## <u>11-1 - (NPS) Complete Consultant Section of Professional</u> <u>Services Closeout Report</u>

Responsible Party Consultant

Revision Date 07/2022

Procedure

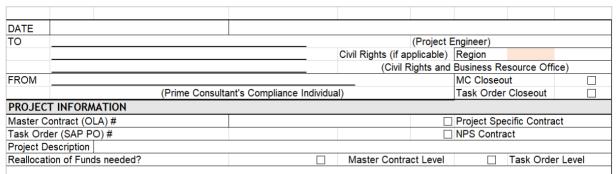
CDOT will collect a completed CDOT Professional Services Closeout Report form upon completion of the work, expenditure of funds, and/or expiration of each Task Order and Master Contract, whichever comes first. This form will report the final actual DBE participation on the Master Contract and any amounts for which CDOT will be seeking reimbursement due to the Consultant not meeting Commitments.

See Civil Rights Requirements.

Form is found on Civil Rights and Business Resource Center's website:

https://www.codot.gov/business/civilrights/compliance/prof-services/overview

The Prime Consultant will fill out the project information for each task order or Master Contract they are closing out. Steps for the closeout process is different depending on if the contract is a Task Order or Master Contract. See process flow steps.



## COLORADO DEPARTMENT OF TRANSPORTATION PROFESSIONAL SERVICES CLOSEOUT REPORT

The Prime Consultant will fill out the total DBE participation for each task order or

Master Contract they are closing out. The comments will include any approved modifications. If the DBE goal was not met, detailed reasons of why modifications were not approved or other reasoning will need to be stated. Attach documents for justification.

DBE PARTICIPATION		Add additional pages as needed		
DBE Goal % set at	<u>%.</u>	DBE % and \$ commitment was	%,	\$
Final DBE participation % and \$ achieved on this project was calculated to be			%,	\$
Comments:				
All missed participation goals	by DBEs are justified, approved	and documented as attached (if applicable)	Explain a	ny other major issue
here				
here				
here				

The Prime Consultant will fill out the total ESB participation for each task order or Master Contract they are closing out. CDOT is not currently setting ESB goals so the ESB participation is based on what the Prime Consultant committed to at time of submittal of the Task Order or Master Contract.

ESB PARTICIPATIC	N	Add additional pages as needed		
ESB Goal % set at	<u>%.</u>	ESB % and \$ commitment was	%,	\$
Final ESB % and \$ p	articipation achieved on this pro	pject was calculated to be	%,	\$
Comments:				
All missed participati here	ion goals by ESBs are justified,	approved and documented as attached (if applicable	e) Explain ar	ny other major issues
ESB PARTICIPATIO	N	Add additional pa	iges as nee	eded
ESB PARTICIPATIC	DN%_	Add additional pa ESB % and \$ commitment was	ges as nee %.	
ESB Goal % set at		ESB % and \$ commitment was	•	\$
ESB Goal % set at	<u>%.</u>	ESB % and \$ commitment was	<u>%</u> ,	\$
ESB Goal % set at	<u>%.</u>	ESB % and \$ commitment was	<u>%</u> ,	\$
ESB Goal % set at Final ESB % and \$ p Comments:	%	ESB % and \$ commitment was	%, %,	\$\$
ESB Goal % set at Final ESB % and \$ p Comments:	%	ESB % and \$ commitment was oject was calculated to be	%, %,	\$\$
ESB Goal % set at Final ESB % and \$ p Comments: <i>All missed participati</i>	%	ESB % and \$ commitment was oject was calculated to be	%, %,	\$\$
ESB Goal % set at Final ESB % and \$ p Comments: <i>All missed participati</i>	%	ESB % and \$ commitment was oject was calculated to be	%, %,	\$\$

Forward to Project Personnel to forward to the Civil Rights Office for approval.