

1-1 Provide Project Information to Obtain Civil Rights Contract Goals (Design PE/PM)



Details

Responsible Parties

- Design Project Engineer/Project Manager

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Document Owner

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Procedure Objective

The purpose of this document is for the project design engineer to provide project information to the CDOT Region Civil Rights Office (RCRO) in order to obtain DBE/OJT contract goals.

System Procedures

1. Once the project has been designed, and all major components of the project have been included in said design, the CDOT Design Project Engineer/Project Manager (PE/PM) shall contact the Region Civil Rights Office at approximately four to six weeks before project advertisement to obtain the appropriate contract goals.
2. The next step in the process is for the Design PE/PM to send the following information to the RCRO:
 - a. The most final engineer's estimate
 - b. FM Budget to Actuals report of budget funding (ZF70 in SAP)
 - c. The completed top half of the RCRO Construction Goal Setting Form. If this form is not being used, please go to step 3.

If there are changes after the initial estimate was sent with this goal request, please provide an updated estimate and new funding print out as soon as possible to the RCRO.

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 below (a. through f.) is provided as part of the form.

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

- a. Advertisement 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)

- 3. Once the DBE/OJT goals have been set, the RCRO will email the assigned goals to the requesting design PE/PM. 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 Design PE/PM.
- 4. If the funding source has changed from when the Design PE/PM requested the DBE/OJT goals on the contract and FHWA funding has been added or removed, the Design PE/PM shall contact the RCRO as soon as possible for a new assessment of the contract goals.
- 5. The CDOT Design PE/PM has successfully requested DBE and OJT goals for the contract.