

4-1 Set Up Contract in LCPtracker (CRBRC)

Details

Responsible parties

- CDOT Civil Rights Business Resource Center (CRBRC)

Revision Date of this Document

June 2025

Document Owner

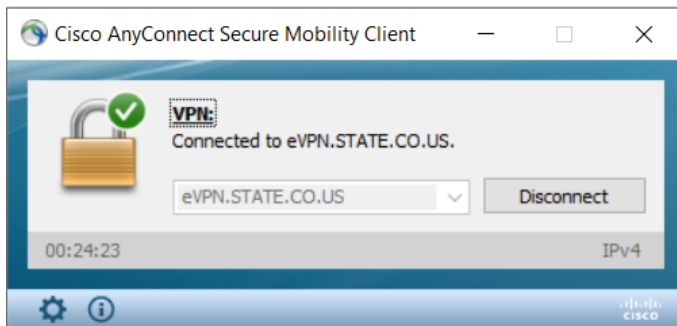
Vanessa Urbina, vanessa.urbina@state.co.us, 303-512-4144

Procedure Objective

This document is intended to assist the CRBRC staff with how to set up a project in LCPtracker.

System Procedures

1. In order to complete steps 3-11 of this process guide, the user is required to be signed into the CDOT network - either hardwired or through VPN.



2. **Steps 3-11 of this process guide includes how to collect data in order to set up the project in LCPtracker.** As an optional resource tool, enter the following data gathered on the LCPtracker Setup and Wage Determination Analysis for Design-Bid-Build Projects form prior to setting up the project in LCPtracker:
 - a. FHWA Project Number (this is entered in “Federal-Aid Project ID Number” in LCPtracker)
 - b. Award Date
 - c. Bid Opening Date (this is entered in “Prevailing Wage Lock-in Date” in LCPtracker)
 - d. Advertisement Date
 - e. County(ies) that the project is located in
 - f. Wage determination(s) that was included in the project spec package
 - g. Identify the project’s funding source
 - h. Identify the correct region that the project is located in

3. Locate the FHWA Project Number and verify what CDOT region will be overseeing the project.
 - a. The project code (5-digit sub account number) is auto-filled in LCPtracker when the project is ready to be set up. The “Federal-aid Project ID” is required when setting up the project in LCPtracker. This is the FHWA project number (hyphenated alpha numeric code provided in the announcement-- ex. NHPP-0001-003).
 - b. The federal-aid project ID (FHWA project number) can be found on the notice of award that is emailed by the CDOT Contracts Department.
 - c. Another place to locate the federal-aid project ID and what region will be overseeing the project is in CDOT’s B2GNow system. Login into the CDOT B2GNow System.




- d. Once logged into B2GNow, open the “Search” tab on the left side of the screen. Click “Proposals.” Once the “Search Parameters” screen opens, enter the project sub account number on the “Proposal/Reference Number” field. Click “Search.”

The image is a screenshot of the CDOT B2GNow "Search: Proposals" screen. The top navigation bar includes "Users", "Vendors", "Contracts", "Proposals", and "Outreach". The "Proposals" tab is selected. Below the navigation bar is a search bar with the text "Search for proposals. Enter information into any of the boxes below and click Search." and a "Search" button. The main content area is titled "Search Parameters" and contains several input fields: "PROPOSAL/REFERENCE NUMBER" (with the value "99999"), "PROPOSAL TITLE/DESCRIPTION", "PROPOSAL STATUS" (with a dropdown menu set to "All"), "STAFF CONTACT" (with a dropdown menu set to "None selected"), "SYSTEM TRANSACTION NUMBER", "SPECIAL REQUIREMENTS" (with a dropdown menu set to "None selected"), "AMOUNT OF ESTIMATE" (with a dropdown menu set to "None selected"), and "RESIDENT ENGINEER PROJECT CONTACT". On the left side of the screen is a sidebar with a "Search" tab selected, showing a list of search results including "Proposals", "Certification Apps", "Search Results", "Reporting", "Create", "Tools", "Settings", "Help & Support", and "Logoff".

- e. Click “View” under the “Actions” column.

Users	Vendors	Contracts	Proposals	Outreach
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Actions	Proposal #	Title/Description
View	C C282-900 (99999)	Region 1 - Resurfacing Project

- 

COLORADO
 Department of Transportation

[Home](#)
[View »](#)
[Search »](#)

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[Certified Vendors](#)
[Users](#)
[Contracts](#)
[Outreach Campaigns](#)
[Proposals](#)
[Certification Apps](#)
[Search Results »](#)

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[Proposal Main](#)
[View Proposal](#)
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[Bid Vendors](#)
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Proposal: View

C C282-900 (99999) Region 1 - Resurfacing Project

Proposal Information

PROPOSAL TITLE	Region 1 - Resurfacing Project
PROPOSAL NUMBER	C C282-900 (99999)
ESTIMATED COST	\$0.00
DEPARTMENT	Region 1

Proposal Dates

BIDS ACCEPTED STARTING	1/28/2021
ADVERTISEMENT DATE	1/28/2021

Staff Contact Information

ORGANIZATION	Colorado Department of Transportation
CONTACT PERSON	Darrell Wells
PHONE	303-757-9215
FAX	303-952-7088
EMAIL	darrell.wells@state.co.us

- h. Listed under “Department,” the region responsible for overseeing the project will be listed. If this project consists of two or more regions (or assigned as a HQ project), the project is ultimately assigned to the region that sets the DBE and OJT goals.

Proposal: View

Proposal Main | **View Proposal** | Settings | Bid Vendors | Docs | Utilization Plans | Comments | Linked Records | Reports

C 282-900 (99999) Region 1 - Resurfacing Project

Proposal Information

PROPOSAL TITLE	Region 1 - Resurfacing Project
PROPOSAL NUMBER	C 282-900 (99999)
ESTIMATED COST	\$0.00
DEPARTMENT	Region 1

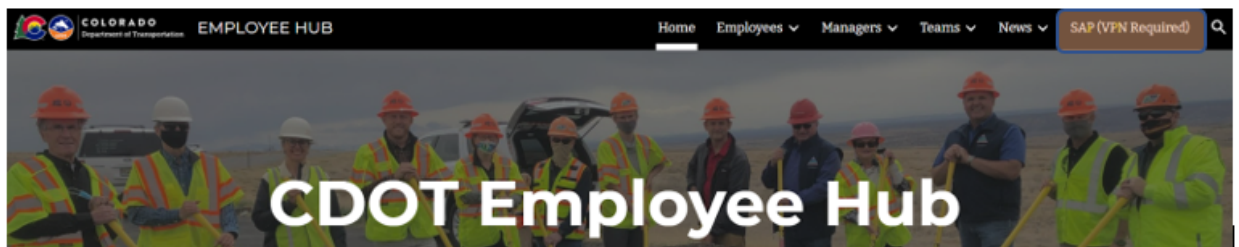
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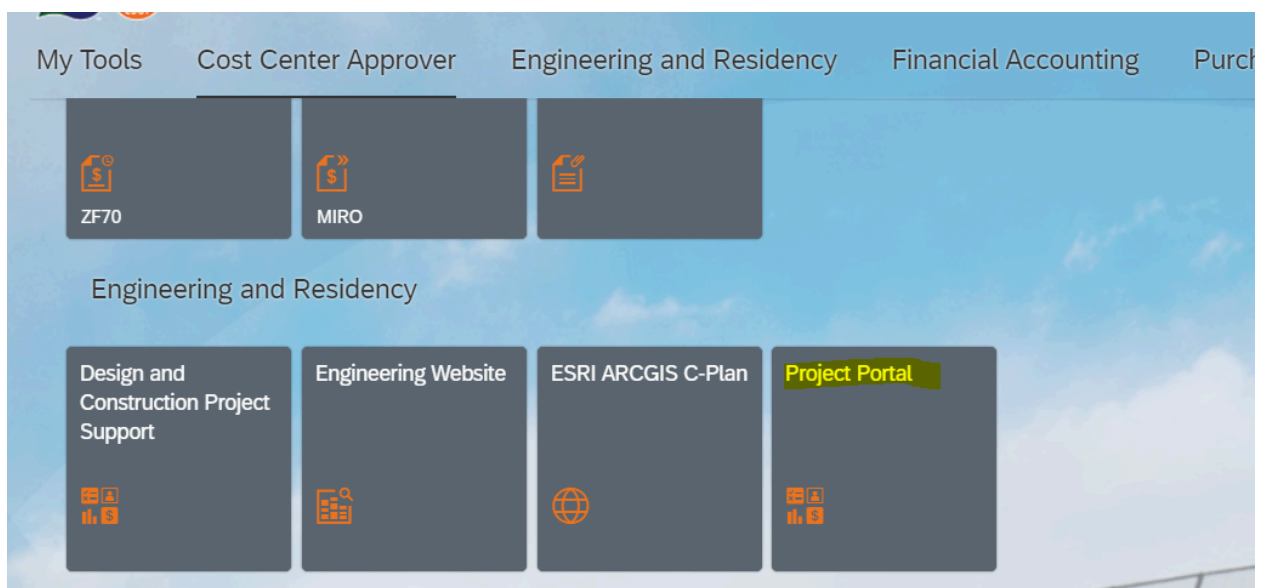
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4. To obtain the “Award Date” and “Bid Opening Date,” the following steps shall be followed:
 - a. In the Employee Hub browser, click on “SAP(VPN Required).”




- b. Under “Engineering and Residency,” click “Project Portal.”



- c. Enter the 5-digit sub account number and click “Open.”

<   Program manager Project Management Application

Subaccount Selection

Subaccount: 

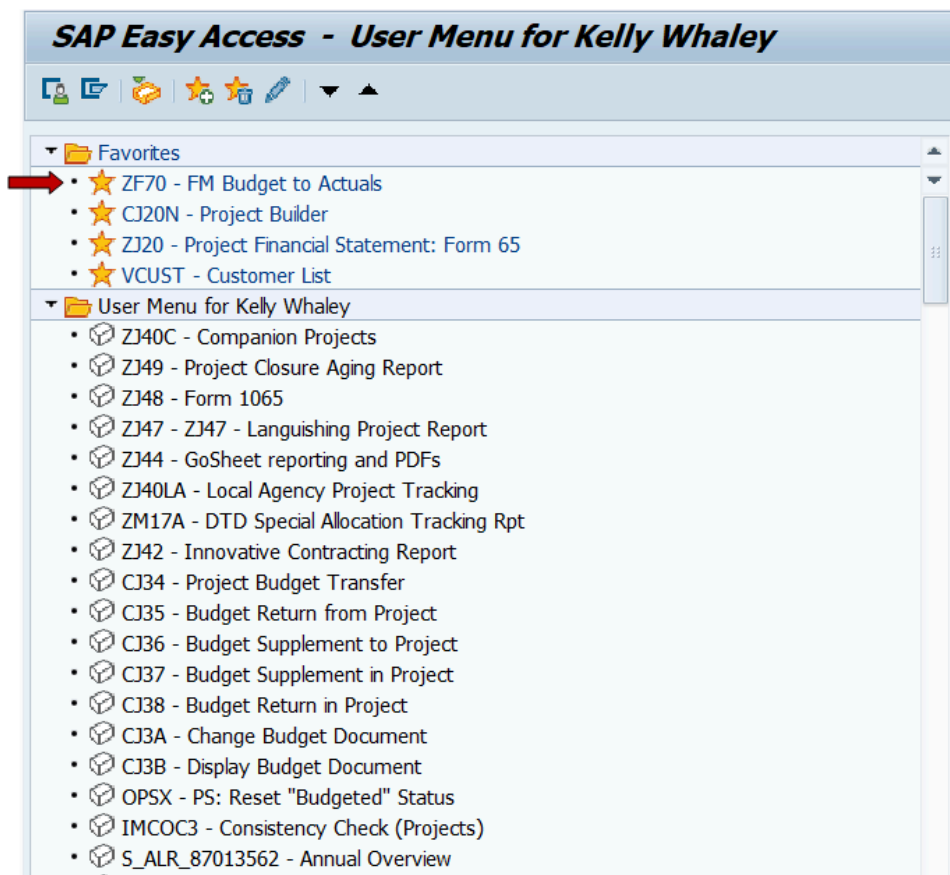
Open

[Project Portal Instructions](#)

- d. The “Bid Opening Date” and “Actual Award Date” should be noted in the LCPtracker Setup for Design-Bid-Build Projects Data Collection form.

Preconstruction General Information			
Re-AD Date		Scheduled Ad Date	03/09/2023
Actual Letting Date	05/17/2023	Actual AD Date	
Contract Execution Date	06/16/2023	Actual Award Date	06/09/2023
Bid Opening	05/17/2023	Pre-Bid Meeting Date	
DBB NTP/Other Const. Start	06/20/2023	Ad Date Float	
Planning Level Est/Total Pr...	0.00	Base Cost Estimate for Construction Items	0.00
EEMA Final Estimate	60,863,273.33	Estimated DBE Goal	14.00
		Last Upd...	09/13/2022

5. To obtain the funding type for the contract, the following steps shall be followed. In SAP Production, select ZF70, FM Budget to Actuals in the User Menu.



- a. Click on the “Get Variant” button.

The screenshot shows the 'FM Budget to Actual Report' form. It has a title bar with a back arrow and a refresh icon. Below the title bar is a 'Selection Criteria' section with fields for Fund, Funds Center, Funds Center Group, Functional Area, Commitment Item, Commitment Item Group, Funded Program, Funded Program Group, Grant, Grant Group, Fiscal Year, and Period. Each field has a 'to' field and a search icon. There are also checkboxes for 'Approved Budget Docs Only'. Below the selection criteria is a 'Report type' section with radio buttons for 'Budget Process' and 'Budget Type'. At the bottom is a 'Layout' section with a dropdown menu.

- b. Type “VIALPANDOMC” in the “Created By” field. Click the execute button.

The screenshot shows the 'Find Variant' dialog box. It has a title bar with a search icon and a close button. Below the title bar are fields for Variant, Environment, Created By, Changed By, and Original Language. The 'Created By' field contains the text 'VIALPANDOMC'. To the right of the fields are five search icons. At the bottom right are three buttons: a red arrow pointing right, a green checkmark, and a red X.

- c. Type the 5-digit sub account number in the “Funded Program” followed by the asterisk. Click the execute button.

FM Budget to Actual Report

Selection Criteria

Fund		to		
Funds Center		to		
Funds Center Group				
Functional Area		to		
Commitment Item		to		
Commitment Item Group				
Funded Program	12345*	to		
Funded Program Group				
Grant		to		
Grant Group				
Fiscal Year	2006	to	2099	
Period	1	to	16	

☐ Approved Budget Docs Only

Report type

☐ Budget Process ☒ Budget Type

Layout

Layout /BA3-BILLING

- d. Review the “Function Area” for the Construction 20.10 funding program. Review the FAB Funding Guide to determine the funding types.

FM Budget to Actual Report

Fund Prog	Comm Itm N	Fnd Cent	FuncArea N	Func Area	YTD Actual	Advance Cons	Obligation	Apportionment	Coms App	Comm Itm
24984.20.10				FABMMF	0.00	0.00	1,200,000.00	1,200,000.00	0.00	
				FABR0382	0.00	0.00	89,913.00	89,913.00	0.00	
				FABY301	0.00	432,534.00	0.00	432,534.00	0.00	
24984.20.10					0.00	432,534.00	1,289,913.00	1,722,447.00	0.00	
					0.00	432,534.00	1,289,913.00	1,722,447.00	0.00	

6. To obtain the wage determination that is currently included in the spec package, login to B2GNow and follow the instructions in step 3d, of this process guide, to view the Proposal in B2GNow. Under “View Proposal,” scroll down to the “Proposal Summary” and click “View Public Attachments.”

Proposal Summary

ATTACHED FILE(S)

WORK/COMMODITY CODES

DETAILED PROPOSAL DESCRIPTION

[View Public Attachments](#)

No Codes Assigned

THIS PROJECT INCLUDES THE RESURFACING ON THE I-70 RAMPS, CURB RAMP UPGRADE! DETECTION ADDITIONS, ADJUSTMENT OF M

7. Search for the specs title and click “View File.”

View File Attachments

3

FILE TITLE 22533 SCHEDULE FOR NHPP 1211-094 AD 1-28-2021 20210127105839 8813.pdf
 FILENAME 22533_SCHEDULE_FOR_NHPP_1211-094_AD_1-28-2021_20210127105839_8813.pdf
 FILE SIZE 24.08 KB
 FILE DESCRIPTION N/A

View File

Download File

4

FILE TITLE 22533 SPECS FOR NHPP 1211-094 AD 1-28-2021 20210127105915 1242.pdf
 FILENAME 22533_SPECS_FOR_NHPP_1211-094_AD_1-28-2021_20210127105915_1242.pdf
 FILE SIZE 2.05 MB
 FILE DESCRIPTION N/A

View File

Download File

8. Listed under the Standard Special Provisions title, under the “Minimum Wages, Colorado” index, the wage determination(s) will be listed.

999999 Specs - 10_13_20.doc			
3 / 254		100%	
Revision of Section 614 – Pedestrian Push Buttons	(January 23, 2020)	4	
Revision of Section 618 – Prestressed Concrete	(January 20, 2021)	1	
Revision of Section 625 – Construction Surveying (e-scaling)	(January 20, 2021)	1	
Revision of Section 629 – Survey Monumentation	(January 20, 2021)	1	
Revision of Section 630 – Barrier (Temporary)	(October 4, 2019)	1	
Revision of Section 630 – Construction Zone Traffic Control	(December 28, 2020)	1	
Revision of Section 709 – Reinforcing Steel and Wire Rope	(September 3, 2020)	1	
Revision of Section 715 – Lighting and Electrical Materials	(September 18, 2020)	10	
Affirmative Action Requirements – Equal Employment Opportunity	(October 1, 2019)	10	
Disadvantaged Business Enterprise (DBE) Requirements	(October 1, 2019)	6	
Minimum Wages, Colorado, U.S. Department of Labor General Decision Number CO20200006, Highway Construction for Adams, Arapahoe, Broomfield, Clear Creek, Elbert, Gilpin, Jefferson, and Park counties.	(January 1, 2021)	10	
On the Job Training	(October 1, 2019)	4	
Project First Program	(October 1, 2019)	2	
Railroad Insurance	(October 1, 2019)	1	
Required Contract Provisions – Federal-Aid Construction Contracts	(July 30, 2020)	14	
Special Construction Requirements, Fire Protection Plan	(October 1, 2019)	2	

9. Scroll down the specs to view the wage decision attached.

99999 Specs - 10_13_20.doc 222 / 254 100%

-1-

U.S. DEPT. OF LABOR DAVIS BACON MINIMUM WAGES, COLORADO
HIGHWAY CONSTRUCTION, GENERAL DECISION NUMBER – CO20210006

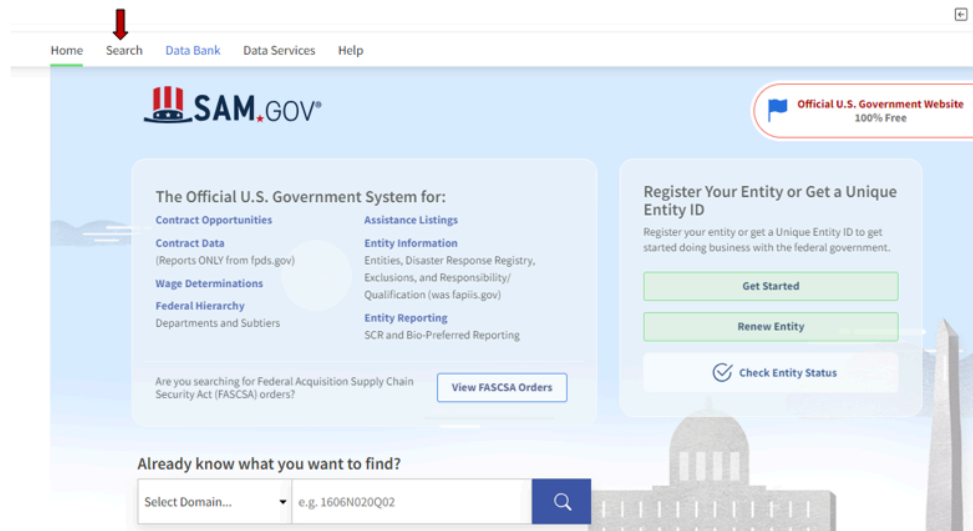
DATE: January 1, 2021

Decision Nos. CO20210006 dated January 1, 2021 supersedes Decision Nos. CO20200006 dated January 3, 2020.		Modifications		ID
		MOD Number	Date	
When work within a project is located in two or more counties and the minimum wages and fringe benefits are different for one or more job classifications, the higher minimum wages and fringe benefits shall apply throughout the project.				
General Decision No. CO20210006 applies to the following counties: Adams, Arapahoe, Broomfield, Clear Creek, Elbert, Gilpin, Jefferson, and Park counties.				
General Decision No. CO20210006 The wage and fringe benefits listed below reflect collectively bargained rates.				
Code	Classification	Basic Hourly Rate	Fringe Benefits	Last Mod
	ELECTRICIAN (Traffic Signalization Only):			
1000	Clear Creek	32.35	16.75+6.58	
	POWER EQUIPMENT OPERATOR:			
	Drill Rig Caisson			
1001	Smaller than Watson 2500 and similar	30.37	11.15	

10. To review the wage determination(s) from sam.gov, go to the following website: <https://sam.gov/content/home>. Follow the steps below to obtain the wage determination(s) from the website:

a. If the wage determination is from the current year:

i. Click “Search”



ii. Type in the wage determination(s) that is applicable to the contract being set up.

SAM.GOV Sign In

Home Search Data Bank Data Services Help

Search All Words e.g. 1606N020Q02 Q

Select Domain
All Domains

Filter By

Keyword Search
For more information on how to use our keyword search, visit our [help guide](#)

Simple Search Search Editor

☐ Any Words i
☒ All Words i
☐ Exact Phrase i

e.g. 1606N020Q02
co20240006 x

Federal Organizations
Enter Code or Name ...
Status
☒ Active
☐ Inactive

Reset

Showing 1 - 1 of 1 results

Davis-Bacon Act WD #: CO20240006

State Colorado Counties Adams, Arapahoe, Broomfield, Clear Creek, Elbert, Gilpin, Jefferson, Park

DBA Wage Determination
Modification Number 0
Construction Types Highway
Published Date Jan 4, 2024

< 1 of 1 > Results per page 25

- iii. If the wage determination is from a previous year, select “Inactive” and then type the wage determination number.

SAM.GOV Sign In

Home Search Data Bank Data Services Help

Search All Words e.g. 1606N020Q02 Q

Select Domain
All Domains

Filter By

Keyword Search
For more information on how to use our keyword search, visit our [help guide](#)

Simple Search Search Editor

☐ Any Words i
☒ All Words i
☐ Exact Phrase i

e.g. 1606N020Q02
co20230006 x

Federal Organizations
Enter Code or Name ...
Status
☒ Active
☒ Inactive

Showing 1 - 1 of 1 results

Davis-Bacon Act WD #: co20230006

State Colorado Counties N/A

Inactive
DBA Wage Determination
Modification Number 3
Construction Types
Published Date Jul 13, 2023

< 1 of 1 > Results per page 25

- iv. Click the wage determination number from the search results.

Showing 1 - 1 of 1 results

sort by
Date Modified/Updated ▼

Davis-Bacon Act WD #: [co20230006](#)

State Colorado	Counties N/A
-------------------	-----------------

Inactive

DBA Wage Determination

Modification Number
3

Construction Types

Published Date
Jul 13, 2023

Results per page

<

1

>

25

- v. Click “History” for the entire list of wage determinations that were published for that year.

SAM.GOV

Home Search Data Bank Data Services Help

Wage Determination

Overview

Document

History

WAGE DETERMINATIONS

Davis-Bacon Act WD # co20230006

History

CO20230006 - Modification 3

Jul 14, 2023

CO20230006 - Modification 2

Jun 02, 2023

CO20230006 - Modification 1

Feb 24, 2023

CO20230006 - Modification 0

11. Record the wage determination number, date and modification on the LCPTracker Setup and Wage Determination Analysis for Design-Bid-Build Projects form. Upon analysis, it will be determined if a change order is required to be completed to apply an updated wage determination to the contract.

Note: If a change order is required for an updated wage determination, the contract should not be set up in LCPTracker until a CDOT Form 90 has been started, reflecting this change, and verification of the change order (CDOT Form 90) has been initiated and provided to the CRBRC.

12. The counties that the project is located in can be found in the project plans. To locate the plans, follow the instructions in step 3d of this process guide. Under “View Proposal,” scroll down to the “Proposal Summary” and click “View Public Attachments.” In the “View File Attachments” in B2G, click “Download File” --the Plans title is listed.

View File Attachments

2

FILE TITLE	22533 PLANS FOR NHPP 1211-094 AD 1-28-20212 20210127112815 8548.pdf
FILENAME	22533_PLANS_FOR_NHPP_1211-094_AD_1-28-20212_20210127112815_8548.pdf
FILE SIZE	179.78 MB
FILE DESCRIPTION	N/A

View File

Download File

- Open the plans attachment. Listed on the first page of the plans will be the county or counties that the project is located in.

P&DE / NHS FHWA PROJECT OF DIVISION INTEREST (PHDIT) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES NATIONAL HIGHWAY SYSTEM <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		DEPARTMENT OF TRANSPORTATION STATE OF COLORADO HIGHWAY CONSTRUCTION BID PLANS OF PROPOSED FEDERAL AID PROJECT NO. C C282-900 STATE HIGHWAY NO. 121 JEFFERSON COUNTY CONSTRUCTION PROJECT CODE NO. 99999		Related Projects: P. E. UNDER PROJECT: N/A Project Number: N/A Project Code: N/A R.O.W. Projects: R.O.W. Project Description: N/A																																																															
TABULATION OF LENGTH & DESIGN DATA <table border="1"> <thead> <tr> <th>STATION</th> <th>FEET</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>APPROACH TO PROJECT STA 100+00 TO STA 100+100</td> <td>100</td> <td></td> </tr> <tr> <td>BEFORE RECONSTRUCTION STA 100+100 TO STA 100+150</td> <td>50</td> <td></td> </tr> <tr> <td>EB 1/2 ON RAMP 1 (JNB SA 121) STA 9+12 TO STA 11+43</td> <td>191</td> <td></td> </tr> <tr> <td>EB 1/2 ON RAMP 2 (JNB SA 121) STA 20+26 TO STA 20+71</td> <td>45</td> <td></td> </tr> <tr> <td>EB 1/2 ON RAMP 3 (JNB SA 121) STA 30+14 TO STA 31+27</td> <td>113</td> <td></td> </tr> <tr> <td>WB 1/2 ON RAMP 4 (JNB SA 121) STA 34+05 TO STA 35+40</td> <td>135</td> <td></td> </tr> <tr> <td>EB 1/2 OFF RAMP 5 (JNB SA 121) STA 27+07 TO STA 28+47</td> <td>140</td> <td></td> </tr> <tr> <td>AFTER RECONSTRUCTION: STA 100+00 TO STA 100+150</td> <td>150</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>724</td> <td></td> </tr> <tr> <td>SUMMARY OF PROJECT LENGTH</td> <td>724</td> <td>724</td> </tr> <tr> <td>PROJECT GROSS LENGTH</td> <td>724</td> <td>724</td> </tr> </tbody> </table>		STATION	FEET	REMARKS	APPROACH TO PROJECT STA 100+00 TO STA 100+100	100		BEFORE RECONSTRUCTION STA 100+100 TO STA 100+150	50		EB 1/2 ON RAMP 1 (JNB SA 121) STA 9+12 TO STA 11+43	191		EB 1/2 ON RAMP 2 (JNB SA 121) STA 20+26 TO STA 20+71	45		EB 1/2 ON RAMP 3 (JNB SA 121) STA 30+14 TO STA 31+27	113		WB 1/2 ON RAMP 4 (JNB SA 121) STA 34+05 TO STA 35+40	135		EB 1/2 OFF RAMP 5 (JNB SA 121) STA 27+07 TO STA 28+47	140		AFTER RECONSTRUCTION: STA 100+00 TO STA 100+150	150		TOTAL	724		SUMMARY OF PROJECT LENGTH	724	724	PROJECT GROSS LENGTH	724	724																														
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LCPtracker Setup:

- Once the required data has been collected and noted on the LCPtracker Setup and Wage Determination Analysis for Design-Bid-Build Projects form, the project can be set up in LCPtracker.
- Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
- Enter Username and Password, then click "Next."

Log in to your account

Username or Contractor License*

CONTINUE

Do you have any issue? [Contact Support](#)

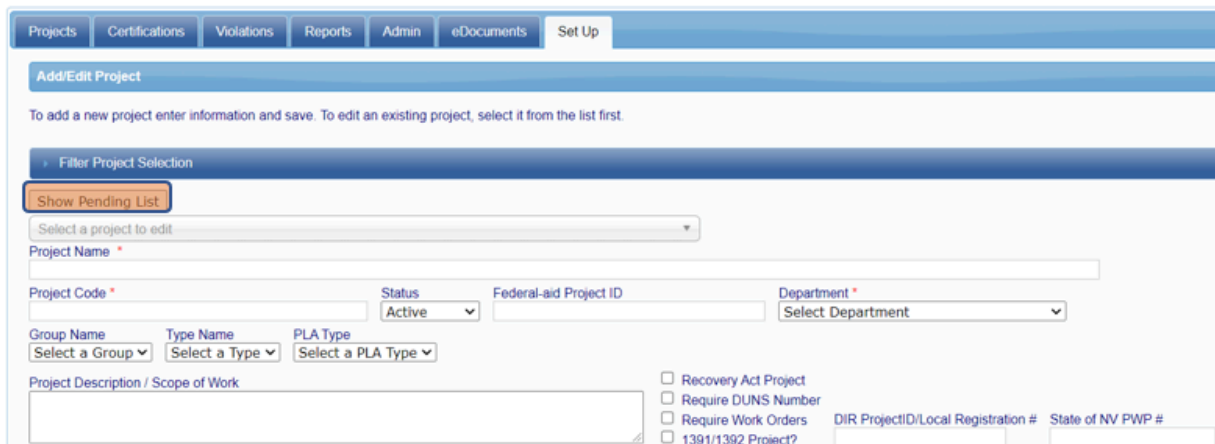
Tip: If you are trying to access your contractor role, try entering your contractor license to log in.

17. Click the “Set Up” tab in LCPtracker and click “Add/Edit Projects.”



The screenshot shows the 'Set Up' tab selected in the top navigation bar. Under the 'Administrative Setup' section, the 'Add/Edit Projects' button is highlighted in orange. Other buttons include 'Add/Edit eDocument Types', 'Add/Edit Certification Type', 'Contractor Setup', 'Add/Edit eDocument Templates', 'Add/Edit Certifying Agency', 'Department Settings', 'Add/Edit Notice Type', 'Reports Setup', 'Validation Settings', 'Add/Edit Minimum Wage', 'Demographic Setup', 'Change Password', 'Add/Edit Craft List', 'Project Groups', 'Client Information', 'Add/Remove Craft Match', 'Project Types', 'Prevailing Wage Setup', 'Add/Edit Rec. Act Emp. Type', 'Project PLA Types', 'Geographic Area Types', 'Add/Edit Departments', 'Set Project Goal Amounts', 'Add/Edit Geographic Areas', 'Add/Edit Work Order', 'Add/Edit Admin Logins', and 'ZIP Codes Setup'.

18. Click “Show Pending List” and it will load the pending projects to be set up in LCPtracker that have been synced from B2GNow. Select the project to be set up in LCPtracker.



The screenshot shows the 'Add/Edit Project' form. The 'Show Pending List' button is highlighted in orange. Below the button is a dropdown menu labeled 'Select a project to edit'. The form includes fields for 'Project Name', 'Project Code', 'Status' (set to 'Active'), 'Federal-aid Project ID', 'Department' (set to 'Select Department'), 'Group Name' (set to 'Select a Group'), 'Type Name' (set to 'Select a Type'), and 'PLA Type' (set to 'Select a PLA Type'). There is also a 'Project Description / Scope of Work' text area. At the bottom right, there are checkboxes for 'Recovery Act Project', 'Require DUNS Number', 'Require Work Orders', and '1391/1392 Project?'. The 'DIR ProjectID/Local Registration #' and 'State of NV PWP #' fields are also present.

19. Once the FHWA project number has been located, enter the number in the “Federal-aid Project ID” section in LCPtracker.

Projects Certifications Violations Reports Admin eDocuments Set Up

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

Hide Pending List

9999 - CDOT DEMO

Project Name *
9999 - CDOT DEMO

Project Code *
99999

Status
Pending

Federal-aid Project ID
C 282-900

Department *
Default Department

Group Name
Select a Group

Type Name
Select a Type

PLA Type
Select a PLA Type

Project Description / Scope of Work

Percentage of funds attributable to ARRA
0.000

Narrative Description of Jobs Created or Saved

Project Control ID

NV State Construction Type

Budget *
5000000.00

% Complete
0.00

Revised Contract Amount

General Wage Decision

New Hire Days
0.00

Forecasted/Projected Hours

Address 1

Address 2

City

State

Zip Code

Jurisdictions
Select Jurisdictions

Locations *
Select Locations

☐ Recovery Act Project

☐ Require DUNS Number

☐ Require Work Orders

☐ 1391/1392 Project?

DIR ProjectID/Local Registration #

State of NV PWP #

20. In LCPtracker under “Department,” using the drop-down, select the correct CDOT region for the project.

Projects Certifications Violations Reports Admin eDocuments Set Up

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

Hide Pending List

9999 - CDOT DEMO

Project Name *
9999 - CDOT DEMO

Project Code *
99999

Status
Pending

Federal-aid Project ID
C C282-900

Department *
Region 1 - Federal Project

Group Name
Select a Group

Type Name
Select a Type

PLA Type
Select a PLA Type

Project Description / Scope of Work

☐ Recovery Act Project

☐ Require DUNS Number

☐ Require Work Orders

☐ 1391/1392 Project?

DIR ProjectID/Local Registration #

State

21. If the project has FHWA funding, click on the “1391/1392 Project” box.

Projects Certifications Violations Reports Admin eDocuments Set Up

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

Hide Pending List

9999 - CDOT DEMO

Project Name *
9999 - CDOT DEMO

Project Code *
99999

Status
Pending

Federal-aid Project ID
C C282-900

Department *
Region 1 - Federal Project

Group Name
Select a Group

Type Name
Select a Type

PLA Type
Select a PLA Type

Project Description / Scope of Work

☐ Recovery Act Project

☐ Require DUNS Number

☐ Require Work Orders

☒ 1391/1392 Project?

DIR ProjectID/Local Registration #

State

22. Once an analysis has been conducted and it was determined that the correct wage determination(s) was included in the project specifications, enter the wage decision(s) in LCPtracker in the “General Wage Decision” box. If it has been determined that the incorrect

wage determination was included in the specs, do not set up LCPtracker until a copy of the initiation of the CDOT approved Form 90, incorporating the correct wage determination, has been received. Once received, enter the revised wage determination(s) in the “General Wage Decision” box in LCPtracker.

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

Hide Pending List

9999 - CDOT DEMO

Project Name *
9999 - CDOT DEMO

Project Code *
99999

Status
Pending

Federal-aid Project ID
C C282-900

Department *
Region 1 - Federal Project

Group Name
Select a Group

Type Name
Select a Type

PLA Type
Select a PLA Type

Project Description / Scope of Work

☐ Recovery Act Project
☐ Require DUNS Number
☐ Require Work Orders
☒ 1391/1392 Project?

Percentage of funds attributable to ARRA
0.000

Narrative Description of Jobs Created or Saved

Project Control ID

NV State Construction Type

Budget *
5000000.00

% Complete
0.00

Revised Contract Amount
0

General Wage Decision
CO20210006, M0

New Hire Days

Forecasted/Projected Hours
0.00

23. Under “Select Jurisdictions” using the drop-down menu, select “CDOT Federal Wages” if the project has federal funding (FHWA or FTA). If no federal funding is used, do not select anything in this area.

9999 - CDOT DEMO

Project Name *
9999 - CDOT DEMO

Project Code *
99999

Status
Pending

Federal-aid Project ID
C C282-900

Department *
Region 1 - Federal Project

Group Name
Select a Group

Type Name
Select a Type

PLA Type
Select a PLA Type

Project Description / Scope of Work

☐ Recovery Act Project
☐ Require DUNS Number
☐ Require Work Orders
☒ 1391/1392 Project?

Percentage of funds attributable to ARRA
0.000

Narrative Description of Jobs Created or Saved

Project Control ID

NV State Construction Type

Budget *
5000000.00

% Complete
0.00

Revised Contract Amount
0

General Wage Decision
CO20210006, M0

New Hire Days

Forecasted/Projected Hours
0.00

Address 1

Address 2

City

State

Zip Code

Jurisdictions
Select Jurisdictions

Filter: Enter keywords

☒ Check all
☐ Uncheck all

☒ CDOT - Federal Wages

Locations *
Select Locations

24. Once the county(ies) of the project are verified, using the drop-down under “Locations,” check the appropriate county(ies) on the project.

9999 - CDOT DEMO

Project Name *
9999 - CDOT DEMO

Project Code *
99999

Status
Pending

Federal-aid Project ID
C C282-900

Department *
Region

Group Name
Select a Group

Type Name
Select a Type

PLA Type
Select a PLA Type

Project Description / Scope of Work

☐ Recovery Act Project
☐ Require DUNS Number
☐ Require Work Orders
☒ 1391/1392 Project?

Percentage of funds attributable to ARRA
0.000

Narrative Description of Jobs Created or Saved

Project Control ID

Budget *
5000000.00

% Complete
0.00

Revised Contract Amount
0

General Wage Decision
CO20210006, M0

New Hire

Address 1

Address 2

City

State

Zip Code

Jurisdictions
Select Jurisdictions

Locations *
Jefferson County, CO (C011)

Filter: Enter keywords

☒ Check all ☒ Uncheck all

☐ Huerfano County, CO (C016)

☐ Jackson County, CO (C059)

☒ Jefferson County, CO (C011)

☐ Kiowa County, CO (C045)

HUD Section

Dates

Section 3 Goals

Misc Settings

Project Contact

25. Click the “Dates” tab to open the table. Enter the project advertisement date in the “Prevailing Wage Lock-in Date” and “Bid Advertisement Date.” Enter the date the contract was awarded in the “Award Date” field.

Note: If there was a new wage determination modification between the advertisement date and 10 days prior to the bid-opening date (a revision under ad or change order would be required), enter the date that is 10 days prior to bid-opening in the “Prevailing Wage Lock-in Date” field.

9999 - CDOT DEMO

Project Name *
9999 - CDOT DEMO

Project Code *
99999

Status
Pending

Federal-aid Project ID
C C282-900

Department *
Region 1 - Federal Project

Group Name
Select a Group

Type Name
Select a Type

PLA Type
Select a PLA Type

Project Description / Scope of Work

☐ Recovery Act Project
☐ Require DUNS Number
☐ Require Work Orders
☒ 1391/1392 Project?

Percentage of funds attributable to ARRA
0.000

Narrative Description of Jobs Created or Saved

Project Control ID

NV State Construction Type

Budget *
5000000.00

% Complete
0.00

Revised Contract Amount
0

General Wage Decision
CO20210006, M0

New Hire Days

Forecasted/Projected Hours
0.00

Address 1

Address 2

City

State

Zip Code

Jurisdictions
Select Jurisdictions

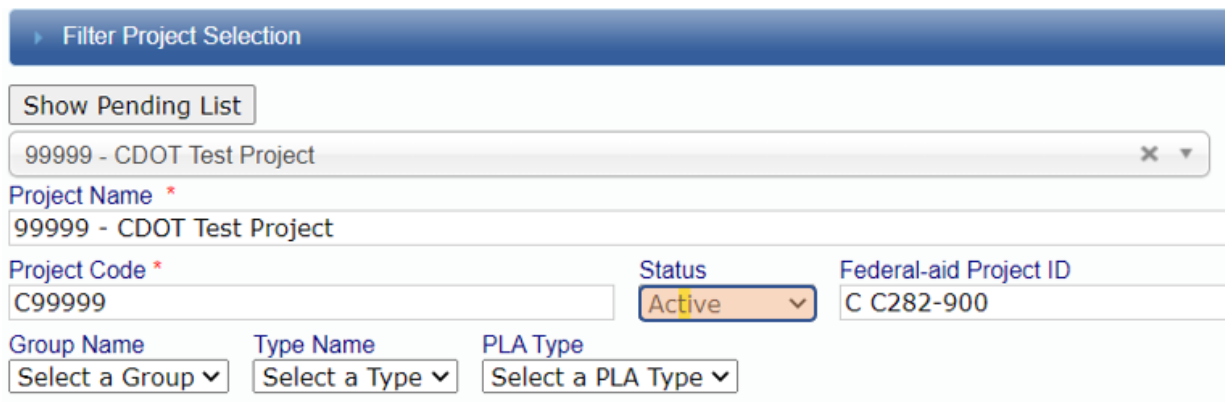
Locations *
Jefferson County, CO (C011)

HUD Section

Dates

Prevailing Wage Lock-in Date *	Estimated Completion Date	Bid Advertisement Date	Estimated Start Date
Pre Bid Date	Notice to Proceed Date	Pre Construction Date	Pre Job Date
			Award Date

26. Click in the drop-down box under “Status” and select “Active.”



The screenshot shows a web form titled "Filter Project Selection". It includes a "Show Pending List" button and a search bar containing "99999 - CDOT Test Project". Below the search bar, the form displays the following fields:

- Project Name ***: 99999 - CDOT Test Project
- Project Code ***: C99999
- Status**: A dropdown menu with "Active" selected.
- Federal-aid Project ID**: C C282-900
- Group Name**: Select a Group (dropdown)
- Type Name**: Select a Type (dropdown)
- PLA Type**: Select a PLA Type (dropdown)

27. Scroll down to the bottom of the page in LCPtracker and click “Save.”

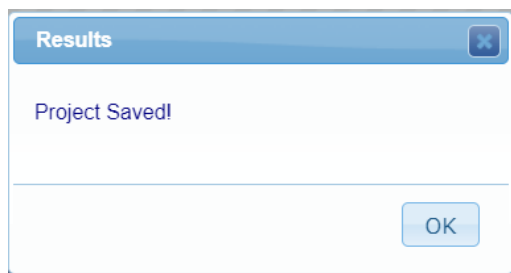


The screenshot shows a vertical sidebar menu with the following options:

- Section 3 Goals
- Misc Settings
- Project Contact
- Goal Assignment
- Goal Report
- EEO Report
- Project Labor Summary Report

At the bottom of the sidebar, there are three buttons: "Save" (highlighted with a yellow cursor), "Assign Prevailing Wage", and "Cancel".

28. There will be a notice that the project was saved. Click “OK.”



The screenshot shows a small dialog box titled "Results" with a close button (X) in the top right corner. The text inside the dialog box reads "Project Saved!". At the bottom right of the dialog box is an "OK" button.

29. To add the prevailing wages to the project, click the “Set Up” tab in LCPtracker and then click the “Prevailing Wage Setup” button.

The screenshot shows the 'Set Up' menu in LCPtracker. The 'Administrative Setup' section contains the following buttons:

Add/Edit Projects	Add/Edit eDocument Types	Add/Edit Certification Type
Contractor Setup	Add/Edit eDocument Templates	Add/Edit Certifying Agency
Department Settings	Add/Edit Notice Type	Reports Setup
Validation Settings	Add/Edit Minimum Wage	Demographic Setup
Change Password	Add/Edit Craft List	Project Groups
Client Information	Add/Remove Craft Match	Project Types
Prevailing Wage Setup	Add/Edit Rec. Act Emp. Type	Project PLA Types
Geographic Area Types	Add/Edit Departments	Set Project Goal Amounts
Add/Edit Geographic Areas	Add/Edit Work Order	
Add/Edit Admin Logins	ZIP Codes Setup	

30. Use the drop-down boxes and select the project information for the project that is being set up in LCPtracker under the red asterisks.

The screenshot shows the 'Assign Prevailing Wage' form. The 'Destination (To)' section has a 'Project *' dropdown menu with the selected value '99999 - CDOT Test Project'. The 'Source (From)' section contains several fields:

- Jurisdiction ***: CDOT - Federal Wages
- Location ***: Jefferson County, CO (C011)
- Type ***: Highway
- Wage Decision ***: CO20210006
- Mod ***: 0
- Issue Date**: 1/1/2021
- Publication Date**: 1/1/2021
- Expire Date**: 1/1/2100

31. Once the project information is entered, scroll down to the “Craft-Classifications” section and check mark the “Select All” box to add all of the classifications and wages to the project. Click “Assign Wages.”

Clicking Select All will assign all without having to select each page to assign wages.

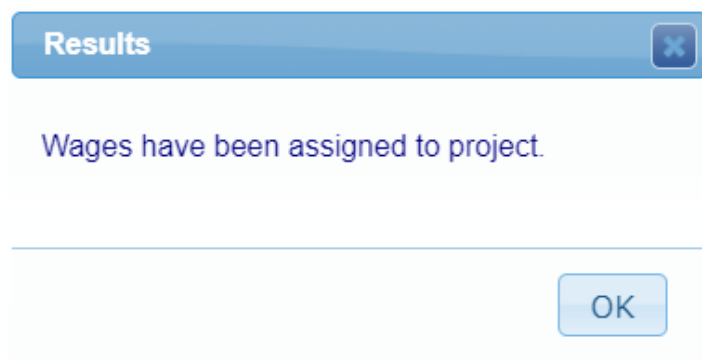
Craft-Classification *

57 Craft-Classifications

<input checked="" type="checkbox"/> Select All	Craft-Classification ▼
<input type="checkbox"/>	CARPENTER - 1010 - Carpenter (Excludes Form Work)
<input type="checkbox"/>	CARPENTER - 1013 - Carpenter: Form Work Only
<input type="checkbox"/>	CEMENT MASON/CONCRETE FINISHER - 1018 - Cement Mason/Concrete Finisher
<input type="checkbox"/>	ELECTRICIAN - 1021 - Electrician: Excludes Traffic Signal Installation
<input type="checkbox"/>	ELECTRICIAN - 1023 - Electrician: Traffic Signalization Electrician
<input type="checkbox"/>	ELECTRICIAN - 1027 - Electrician: Traffic Signalization Groundsman
<input type="checkbox"/>	FENCE ERECTOR - 1026 - Fence Erector
<input type="checkbox"/>	GUARDRAIL INSTALLER - 1031 - Guardrail Installer
<input type="checkbox"/>	HIGHWAY/PARKING LOT STRIPING - 1033 - Highway/Parking Lot Striping Painter
<input type="checkbox"/>	IRONWORKER - 1035 - Ironworker: Reinforcing

Cancel Reset Assign Wages

32. There will be a notice that states the wages have been assigned to the project. Click “OK.”



33. The final step will be to assign the prime approver to the project. Contact the Region Civil Rights Office informing them that the project has been set up in LCPtracker. Request from the RCRO who the appropriate prime approver is for the project. In the “Set Up” tab, click on “Add/Edit Admin Logins.”

The Administrative Setup menu contains the following options:

Add/Edit Projects	Add/Edit eDocument Types
Contractor Setup	Add/Edit eDocument Templates
Department Settings	Add/Edit Notice Type
Validation Settings	Add/Edit Minimum Wage
Change Password	Add/Edit Craft List
Client Information	Add/Remove Craft Match
Prevailing Wage Setup	Add/Edit Rec. Act Emp. Type
Geographic Area Types	Add/Edit Departments
Add/Edit Geographic Areas	Add/Edit Work Order
Add/Edit Admin Logins	ZIP Codes Setup

34. Check to see if the prime approver is already set up in the logins and assign the project to the prime approver. In the “User” drop-down box type in the prime approvers name.

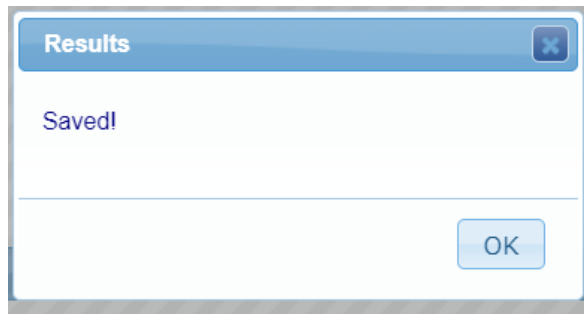
The form is titled "Add / Edit Admin Logins" and is in "Edit Mode". It contains the following fields:

- User:** A drop-down box with the text "CDOT Test (cdotlcpstestlearning@gmail.com)".
- E-Mail:** A text box containing "cdotlcpstestlearning@gmail.com".
- Name:** A text box containing "CDOT Test".
- User ID:** A text box containing "cdotlcpstestlearning@gmail.com".
- Role:** A drop-down box with "Prime Approver" selected.

35. Use the drop-down box to select the project to assign to the prime approver and click “Assign Project.”

The interface shows a project selection drop-down box with "99999 - CDOT Test Project" selected. Below it is an "Assign Project" button. At the bottom are buttons for "Reset Password", "Delete", "Cancel", "Reset Form", and "Save".

36. Once the project is assigned, click “Save” then “OK.”



37. The CRBRC staff has successfully set up a contract in LCPtracker.