUMENTATION CHECK LIST

Local Agency Project No: _____ **ID#** _____

Copies to CDOT as noted:

- ___ 1. **Acceptance Letter** - Original to Contractor, distribute copies to: CDOT RE, LA file.
- ___ 2. *Needed to advertise project. (CRS 38-26-107). Timely submittal is **EMPHASIZED**. Note on letter any documentation still outstanding from contractor.*
- ___ 3. **Notice of Final Settlement**. This is published in 2 newspapers in the county(s) that the project is located in. Copies to CDOT RE, Staff ROW, Project Development, LA file.
- ___ 4. **Local Agency Final Construction Acceptance Certification Letter**. Original CDOT RE, copy to LA file.
- ___ 5. **Local Agency Final Data worksheet**. Original to CDOT RE, copy to LA file.
- ___ 6. **CDOT Form 1418** (or equivalent)
- ___ 7. **CDOT Form 1419** with Prime Contractor signature. Required on all projects. If subs were not used submit form with statement to that effect. Original to CDOT Region EEO. Copies to: CDOT RE, LA file.
- ___ 8. **"Buy America"** certification. Original to LA file. Copies to CDOT Region Lab, CDOT RE.
- ___ 9. **Final Materials Documentation Checklist**. Original to LA file. Copy to CDOT RE.
- ___ 10. **EEO Certification Letter**. Original to LA file. Copies to CDOT RE, CDOT Region EEO.
- ___ 11. **Change Orders** with letter of explanation.(should have been previously submitted and approved by CDOT Resident Engineer). Original to LA file. Copies to CDOT Resident Engineer, Project Development Area Engineer.
- ___ 12. Completed original **"As Constructed"** plans with acceptance date. 1 copy to CDOT RE, unless project is on the NHS – then 2 copies to CDOT RE. 1 copy to Staff Bridge if construction includes major or minor structure.
- ___ 13. Completed **Local Agency Contract Administration Checklist**. Copy to CDOT RE.

To be retained by the Local Agency:

- ___ 14. Checked certified payrolls.(all Federal Aid Projects and F/A work). (CM 107.1.1.2;121.2.8).
- ___ 15. All pay item documentation (Invoices, Force Account Billings, forms, measurements, calculations).
- ___ 16. Scale & Weighers Certifications for all scales and weighers. Must be valid for project time frame.
- ___ 17. Scale tickets in envelopes, with daily totals. Include spread locations.
- ___ 18. Haul vehicle ID sheets.
- ___ 19. Field Books.
- ___ 20. Survey Documentation. (Field books with Professional Land Surveyor stamp, monumentation records)
- ___ 21. Force Account Billings.
- ___ 22. Any memos listing deleted items, work zone violations, no pay TCS or anything that affects pay/no pay items. Please include Plan Force Account items on list.
- ___ 23. Original Cross Section Sheets and/or computer generated earthwork sheets.
- ___ 24. Copy of CDOT **473LA** Letter of Certification (Materials). This is issued by the CDOT Residency Head Tester.
- ___ 25. Copy of final estimate.
- ___ 26. Copy of Final Billing request to CDOT.
- ___ 27. Copy of Final Local Agency Contract Administration Checklist

FINAL MATERIALS DOCUMENTATION CHECKLIST

Project Number: _____ ID#: _____
 Location: _____
 Contractor: _____ Tester: _____

Date Completed

Required Items

_____	Final or Semi-Final Contractor Estimate.
_____	Completed DOT form 250, signed by PE.
_____	Completed DOT form 379 (IAT Worksheet).
_____	Letter of Explanation of Exceptions.
_____	All required material COCs have been received.
_____	Certificate of Contractor's Compliance to Buy America Clause
_____	Letter of Acceptance from the Project Engineer.
_____	Printed copy of QPM results, signed and dated.
_____	Price Reduction worksheet(s).
_____	Consultant Materials Testing Evaluation form.

Completed By: _____ Date: _____
 Title & Company: _____

Checked By: _____ Date: _____
 Title & Company: _____

COLORADO DEPARTMENT OF TRANSPORTATION CONTRACT MODIFICATION ORDER	Project No.:	Project Code (SA#):
	Location:	
	Date:	Project Order No.:
Contractor:	Estimated cost to project: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease \$	
Complete Address:	Total additional days allowed to complete work:	Federal Oversight? <input type="checkbox"/> Yes <input type="checkbox"/> No
Modification Title:		

I hereby accept this order, for work to be performed and prices on which payment is to be based.			
REQUIRED IN ACCORDANCE WITH INSTRUCTIONS IN THE CDOT CONSTRUCTION MANUAL		REQUIRED FOR ALL CHANGE ORDERS	
Approved by FHWA Operations Engineer:	Date:	Authorized by Project Engineer:	Date:
OPTIONAL		Contractor Representative:	Date:
Approved by Region Transportation Director:	Date:	Approved by Resident Engineer:	Date:
		<input type="checkbox"/> Participating <input type="checkbox"/> Non-participating <input type="checkbox"/> Participation as noted	
		Approved Funding by Region Program Engineer:	Date:

Previous editions may be used until supplies are exhausted

CDOT Form 90 07/02

CDOT Form 1418 – Monthly Payment Summary

<https://www.codot.gov/library/forms/cdot1418.pdf/view>

CDOT Form 1419 – DBE Participation Report:

<https://www.codot.gov/library/forms/cdot1419.xlsx/view>

INDEX

A

- | “Advertisement Set” of Plans and Specification, 7-4
- ADAAG, 5-6
- Advertise
 - | Approval for Period Less Than Three Weeks, 7-1
 - | Concurrence, 5-9, 7-2, 7-3
 - | For Bids, 4-2, 7-1
 - | For Final Settlement, 11-1, 11-2
 - | Requirements, 7-1, 7-2, 7-3
- Air Quality Non-Attainment Areas Identified, 1-4, 2-4
- As-Constructed Plans
 - | Prepare and Distribute, 11-2
- Americans with Disabilities Act, 5-6
- Asphalt Content Calibration Samples, 9-4
- Authorization
 - | Federal Funding, 4-1, 5-9
 - | Fund Eligibility, 4-2, 5-18
 - | Right-of-Way, 5-8
- Award
 - | Concurrence, 7-6, 7-8
 - | Contract, 7-9, 7-10
 - | Office of Federal Contract Compliance, 7-10

B

- Bid Package, 5-15, 7-1
 - | Routing, Coordination and Review, 7-2
- Bids
 - | Award Concurrence, 7-8
 - | Opening, 7-4, 7-5
 - | Processing for Compliance, 7-5
 - | Submittals Required, 7-5, 7-6
- Bonding
 - | Performance and Payment, 7-9
 - | Requirements and Procedures, 7-2
- Bulletin Board
 - | Project Requirements, 10-1, 10-2

C

- Categorical Exclusion See CatEx
- CatEx (Categorical Exclusion), 1-3
- CDOT Forms See Also Appendix A
 - | Form 10 – Inspector’s Report for Force Account Work, 8-6
 - | ~~Form 17 – Contractor DBE Payment Certification, 40-4, 44-3 Form Discontinued~~
 - | Form 43 – Job Mix Formula, 9-6
 - | Form 90 – Contract Modification Order, 8-10, 8-11
 - | Form 96 - Contractor Acceptance of Final Estimate, 11-5
 - | Form 118 - Contract Wage Compliance Statement, 10-2
 - | Form 128, Categorical Exclusion Determination, 1-5, 4-2, 5-18
 - | Form 200 – OJT Training Questionnaire, 10-2, 10-4

- Form 205 – Permit Sublet Application, 8-2, 8-3, 10-2, 10-3, 11-2
- Form 250 – Materials Documentation Record, 9-1, 9-2, 9-7
- Form 262 - Weekly Time Count Report (Work Days), 8-6, 8-7
- Form 263 - Weekly Time Count Report - Calendar Days, 8-6, 8-7
- Form 280 - EEO and Labor Compliance Verification, 10-2, 10-3, 11-2
- Form 313 – Consultant Performance Evaluation, 5-5
- Form 347 - Certification of EEO Compliance, 7-1,
- Form 379 - Project Independent Assurance Sampling Schedule, 9-1, 9-5, 9-7, 9-8
- Form 418 – Federal-Aid Program Data, 4-1
- Form 463 - Design Data
 - | Design Data Included on Form, 3-1
 - | Fund Authorization, 4-2,
 - | Preparation, 5-1
- Form 464 - Design Exception Variance Request, 5-14
- Form 465 - Nondiscrimination in Employment (Notice to Unions/ Organizations), 8-3
- Form 568 - Authorization and Declaration of Temporary Speed Limits, 8-8
- Form 605 - Contractor’s Performance Capability Statement, 7-1, 7-5, 7-8
- Form 606 - Anti-Collusion Affidavit, 7-1, 7-5, 7-8
- Form 621 - Assignment of Antitrust Claims, 7-1, 7-5, 7-8
- ~~Form 713 – Contractor DBE Subcontract, Supply and Service Contract Statement, 10-2, 11-2 Form Discontinued~~
- ~~Form 714 – Underutilized DBE Bid Conditions Assurance, 6-3, 7-5, Form Discontinued~~
- ~~Form 715 – Certificate of Proposed Underutilized DBE Participation, 7-4, 7-5, Form Discontinued~~
- ~~Form 718 – Underutilized DBE Good Faith Effort Documentation, 7-4, 7-5, Form Discontinued~~
- Form 832 - Trainee Status and Evaluation, 10-2
- ~~Form 835 – On the Job Trainee Request, 10-2 Form Discontinued~~
- Form 838 - On-the-Job Trainee/Apprentice Record, 10-2, 10-4
- ~~Form 863 – DBE Contract Goal Recommendation, 6-3 – For Internal use only~~
- Form 895 - Region Certification – Force Account Finding in the Public Interest, 5-14,
- Form 950 Project Closure, 11-5
- Form 1180 - Standard Certification and Project PS&E Approval, 4-2, 5-15
- Form 1186 - Contract Funding Increase/Decrease and Approval Letter, 3-3

- Form 1199 – Finals Materials Documentation Review & Audit Checklist, 11-3
 - Form 1212 – Final Acceptance Report, 11-4
 - ~~Form 1329, Title VI Intake Form, 10-3 Form no longer in use~~
 - Form 1337 – Contractor Commitment to meet OJT Requirements, 10-2, 10-4
 - Form 1413 – Bidders List, 6-3, 7-1, 7-5, 7-6, 7-8
 - Form 1414 – Anticipated DBE Participation Plan, 6-3, 7-1, 7-5, 7-6, 7-7, 7-8
 - Form 1415 – Commitment Confirmation, 7-1, 7-5, 7-6, 7-7, 7-8
 - Form 1416 – Good Faith Effort and Report, 7-1, 7-5, 7-6, 7-7, 7-8
 - Form 1417 – DBE Participation Plan, 7-7, 8-13
 - Form 1418 – Monthly Payment Summary, 8-9, 10-2, 11-2
 - Form 1419 – DBE Participation Report, 8-13, 10-2, 11-2, 11-3
 - Form 1420 – DBE Participation Plan Modification, 8-14, 10-2, 11-3
 - Form 1425 – Supplier List, 8-3
- CDOT Procedural Directives *See Also* Appendix B
- 51.1 - Records Management, 11-5
 - 400.1 Obtaining Professional Consultant Services, 5-6
 - 508.01 Professional Engineer's Stamp, 5-15
 - 512.1 Project Scoping and the Design Scoping Review (DSR), 5-6
- Certified Payrolls
- Checking, 10-5
 - Force Account, 8-6
- Code of Federal Regulations *See* CFR
- CFR (Code of Federal Regulations)
- Title 23 Part 172 Administration of Engineering and Design Related Service Contracts, 5-2, 5-6,
 - Title 23 Part 635.309(b) Authorization (to Advertise), 5-12
 - Title 23 CFR 710.311 Construction Advertising, 5-9
 - Title 48 Subpart 15.404-4 Profit, 5-4
 - Title 2 Subpart D 200.333 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 5-5
 - Title 49 Part 24 Uniform Relocation Assistance and Real Property Acquisition Policies, 5-9
- Change Orders
- Preparation and Authorization, 8-10, 8-11
- Civil Rights and Labor Compliance
- DBE Requirements, 6-3, 11-3, 11-4
 - UDBE Requirements, 5-3
 - EEO Requirements, 6-1, 6-5, 10-1, 10-4
 - Introduction to Construction Civil Rights, 10-1
- Clean Air Act Amendment of 1990, 2-4
- Clearances
- Environmental, 1-3, 4-2, 5-8, 5-10, 5-18
 - Historic, 1-4
 - Utility, 5-11
- Closure
- Project, 11-5
- Code of Federal Regulations *See* CFR
- Colorado Revised Statutes *See* CRS
- Commercially Useful Function
- DBE Expectations, 10-4
 - Definition, 10-4
- Conceptual Cost Estimate, 1-5
- Concrete
- Approvals, 9-6
- Conferences
- Materials Preconstruction Meeting, 9-1
 - Other Conferences, 8-5
 - Preconstruction, 8-2, 10-1
- Construction, Authorization of Funds, 5-18
- Construction Goal Setting, 3-2
- Construction Inspector Qualification, 8-5
- Construction Management
- Introduction, 8-1
- Construction Surveying
- Performance, 8-9
- Consultant Goal Setting, 6-2
- Consultant Selection, 5-2
- Advertisement Required When, 5-3
 - Audit Assistance, 5-4
 - Evaluation Factors, 5-3 to 5-4
 - Execute Agreement, 5-2
 - Negotiations, 5-4
 - Short List, 5-4
- Contract Modification Orders *See* Change Orders
- Contracts *See Also* IGA
- Concurrence to Award, 7-8
- Contractor Claims/Disputes
- Resolving, 8-12, 8-13, 11-5
- CRS (Colorado Revised Statutes)
- 24-30-1401, Legislative Declaration, 5-4, 5-6
 - 24-30-1403, Professional services - listings - preliminary selections, 5-3
 - 24-30-1408, Negotiation of Consultant's Contracts, 5-6
- ## D
- Davis-Bacon Act
- Contract Wage Compliance 10-5
- DBE (Disadvantaged Business Enterprise), 6-1,
- Commercially Useful Function, 10-4
 - Contract Goal Recommendation, 6-2, 6-3
 - Goals Set by CDOT, 5-3, 6-2
 - Participation Report, 6-2
 - Participation Plan Modification Request, 10-2
 - Local Agency Responsibilities, 6-1
 - Oversight of DBE Participation, 8-13, 8-14
 - Program, 6-1
- Dedication of Right-of-Way, 5-9
- Dedication
- Process Explained, 5-9, 5-10
- Design Scoping Review *See* DSR
- Diaries
- Maintaining, 8-6

- Direct Charges, 3-2
 - Allowable Profits in Excess of Direct Costs, 5-4
 - Explanation 3-2
- Disadvantaged Business Enterprise See DBE
- Donation of Land, 5-10
- DSR (Design Scoping Review)
 - Meeting, 1-3, 5-6

E

- EEO Certification, 11-2
- Encumbrance Amount, 3-2
- Environmental
 - Clearances, 5-8
 - Consequences, 5-8
 - Impacts, 1-3
 - Justice, 1-5, 2-2, 5-7, 5-8
 - Processes, 5-8
- Evaluation Factors, 5-3, 5-4

F

- Federal Reimbursement
 - Allowable Profits, 5-4
 - Fixed Fees, 5-4
 - Limits, 5-4
 - Prepare Local Agency Reimbursement Requests, 8-12
- Federally Funded Programs, 1-1
- FHWA Forms See Also Appendix A
 - ~~Form 47 – Statement of Materials and Labor Used By Contractors on Highway Construction Involving Federal Funds, 11-4 Form Discontinued~~
 - Form 1273 - FHWA Required Contract Provisions Federal-Aid Construction Contract Provisions, 6-1, 7-2, 10-1
 - Form 1391 – Federal-Aid Highway Construction Contractor’s Annual EEO Report, 10-5
- Field Inspection Review See FIR
- Final Materials Documentation
 - Checking, 9-7
 - Completing and Distributing, 9-7
- Final Office Review See FOR
- Final Pay Estimate
 - Checking, 11-3
- Final Payment
 - Process, 11-5
- Final Plans
 - Checking, 5-16
- Final Project Acceptance Letter
 - Writing, 11-1
- Final Project Billing
 - Submittal, 11-5
- Final Project Inspection, 11-1
- Final Quantities
 - Checking, 11-3
- Finals
 - Conduct Final Project Inspection, 11-1
- Finding in the Public Interest See FIPI
- FIPI (Finding in the Public Interest)
 - Appropriateness, 5-14

- Approval, 5-14
- FIR (Field Inspection Review)
 - Purpose, 19
- FOR (Final Office Review)
 - Conducting, 5-13
 - Purpose, 5-13
- Force Account Work
 - Definition 5-13
 - Justification, 5-14
 - Rental Rates, 8-6

G

- Gift of Land, 5-10

H

- HMA
 - Approvals, 9-6
- Hot Mix Asphalt See HMA

I

- IGA (Inter-Governmental Agreement), 9
 - CDOT’s Guidelines, 5-3 to 5-5
 - Development, 3-1
 - Encumbrance Amounts, 4-1
 - “Exhibit C,” 3-2
 - Notices to Proceed, 3-2
 - Ordinances by Local Agency, 3-2
 - Preparation, 5-2
 - Process Flowchart, 3-4
 - Resolution by Local Agency, 3-2
 - Resolving Contractor Claims/Disputes, 8-12, 8-13
 - Routine and Random Project Reviews, 8-13
 - Standard Agreements, 3-1
- Independent Assurance Testing, 9-4
- Independent Assurance Testing
 - Distribution of Final Test Results, 9-5
 - Notification, 9-5
- Indirect Charges, 3-2
 - Allowable Profits in Excess of Indirect Costs, 5-4
 - Explanation, 3-2
- Inspector Qualification, 8-5
- Inter-Governmental Agreements See IGA

JKL

- Labor Compliance
 - Davis-Bacon Act, 10-3
 - Introduction to Construction Labor Compliance, 10-1
 - Monitoring EEO/Labor Compliance, 10-1, 10-3
- LA Final Data (Region 4 Form), See Appendix F
- Local Agency Contract Administration Checklist, 3-1, 7-10, 11-6
- Local Agency Reimbursement Requests
 - Preparation, 8-12
- Local Agency Responsibility
 - Advertising for Final Settlement, 11-1, 11-2
 - Change Orders, 8-10, 8-11
 - Concrete and Hot Bituminous Pavement Approvals, 9-6
 - Construction Goal Setting, 6-2, 6-3
 - Construction Inspection, 8-5

- Consultant Goal Setting, 5-3
- Designs, 5-1
- Disadvantaged Business Enterprise Program, 6-1
- Documentation, 8-6
- Equal Employment Opportunity, 6-1, 10-1
- Final Project Acceptance Letter, 11-1
- Mandatory Attendance of Final Project Inspection, 11-1
- Monitor Project Financial Status, 8-12
- Overruns, 3-2
- Preconstruction Packet, 10-1
- Prepare and Submit Monthly Progress Reports, 8-12
- Professional Personnel, 5-3, 8-5
- Project Bulletin Board, 10-1
- Project Plans Completion, 5-15
- Record Retention, 5-5, 11-6
- Responsible and in Charge of the Project, 5-5, 8-5
- Review of DBE Participation Report, 11-2
- Uniform Act, 1-5, 5-9
- Utilities, 5-12
- Long-Range Plans, 2-1, 5-1
- Low Bidder Rejection
 - Approval, 7-9

M

- Manual on Uniform Traffic Control Devices (MUTCD)*, 8-8
- Manufactured Products
 - Acceptance, 9-3
- Materials
 - Accept Manufactured Products, 9-3
 - Check Final Materials Documentation, 54
 - Complete and Distribute Final Materials Documentation, 9-7
 - Final Independent Assurance Test Results Distribution, 9-8
 - Independent Assurance Testing, 9-4
 - Independent Assurance Test Notification, 9-5
 - Laboratory Verification Tests, 9-3
 - Materials Documentation 9-7
 - Materials Preconstruction Meeting, 9-1
 - Mix Design Approval, 9-6
 - Non-Specification Materials, 9-2
 - Project Acceptance Samples and Tests, 9-2
 - Sources of Material, 9-4
- Metropolitan Planning Organizations See MPO
- Minor Contract Revisions See Change Orders
- Mix Designs
 - Approvals, 9-6
- Monthly Progress Reports
 - Prepare and Submit, 8-12
- Monument
 - Right-of-Way, 8-9
- MPO (Metropolitan Planning Organizations)
 - Colorado MPOs, 1-1, 2-3
 - Responsibilities, 2-3
 - STIP Development, 2-2

N

- National Environmental Policy Act See NEPA
- NEPA (National Environmental Policy Act), 1-3
- Non-Specification Materials, 9-2
- Notice to Proceed See NTP
- NTP (Notice to Proceed)
 - Issuance, 3-2, 8-1

O

- Obligation
 - Federal Funding, 4-1
 - Fund Eligibility, 4-1
 - Quarterly Obligation Plan, 4-1
- On-the-Job Training
 - Goal Setting, 6-4
 - Preconstruction Packets, 10-1
 - Trainee Interviews, Compliance and Requirements, 10-4
- Overruns
 - Local Agency Responsibilities, 3-2

P

- Pay Estimates
 - Preparation and Approval, 8-9
- Payment Obligation, 3-2
- Plans, Specifications and Construction Cost Estimates See PS&E
- Preconstruction Packet
 - Contents, 57-58
 - Requirements, 10-1, 10-2
- Preliminary Cost Estimate See Conceptual Cost Estimate
- Preliminary Scoping, 1-1
- Profits
 - Allowable, 5-4
- Programs, Federally and State Funded, 1-1
- Project Acceptance Samples and Tests, 9-2
- Project Application, 1-1
- Project Closure, 11-5
- Project Development
 - Introduction, 5-1
- Project Financial Status
 - Monitor, 8-12
- Project Phases
 - Scheduling, 4-1
- Project Schedules
 - Submittals, 8-7
- Proprietary Items
 - Justification, 5-14
- Project Safety, 8-1
- PS&E (Plans, Specifications and Estimates)
 - "Award" and "Record" Set, 7-10
 - Distribution of "Advertisement Set," 7-4
 - Package, 5-15, 5-16
 - Purpose, 5-15
 - Sealed by Professional Engineer, 5-15
- Public Notice of Planned Construction
 - Develop and Distribute, 8-5
- Public
 - Involvement, 5-7

Meetings, 2-3, 5-7

Q

Quarterly Obligation Plans, 4-1, 4-2

R

Railroad

- | Agreements, 5-12
- | Billing Preparation and Approval, 8-9
- | Coordination, 8-7
- | Requirements, 1-5
- | Types of Involvement, 5-13

Record Keeping See Record Retention

Record Retention, 18, 11-5

Rejection of Low Bidder

Approval, 5-5

Request for Proposal See RFP

RFP

- | Consultant Goal Setting, 6-2
- | Items Included, 5-3

Right-of-Way

- | Acquisition, 5-8 to 5-12
- | Dedication, 5-9
- | Donation of Land, 5-10
- | Funding, 4-2
- | Gift of Land, 5-10
- | Monumenting, 8-9
- | Requirements, 1-5
- | Right to Receive Just Compensation for Property, 5-10
- | Taking of Real Property, 5-10

Routine and Random Project Reviews

- | Conducting, 8-13

S

SAFETEA-LU (The Safe, Accountable, Flexible, Efficient Transportation equity Act: A Legacy for Users), 2-1

Safety, Project, 8-1

Scope of Project

- | Development, 2-4

Shop Drawings

- | Approval, 8-7, 8-8

Sources of Materials

- | Approvals, 9-4

State Funded Programs, 1-1

Statewide Transportation Improvement Program See STIP

STIP (Statewide Transportation Improvement Program)

- | Amendment Guidelines, 2-4
- | Amendments in TPRs, 2-5
- | Development, 2-2
- | Development in TPRs, 2-3

| Submittals for Bridges and Structural Work; 5-16

Supervise Construction, 8-5

T

| Taking of Real Property, 5-10

The Safe, Accountable, Flexible, Efficient Transportation equity Act: A Legacy for Users (see SAFETEA-LU)

Time Counts

- | Requirements, 8-6, 8-7

TIP (Transportation Improvement Program)

- | Amendments, 2-4
- | Development in MPO Areas, 2-3

Title VI, 10-1,10-3

- | Assurances, 6-5
- | Discrimination Complaint Form, 10-3

Traffic Control Inspections

- | Perform, 8-8
- | Traffic Control Review Form, 8-8 See Also Appendix B

Transportation Improvement Program See TIP

U

UDBE (Underutilized Disadvantaged Business Enterprise)

- | Goals Set By CDOT, 5-3

Underutilized Disadvantaged Business Enterprise See DBE

Uniform Act (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970), 1-5

- | Application, 5-9
- | Assurance to FHWA, 5-9
- | Compliance, 5-9
- | Taking of Real Property, 5-10
- | Titles I, II and III, 5-9

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 See Uniform Act

Utility

- | Agreements, 5-12
- | Billing Preparation and Approval, 8-9
- | Clearances, 5-12
- | Conflict Determination, 5-12
- | Conflict Resolution, 5-12
- | Coordination, 8-7
- | Negotiation of Relocation Requirements and Payment Terms, 5-11
- | Requirements, 1-5

VWXYZ