

C-1-1 Provide Project Information to Obtain Civil Rights Goals for CM/GC Construction Contract (CDOT Project Manager)



Details

Responsible Parties

- CDOT Project Manager (Preconstruction)

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Procedure Objective

The purpose of this document is for the CDOT Project Manager (Preconstruction) to provide project information to the CDOT Region Civil Rights Office in order to obtain DBE and OJT contract goals for a Construction Manager/General Contractor (CM/GC) construction contract.

Additional Clarification

In a CM/GC project delivery method, the Construction Manager (CM) shall have the scope of the project in order to negotiate the contract. The DBE and OJT goals are part of the project's scope and therefore, shall be established and provided to the CM prior to final negotiation.

System Procedures

1. Prior to final negotiations, when the project is at 90% Opinion of Probable Construction Cost (OPCC), the CDOT Project Manager (Preconstruction) shall contact the Region Civil Rights Office (RCRO) to request the appropriate contract goals.
2. With that request, the CDOT Project Manager (Preconstruction) shall send the following information to the RCRO:
 - a. The Independent Cost Estimate (ICE) at 90% Opinion of Probable Construction Cost.
 - b. FM Budget to Actuals report of budget funding (ZF70 in SAP)
 - c. The completed top half of the Civil Rights Construction Goal Setting Form. If this form is not being used, please go to step 4.

3. If there are changes after the initial estimate was sent with this goal request, please provide an updated ICE and new funding print out as soon as possible to the RCRO.
4. In these next few steps, part of the process is described with the utilization of the Civil Rights Construction Goal Setting form. While the use of the Civil Rights Construction Goal Setting form is discretionary, it is recommended. If the form is used, the information listed in a. through f. is provided as part of the form.

If the form is chosen to not be used, the following information is required to be provided to the RCROs in addition to what is outlined in subpoint 2 above:

- a. Estimated start of negotiation date
- b. Estimated construction dates (beginning and end)
- c. Number of working days, if applicable
- d. Brief description of the project
- e. List anything that may impact the DBE/OJT goal (i.e., location, specialized work, emergency project status, etc.)
- f. State the funding type(s)(as well as provide the FM Budget to Actuals report).

For example: 100% State Funded, or Federal Funds [and list the type(s)]:
ARPA, FTA, and/or FHWA

5. Once the DBE/OJT goals have been established, the RCRO will email the assigned goals to the requesting CDOT Project Manager (Preconstruction). If the Civil Rights Construction Goal Setting Form is used, the RCRO will complete the second half of the form and email it to the CDOT Project Manager (Preconstruction).
6. If the funding source has changed from when the CDOT Project Manager requested the DBE/OJT goals on the contract and FHWA funding has been added or removed, the CDOT Project Manager should contact the RCRO as soon as possible for a new assessment of the contract DBE/OJT goals.
7. The CDOT Project Manager (Preconstruction) has successfully requested DBE and OJT goals for the contract.