

13-1 - Complete of Professional Services Closeout Report

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 Contract. This form will report the final actual DBE participation on the 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 the contract they are closing out. See process flow steps.

COLORADO DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES CLOSEOUT REPORT

DATE			
TO	(Project Engineer)		
	Civil Rights (if applicable)	Region	
	(Civil Rights and Business Resource Office)		
FROM			MC Closeout <input type="checkbox"/>
	(Prime Consultant’s Compliance Individual)		Task Order Closeout <input type="checkbox"/>
PROJECT INFORMATION			
Master Contract (OLA) #		<input type="checkbox"/> Project Specific Contract	
Task Order (SAP PO) #		<input type="checkbox"/> NPS Contract	
Project Description			
Reallocation of Funds needed?	<input type="checkbox"/>	Master Contract Level	<input type="checkbox"/> Task Order Level

The Prime Consultant will fill out the total DBE participation for each 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.

<i>The following information is submitted to Civil Rights for the above referenced project:</i>	
DBE PARTICIPATION	Add additional pages as needed
DBE Goal % set at _____ %.	DBE % and \$ commitment was _____ %, \$ _____
Final DBE participation % and \$ achieved on this project was calculated to be	_____ %, \$ _____
Comments:	
<i>All missed participation goals by DBEs are justified, approved and documented as attached (if applicable) Explain any other major issues here</i>	

The Prime Consultant will fill out the total ESB participation for each 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 submission of the contract.

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

Forward to the Civil Rights Office for approval.