**Regulation:** 940.11(c)(2) - Identification of participating agencies roles and responsibilities

**Purpose:** In addition to the Concept of Operations, this document will be used to identify what additional technology related agreements need to be finalized prior to AD and compile all of the agreements in one place. Depending on the agreement, it may take months or even years to get an agreement finalized. It is therefore critical that agreements get identified early in the project delivery process to allow for adequate time to draft, negotiate, and finalize an agreement. All agreements must be finalized prior to AD. An example is with local agencies or private sector fiber agreements.

**Benefits to CDOT:** This document is a tool to allow CDOT to identify agreements as early as possible in the project delivery process so as to not delay the AD date. Additionally, it prevents projects from being built without formal agreements in place. Agreements need to be finalized and signed before AD to prevent any issues should the agreements fall through.

**NOTE:** Agreements still need to go through the contract unit. This document is simply to allow ITS to have a copy of all contracts and to bring to PM’s attention early on that contracts may be needed.

1. **General Information:**

|  |  |
| --- | --- |
| Project: |  |
| Project Subaccount Number: |  |
| PM Name: |  |
| PM Email: |  |
| PM Phone: |  |
| Project Limits (Highway and Milemarkers): |  |

1. **Existing Agreements:** Document existing agreements that will be utilized

|  |  |  |  |
| --- | --- | --- | --- |
| Contract Title | Contract Number | Included Parties | Expiration Date or Milestone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Proposed Agreements:** Document agreements that had to be created for the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Contract Title | Contract Number | Included Parties | Date Finalized |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Documentation:** Attached all agreements to this document.