

## Appendix B

### Miscellaneous

Appendix B presents documents that a Local Agency may need to reference in the lifetime of a project.

Appendix B also presents an example letter and facsimile transmittal notification for the Preconstruction Conference. It includes an example Preconstruction Conference Agenda to assist in facilitating the meeting. The example presents a minimum set of topics that should be discussed during the conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the content of the agenda and consider the special needs of a particular project and specific Region. Contact the CDOT Project Manager or Resident Engineer for additional information. The *CDOT Construction Manual* contains examples of other conference agendas.

The documents in this appendix, listed in the order they are first mentioned in the text, are:

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Construction Inspection Qualification Program – CDOT Policy Memo 25a..... B-69

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<http://www.fhwa.dot.gov/programadmin/contracts/poster.htm>

Traffic Control Review Form ..... B-72

[See CDOT Construction Manual Appendix B, Page 110.]

<http://www.dot.state.co.us/DesignSupport/ConstructionManual/Construction%20Manual%20Revisions%202004/Index%20for%20Revised%20Sections.htm>

\* = Copy to Central Files / Records per CDOT Procedural Directive 21.1

5 5<sup>th</sup> Copy JTH/TJM/AV/COLIB.

cc. Mauro  
Cramer  
Merrison  
Smith



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

Region Eight

Colorado Division  
555 Zang Street, Room 250  
Lakewood, Colorado 80228

May 16, 1995

Mr. Guillermo "Bill" V. Vidal  
Executive Director  
Colorado Department of Transportation  
Denver, Colorado 80222

Re: State Oversight of Local  
Federal-Aid Projects

Dear Mr. Vidal:

Attached is a copy of Mr. William Weseman's May 2 memorandum concerning State oversight of local Federal-aid projects.

As noted in the last paragraph of the memorandum, the State can delegate authority, but not responsibility, to local entities that have the capability to perform delegated tasks. This is consistent with modifications presently being made to the CDOT/FHWA Stewardship Plan that address the local entity issue. We will continue to work with CDOT to delegate authority to the local entities that have the capabilities to perform the work.

If you have questions concerning this information, please contact Chuck Boyd at 969-6730, extension 372.

Sincerely yours,

George H. Osborne  
Division Administrator

Attachment





U.S. Department  
of Transportation  
Federal Highway  
Administration

<sup>1110</sup>  
**Memorandum**

Subject: **INFORMATION:** State Oversight of Local  
Federal-Aid Projects

Date: **MAY 2 1995**

From: Director, Office of Engineering

Reply to  
Attn. of: **HNG-12**

To: Regional Federal Highway Administrators

As States continue to deal with reductions in their staff resources, questions have arisen as to the appropriate level of State involvement in many of the activities associated with project development and construction of local Federal-aid projects. This office has provided advice as follows.

The Federal-aid highway program is a federally assisted State program. The State highway agency is the recipient of the Federal assistance and is responsible for administering the program. Title 23, U.S.C., does not recognize local entities as direct recipients of Federal-aid funds. Accordingly, local agencies cannot take the place of the State highway agency in the context of the Federal-aid highway program. The State highway agency is responsible for all requirements of the Federal-aid program whether these requirements stem from Title 23 or non-Title 23 statutes. The program efficiencies initiated by ISTEA allow the States to assume additional responsibilities for the program but do not authorize a State to pass these additional responsibilities to local entities.

Even though a State cannot delegate responsibility, they can delegate authority and make the local entities accountable to them. However, the local entities should not be delegated authority beyond their capability or for those things that would be in the best interest of the State to retain.

William A. Weseman

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input type="checkbox"/> POLICY DIRECTIVE <input checked="" type="checkbox"/> PROCEDURAL DIRECTIVE	
Subject Project Scoping and the Design Scoping Review (DSR)			Number 512.1
Effective 3/17/93	Supersedes	Originating office Staff Design	

PURPOSE

This directive establishes the procedures for conducting project design scoping prior to, and continuing into, preliminary design. It is a procedure for the design Project Manager for developing a scope of work consistent with the planning effort.

AUTHORITY

Transportation Commission Resolution and the Executive Director, C.R.S. Sec. 43-1-106(8) and C.R.S. Sec. 43-1-105

APPLICABILITY

This directive applies to all transportation projects for which Plans, Specifications and Estimates (PS&E) are proposed.

DEFINITIONS

**Scoping (design):** An interactive multi-disciplinary process that defines the design characteristics of a project (scope) and establishes an early estimate of cost and project schedule.

This process will determine the actions required to achieve the project objectives on time and within budget. The design scoping process should identify the appropriate design standards, funding source, procedures and required resources necessary to complete a project.

**Design Scoping Review (DSR):** An on-the-site review to define the project characteristics and identify potential conflicts that may require resolution in the project development process.

The DSR is held to familiarize the various disciplines with the objectives of the project determined by the planning process; and, to establish the specific criteria and direction that will be used for preliminary design. This meeting can be combined with the presurvey conference.

**Project Scoping/Clearance Record:** CDOT Form 1048. A review list used to document the design scoping process, to monitor status toward PS&E approval, and to sign-off on final clearances prior to advertisement of a project.

This record is used to focus on the "reason for the project" while formulating the "proposed improvement." The "reason for the project" should remain consistent with the original concept, while the "proposed improvement" will evolve as additional information is developed and other alternatives are considered. As a review list, this form provides for a re-evaluation at key phases during the preliminary project development.

**Field Inspection Review (FIR):** A review of preliminary design plans, specifications, and estimate.

The FIR is held to conclude all unresolved issues identified in the preliminary design phase; and to establish specific criteria and direction to be used in the final design phase.

### PROCESS

(flowchart depicting "Linkage Chart Showing Scoping Activity")

#### PLANNING:

Transportation planning is a procedure for developing a system of safe and integrated transportation facilities for the movement of people, goods, and information. This transportation network is developed at the region and state levels.

The Long Range System Plan identifies the range of alternates, including multi-modal applications and transportation control management, for providing the desired mobility to those relying on the State's transportation system. During system planning, a broad view of social, economic, and environmental (SEE) issues on a local, regional, national and global concern is made. SEE issues will be identified and compiled to ensure that they are integrated into the transportation planning process.

An effective system plan will address transportation facilities to meet at least the 20 year mobility demand. Emphasis should be on transportation control measures; including intermodal transportation options, consideration for local land use, identification and preservation of transportation corridors, and environmental concerns.

**Corridor Planning** provides a process by which discrete transportation corridors are identified within the system plan. These corridors are identified within the system plan. These corridors are subjected to a comprehensive analysis to determine options for solving their mobility problems and addressing constraints. Corridor planning focuses on transportation solutions to be carried into a detailed environmental study. The corridor analysis and resulting program provides the basic parameters for project development and design; and includes an implementation program of proposed projects.

#### ROUTE LOCATION:

The **Route Location** phase of project development examines in detail the individual projects budgeted in the planning phase. The route location process complies with the National Environmental Policy Act and examines project alternatives and the associated

social, economic and environmental impacts.

The process also ensures public input into the decision making process. For major projects, the result of this phase is decision documents (Environmental Impact Statement and Record of Decision or Environmental Assessment and Finding of No significant Impact). These documents outline the route location decision and environmental mitigation and commitments to be carried forward to the design phase. For minor projects, environmental clearances are identified and completed concurrently with the design scoping process outline below.

#### DESIGN SCOPING:

All projects, regardless of size, shall use the scoping process. Projects must begin the scoping process before initiating any survey or preliminary design.

##### Phase I - Implementation to 5 Year Plan (STIP)

This phase begins when the project is included in the Statewide Transportation Improvement Program (STIP). This phase is initiated after CDOT Form 507 - "Project Request Five Year Highway Program of Projects," or other means from the planning phases, has proposed a project.

The Scoping Phase I is conducted by a multi-disciplinary team, as created by the Project Manager. The scoping information to be provided to the team (see CDOT Form 1048 copy attached) includes, completing items 1 thru 3 on the form, as a minimum.

##### Phase II - Design Scoping Review (DSR)

The Design Scoping Review meeting shall be scheduled by the assigned design Project Manager (PM) preferably up to 1 year prior to project budgeting. The DSR invitation letter shall include CDOT Form 1048 completed through PHASE I and the following information (as a minimum, the information shown by a "\*"):

- \*1. Location map of the project with proposed project limits identified.
- \*2. Plan and profile of existing facility, if available.
- \*3. Traffic data.
4. Accident history and hazard rating.
5. Existing roadway condition and pavement rating.
6. Design speed and existing signed speed.
7. Related inter-modal information.
8. Environmental Considerations.

To minimize PE charges, participation at the DSR should be limited to those who have significant input, or could be largely affected by the results. Those individuals

receiving invitations to the DSR who have only minor concerns should communicate with the Project Manager prior to the meeting and not attend the on-site meeting.

The following shall be invited to the DSR, or receive notice of the DSR, as appropriate:

From CDOT Region:

Others:

Preconstruction Engineer

CDOT Staff representatives: (Bridge, Hydraulics, Traffic, Transportation Development, ROW, Environmental, Geotechnical, etc.)

Construction Engineer

Other State agencies

Resident Engineer

Local government agencies (City, County, etc.)

Traffic and Safety Engineer

FHWA representatives (and other Federal Agencies)

Utilities Engineer

Specific organizations: (Emergency, schools, special districts, enhancement sponsors, etc.)

Environmental Manager  
Sr. Highway Maintenance Supv.

Materials Engineer

Railroads, Transit Operators, Airports

ROW Supervisor

Survey Coordinator

The Project Manager will conduct the Design Scoping Review. An agenda will be prepared to ensure all critical issues are addressed. Invited individuals must be prepared to discuss (or document in writing) issues relevant to their field of expertise and interests. The items to be reviewed include, but are not limited to, the following:

1. Design Requirements - Typical section(s), horizontal and vertical alignment, detour, drainage, approach to project, cut-off points, aesthetic features, pedestrian/bicycle features, landscaping, lighting, major structures, railroad, safety, traffic control, access control, source of materials, roadway and roadside clearances, erosion control, pavement and resurfacing options.
2. Construction requirements
3. Environmental issues, including air quality
4. Maintenance
5. ROW requirements

6. Survey requirements
7. Multi-modal and Inter-modal issues and accommodations
8. Travel demand and trip reduction
9. Traffic and safety issues
10. Utility requirements
11. Contract requirements
12. Coordination of all disciplines
13. Geotechnical considerations

Within 30 days after the DSR, the Project Manager should perform the following tasks:

1. Write and distribute the meeting minutes; include all persons participating at the meeting and those who received notices in the distribution.
2. Research to obtain decisions on all unresolved questions and concerns. Provide answers as an addendum to the minutes. The PM should not hold up the minutes to resolve time consuming problems; but should provide those answers separately when the concern is finally resolved.
3. Prepare a DSR level cost estimate based on project characteristics identified.
4. Develop a proposed project schedule, coordinated with other disciplines, with appropriate milestones (survey, FIR, FOR, Ad, etc.) identified.
5. Prepare survey request.
6. Prepare a preliminary CDOT Form 463 - "Design Data" for distribution to users and a request for any exception to design standards.

#### Phase III - Field Inspection Review

Scope confirmation is accomplished at the Field Inspection Review (FIR). The FIR is the culmination of the design scoping process, just prior to the end of the preliminary design phase. At the FIR, attendees review the project scoping and the need for any refinements.

If significant changes to the scope are needed that affect the project limits, project description, project characteristics, or project cost, the FIR will be determined to be incomplete; and the schedule will be revised to reflect recycling through the preliminary design phase.

When the scoping phases of the CDOT Form 1048 are complete, the PM shall finalize the CDOT Design Data Forms 462 and 463. Normally this should be done within two weeks after the FIR is held. Any refinements to the project should be addressed in the FIR Minutes.

(signature on file)  
R. L. Clevenger  
Chief Engineer

(NOTE: There are seven pages of attachments depicting the CDOT "Project Scoping/Clearance Record.")

## **LONG-RANGE PLANNING PROCESS AND TIP / STIP DEVELOPMENT**

### **LONG-RANGE PLANS**

In 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) was passed by Congress. This legislation (Title 23 U.S.C. 135 (a) and (e)) set forth federal guidelines for long-range transportation planning and also provided authorization for federal funding. At the same time, the Colorado General Assembly passed legislation establishing a planning process for Colorado. From this legislation (specifically §§43-1-1103(5) C.R.S. 43-1-101(1)(d)(e) C.R.S, §43-1-106(8)) the CDOT set forth Rules (2 CCR 604-2) to lay out the Regional and Statewide Transportation planning process.

Colorado's long-range planning process is a grass-roots effort – 15 Transportation Planning Regions (TPRs) have been established – including five Metropolitan Planning Organizations (MPOs) – with each required to develop a Regional Transportation Plan. MPOs also have specific federal guidelines to follow for developing their regional plans, especially with regard to air quality issues.

However, for both rural TPRs and MPOs, input is provided by local entities through their Regional Planning Commission or Board in developing Regional Transportation Plans. These plans must have a minimum 20-year plan horizon with a vision for how the transportation system should operate. The Transportation Commission provides policy guidance for corridors along the state highway system and each planning region looks at economic projections, population shifts and overall transportation needs to develop Corridor Vision statements for specific transportation corridors.

As the regional plans are completed they are incorporated and consolidated into the Statewide Transportation Plan. This statewide plan provides a comprehensive vision, along with goals and strategies for the entire statewide transportation system. These Corridor Visions, along with supporting goals and strategies, are established to set in motion the process for selecting specific transportation projects. Both the Regional and Statewide Transportation Plans must be fiscally constrained.

## **TIPs and the STIP**

The TIP (Transportation Improvement Program) and the STIP (Statewide Transportation Improvement Program) serve as short-range transportation plans. Both plans cover a three year period and include specific transportation projects expected to begin construction over the plan period. The main difference between a TIP and the STIP is that TIPs must be developed for urban areas with populations greater than 50,000. These plans must meet air quality conformity, as well as other federal requirements, and must be approved by the Governor. TIPs are then adopted into the STIP unchanged. The STIP also includes projects for the rural areas of the state. The STIP must be adopted by the Colorado Transportation Commission and receive final approval from the Federal Highway Administration and the Federal Transit Administration. Both the TIPs and the STIP must be fiscally constrained.

To develop the STIP, TPR representatives meet with the appropriate CDOT Engineering Region and Transportation Commissioners to cooperate in the project prioritization process. A CDOT Engineering Region can contain multiple TPRs and/or Transportation Commissioners. Public meetings are conducted in each TPR to solicit requests for projects and comments on State-selected projects. To establish a project in the STIP, contact the appropriate TPR. A list of TPR representatives is available by contacting the CDOT Division of Transportation Development or by checking the CDOT website.

The draft STIP must also be made available for public review and comment. Copies of the draft STIP are available at CDOT Headquarters and Region Offices, the Federal Highway Administration, the Federal Transit Administration, County Clerk Offices, Transportation Planning Region and Metropolitan Planning Organization Offices, State Depository Libraries and the CDOT website.

## **LONG-RANGE PLAN AND TIP / STIP AMENDMENTS**

Because of the dynamic nature of transportation programs, it may be necessary to amend the long-range plan or the TIP and/or STIP. Plan amendments may be necessary when there is a change to a corridor vision or fiscal constraint to a corridor. TIP and STIP amendments may be necessary if there is a change in funding, the project scope, or a shift in project priorities.

To amend the Regional Plan, you must work with your Regional Planning Commission (RPC). To amend the Statewide Plan, the RPC works with CDOT to make the necessary changes. A CDOT Region representative should be contacted to determine if there is a need for a Long-Range Plan amendment.

The process for amending the STIP varies depending on whether the amendment is considered a policy amendment or administrative amendment and also whether the project to be amended is in an MPO or a rural TPR. An amendment is considered policy if there is a significant change to the project scope or if funding is changed due to new money being added to the STIP or being removed due to budget shortfalls. These amendments must provide a public involvement period and may take up to eight weeks to complete. Minor amendments, such as shifting projects in a pool, are considered administrative amendments and may be completed within a few days. No STIP amendments will be approved unless they are financially constrained.

TIP amendments must be approved by the MPO before the corresponding STIP amendments can be approved. Once approved by the MPO, a STIP amendment may be made and completed after final review by the Federal Highway and Transit Administrations. Due to federal requirements for public involvement by MPOs, a public involvement period for the corresponding STIP amendment is not necessary.

A TIP amendment request may require a MPO Long- Range Plan amendment. The MPO representative should be contacted to discuss if a Plan amendment is needed. Again, if the Statewide Plan requires a subsequent amendment, the MPO Board will work with CDOT to make the necessary changes.

**Previous**  
**STIP: (IN INFLATED DOLLARS)**  
 February 18 2004 12:33 pm

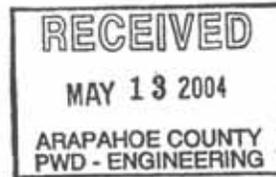
FY S2003

06 - Denver

Reg #	STIP #	TIP #	Route #	Length (Miles)	County	Project Sponsor	Improvement Type	Funding Source	Type	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	Future
<b>STP-Metro</b>																
ArapahoeRd/BostonSt/IntonSt intersection (add 4 lanes)																
06	DR5072	01-168	088B	4.4	Arapahoe	GREENWOOD VILLAGE	Reconst - Added Cap. - Hwy	F	STU	\$140	\$300	\$1,401	\$0	\$0	\$0	\$0
								L	L	\$34	\$73	\$342	\$0	\$0	\$0	\$0
								O	LO	\$26	\$56	\$258	\$0	\$0	\$0	\$0
								<b>Total</b>		\$200	\$429	\$2,001	\$0	\$0	\$0	\$0
<b>REPORT TOTAL -</b>																
								F		\$140	\$300	\$1,401	\$0	\$0	\$0	\$0
								L		\$34	\$73	\$342	\$0	\$0	\$0	\$0
								O		\$26	\$56	\$258	\$0	\$0	\$0	\$0
								<b>Total</b>		\$200	\$429	\$2,001	\$0	\$0	\$0	\$0

FUNDING CATEGORIES AND PROJECT PREFIXES				
PREFIX	PROGRAM	APPROP. CODE	ADV CON	FEDERAL PART. %
I	INTERSTATE	042		91.21
IM	INTERSTATE MAINTENANCE	04M / Q01 / H010 / L010	0AB	91.21
NH	NATIONAL HIGHWAY SYSTEM	315 / Q05 / H050 / L050	0AC	82.79*
NHD	NATIONAL HIGHWAY SYSTEM DISCRETIONARY	31B		91.21
<b>SURFACE TRANSPORTATION PROGRAM:</b>				
<b>STP – SAFETY:</b>				
SRP	RAIL CROSSING PROTECTION DEVICES	33M / Q26 / H260 / LS50		100
SRH	RAIL CROSSING ELIMINATION OF HAZARDS	33N / Q27 / H270 / LS40		90
SHE	ELIMINATION OF HAZARDS (STATE MATCH)	33P / Q28 / H280		90
SHO	ELIMINATION OF HAZARDS (LOCAL MATCH)	33P / Q28 / H280		90
	HSIP HIGH RISK RURAL ROADS SAFETEA-LU	LS20		
	HIGHWAY SAFETY IMPROVEMENT SAFETEA-LU	LS30		
STS	OPTIONAL	33A / Q21 / H210	0AR	90
STE	STP – ENHANCEMENT ACTIVITIES	33B / Q22 / H220 / L220		80.00*
STU	STP – URBAN OVER 200,000	33C / Q23 / H230 / L230	0AV	82.79*
STR	STP – MANDATORY NON-URBAN	33E / Q25 / H250 / L250	0AX	82.79*
STA	STP – ANY AREA	33D / Q24 / H240 / L240	0AW	82.79*
STA	STP – ANY AREA < 200,000	3AA / Q20 / H200 / L200	0BD	82.79*
STM	STP – ANY AREA (ALLOCATIONS TO URBAN AREAS <200,000	33D / Q24 / H240 / L240	0AW	82.79*
AQC	CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT	320 / Q40 / H400 / L400		82.79*+
<b>BRIDGE REPLACEMENT</b>				
BR	ON-SYSTEM (STATE MATCH)	118 / Q10 / H100 / L1C0	P74	80
BRO	OFF-SYSTEM (LOCAL MATCH) LOCAL ROADS & RURAL MINOR COLLECTORS	117 / Q11 / H110 / L110	P74	80
BR	OPTIONAL (STATE MATCH)	114 / Q12 / H120	P74	80
BRO	OPTIONAL (LOCAL MATCH)	114 / Q12 / H120	P74	80
SPR	PLANNING	81 / Q55 / H550 / L550		80.00**
		86 / Q56 / H560 / L560		80.00**
SPR-PL	METROPOLITAN PLANNING	85 / Q45 / H450 / L450		82.79
	HIGH PRIORITY PROJECTS	Q92 / HY10 / HY20 / LY30		80
	SEC 115 UNOBLIGATED BAL TRANSF	H170		
	MINIMUM GUARANTEE / EQUITY BONUS - EXEMPT LIMITATION	Q77 / H770 / LZ10		82.79
	MINIMUM GUARANTEE / EQUITY BONUS - SPECIAL LIMITATION	Q76 / H760 / LZ20		82.79
	SAFE ROUTES TO SCHOOL PROG	HU10 / LU10		
	SAFE ROUTES TO SCHOOL INFR	HU20 / LU20		
	SAFE ROUTES TO SCHOOL EITHER	HU30 / LU30		
SFTY	SAFETY			
P	PROPERTY PROJECTS			
ITS	INTELLIGENT TRANSPORTATION SYSTEM			
CC	LOCAL FUNDED ONLY			
C	STATE FUNDED ONLY			
* FEDERAL PARTICIPATING RATE IS INCREASED TO 91.21% IF USED ON THE INTERSTATE SYSTEM (EXCEPT FOR ADDING LANES WHICH ARE NOT HIGH OCCUPANCY LANES OR AUXILIARY LANES)				
** FEDERAL PARTICIPATING RATE IS INCREASED TO 100% IF USED ON PLANNING WITH OTHER STATE COOPERATION				
+ FEDERAL PARTICIPATING RATE IS INCREASED TO 100% IF SIGNALS/CARPOOL/VANPOOLING				

# EXHIBIT B



STATE OF COLORADO }  
COUNTY OF ARAPAHOE } ss.

At a regular meeting of the Board of County Commissioners for Arapahoe County, Colorado held in the Administration Building, Littleton, Colorado on Tuesday the 11<sup>th</sup> day of May 2004, there were present:

Susan Beckman, Chair	Present
Bernard L. Zimmer, Chair Pro-Tem	Present
Marie Mackenzie, Commissioner	Present
Lynn Myers, Commissioner	Present
Debra A. Vickrey, Commissioner	Present
Kathryn L. Schroeder, County Attorney	Present
Nancy A. Doty, Clerk to the Board	Present
Jennifer Gayer, Deputy Clerk	Present

when the following proceedings, among others, were had and done, to-wit:

**RESOLUTION NO. 040302** It was moved by Commissioner Vickrey and duly seconded by Commissioner Mackenzie to authorize the Chair of the Board of County Commissioners to sign the Contract by and between Arapahoe County and the State of Colorado, for the benefit of the Colorado Department of Transportation, for the widening of South Quebec St. from East Iliff Ave. to East Iowa Ave. and associated improvements (Quebec Street Widening Project, Project No. C03-004), with the County's share of this phase of said project being \$6639.00, pursuant to the terms contained therein.

The vote was:

Commissioner Mackenzie, Yes; Commissioner Myers, Yes; Commissioner Vickrey, Yes; Commissioner Beckman, Yes; Commissioner Zimmer Yes.

The Chair declared the motion carried and so ordered.

I, Nancy A. Doty, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Order is truly copied from the records of the proceedings of the Board of County Commissioners for said Arapahoe County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Littleton, Colorado this 13<sup>th</sup> day of May 2004.



Nancy A. Doty, Clerk to the Board  
by:   
Jennifer Gayer, Deputy Clerk

## NON-DISCRIMINATION ASSURANCE

The \_\_\_\_\_ (Name of Local Agency, also use for blanks below),  
HEREBY GIVES ASSURANCES:

1. That no person shall on the grounds of race, color, national origin, sex, age, and disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity conducted by \_\_\_\_\_ regardless of whether those programs and activities are Federally funded or not. \_\_\_\_\_ hereby agrees to carry out this assurance in compliance with Title VI and related statutes in all of its programs and activities.
2. That \_\_\_\_\_ will promptly take any measures necessary to effectuate this agreement.
3. That each \_\_\_\_\_ program, activity, and facility will be conducted and/or operated in compliance with nondiscriminatory requirements under all Federal Laws and Regulations.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended by the Federal Highway Administration. These assurances are binding on \_\_\_\_\_, its recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants.
5. That \_\_\_\_\_ will insert a notification in all solicitations for bids for work or material subject to the Regulations that notifies all bidders that it will affirmatively ensure that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award. \_\_\_\_\_ will also adapt this notification for all proposals for negotiated agreements.
6. \_\_\_\_\_ will insert appropriate nondiscrimination clauses in every contract subject to the Act and the Regulations.
7. \_\_\_\_\_ agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the act, the Regulations, and this agreement.

\_\_\_\_\_  
Signature of Appropriate Contract Signatory

\_\_\_\_\_  
Date

## TITLE 49--TRANSPORTATION

## Subtitle A--Office of the Secretary of Transportation

## PART 18--UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS--Table of Contents

## Subpart C--Post-Award Requirements

## Sec. 18.36 Procurement. ...

(i) Contract provisions. A grantee's and subgrantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)

(2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

(3) Compliance with Executive Order 11246 of September 24, 1965, entitled ``Equal Employment Opportunity,' ' as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)

(4) Compliance with the Copeland ``Anti-Kickback' ' Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)

(5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

(7) Notice of awarding agency requirements and regulations pertaining to reporting.

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

(10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)

(13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

**[SAMPLE FORMAT FOR PROJECTS REQUIRING ACQUISITION OF RIGHT OF WAY. YOU MUST HAVE LEGAL POSSESSION OF ALL RIGHT OF WAY AND EASEMENTS TO ISSUE CLEARANCE CERTIFICATION]**

(Date)

\_\_\_\_\_, Region ROW Manager  
Transportation Region \_\_\_\_\_  
Colorado Department of Transportation

**RE: RIGHT OF WAY CLEARANCE CERTIFICATION**

Federal Aid Project No:

Location:

CDOT Project Code:

Dear

The (City/County of \_\_\_\_\_) certifies that all right of way necessary for construction of Project No. \_\_\_\_\_ has been acquired in accordance with current Federal Highway Administration directives and State Law requirements. Specifically, all acquisition, permanent and temporary, has been acquired in accordance with the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act and all relevant regulations promulgated thereto, and Colorado Revised Statutes 24-56-101 thru 121, Real Property Acquisition policies. Copies of all right of way documents including deeds, easements, appraisals, and donation forms are enclosed herein.

(Insert following as applicable)

No residential and/or business relocation is involved in this project.

All residential relocatees have been relocated to decent, safe, and sanitary housing, or that adequate replacement housing has been made available to relocatees in accordance with state and federal statutes, regulations and other requirements.

All required business relocation benefits have been made available to the relocates in accordance with state and federal statutes, regulations and other requirements.

All relocation of all personal property is complete.

All persons and entities displaced have vacated all lands and improvements.

Please issue a right of way clearance for this project.

Sincerely,

(City/County Official)  
(Name & Title)

**[SAMPLE FORMAT FOR PROJECTS BEING CONSTRUCTED ON EXISTING  
RIGHT OF WAY]**

(Date)

\_\_\_\_\_, Region ROW Manager  
Transportation Region \_\_\_\_\_  
Colorado Department of Transportation

**RE: RIGHT OF WAY CLEARANCE CERTIFICATION**

Federal Aid Project No:

Location:

Project Code:

Dear

The (City/County of \_\_\_\_\_) certifies that all construction on the above listed project will be entirely within the present (City/County) right of way and no additional right of way is required.

Please issue a right of way clearance for this project.

Sincerely,

(City/County Official)  
(Name & Title)

# STATE OF COLORADO

**DEPARTMENT OF TRANSPORTATION**

Region 6, Unit 6230  
3840 York Street, Suite 130  
Denver, Colorado 80205-3573  
Phone (303) 294-9300 FAX (303) 294-9052



**STU M580-005**  
Subaccount 13696  
Arapahoe Rd. / Boston / Clinton

March 21, 2006

Rich Weyman, Project Manager  
City of Greenwood Village Public Works - Engineering  
Maintenance Facility  
1001 East Costilla Avenue  
Greenwood Village, CO 80112-3730

RE: **Concurrence to Advertise** Arapahoe Rd. / Boston / Clinton Intersection Improvement project (13696)

Dear Mr. Weyman:

Please consider this letter your Notice to Proceed with advertisement of Project STU M580-005.

Any change in the character or complexity of the work must be brought to our attention immediately. No additional work should be undertaken until a supplemental contract is executed and a written authorization to proceed is given.

Please remember DO NOT AWARD the project until the following information is sent to Richard Ott at (303) 757-9006 and reviewed with his concurrence:

1. CDOT Forms 605, 606, and 621
2. Bid Tabulations
3. Project Financial Statement

Thank you for your cooperation and assistance in getting this project initiated. If you have any questions, please contact me at (303) 294-9300 Ext. 216.

Sincerely,

Gary Huber  
Local Agency Project Manager  
Region 6 Central Program

Xc: Hutton, RTD  
Marusin, RPE  
Lipp, RE  
Huber, PM  
Haley, R6BO  
Thompson, OFMB  
Ott, Accounting  
Carter, EEO  
Central Files

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input type="checkbox"/> POLICY DIRECTIVE <input checked="" type="checkbox"/> PROCEDURAL DIRECTIVE	
Subject Obtaining Professional Consultant Services			Number 400.1
Effective 9/23/91	Supersedes 6/1/86	Originating office Agreements and Consultant Mgmt Office	

**PURPOSE:**

To define procedures used in procuring professional consultant services for the State of Colorado, Department of Transportation (CDOT). Professional consultant, for the purposes of this document, are engineers, architects, landscape architects and land surveyors.

**AUTHORITY:**

Colorado Revised Statutes, Section 24-30-1401 through 24-30-1408, as amended; Sections 43-1-101 through 43-1-110; State of Colorado Fiscal Rules, Chapter 3; Policy Directive No. 1; and Procedural Directive No. 1.1.

Colorado Highway Commission Resolution No. 2171-D, adopted February 15, 1990, which established the policy that price be included as a factor in the selection of professional consultant services.

**GOALS:**

The Chief Engineer has established the following goals for the consultant procurement process:

1. To obtain professional consultant services in a manner that is cost effective when considering design, construction and maintenance of CDOT transportation facilities while protecting the safety and welfare of the public and pursuing designated social goals.
2. To obtain qualified and experienced consultant services in relation to the expected scope of work.
3. To obtain professional consultant services in the shortest possible time.

The procedures for pursuing these goals shall comply with applicable federal and state laws.

**ORGANIZATION OVERVIEW:**

The following is a brief overview of functions and responsibilities with respect

to the professional procurement process. Detailed descriptions are in the following section.

Chief Engineer - The Chief Engineer is the supervisor of the Highway Operations and Maintenance Division and the Engineering Design and Construction Division and responsible for the procurement of professional consultant services. In addition he is responsible for establishing principles for determining the reasonableness and allowability of contract costs. The Chief Engineer shall establish subdivisions as necessary to carry out the powers and duties of such divisions and shall assign thereto appropriate powers and duties.

Contract Administrator - District engineers, branch supervisors, or their equivalent are contract administrators. The contract administrator is responsible for initiating the procurement, scoping the work, and managing the consultant work. The CDOT project manager is supervised by the contract administrator.

Agreements and Consultant Management Office - This office is supervised by the Contracting Officer/Engineer, who is the CDOT negotiator, and includes two units: the Agreements Section and the Consultant Management Section.

Agreements Section - This section is supervised by the Agreements Engineer, and is responsible for the contracting process. This includes preparation of contract documents, incorporation of appropriate federal and state regulations, coordination with the state attorney general's office, state controller, state personnel and consultant legal representatives or their duly appointed designees.

Consultant Management Section - This section is supervised by the Consultant Management Engineer, and is responsible for the process of selecting, cost estimating, negotiation support, providing the alternate CDOT negotiator and documenting the reasonableness of proposals. This section reviews project manager's submittals for appropriate approvals, scheduling and coordination of all necessary steps, prior to contracting, to obtain consultants in a timely manner.

External Audit Branch - This unit is assigned to the Division of Audit and is responsible for conducting audits of person contracting with CDOT. The Division of Audit reports directly to the Transportation Commission.

#### RESPONSIBILITIES:

The responsibilities of CDOT personnel to implement these procedures consistent with applicable law are as follows:

- Chief Engineer - Pursuant to Colorado Revised Statutes (C.R.S.) 43-1-104 and 43-1-110, the Chief Engineer is the approving authority within CDOT for using consultant services. Subject only to powers

and duties of the Transportation Commission, the Chief Engineer has control and management of the consultant procurement process. The Chief Engineer has delegated certain responsibilities to other CDOT personnel and units as indicated below.

- **Contract Administrator** - The contract administrator is the individual responsible for justifying the need for a consultant, initiating the process for procuring consultant services, adhering to the schedule, issuing the Notice-to-Proceed, and managing the consultant's services. The contract administrator is responsible for determining the type of contract to be used for the professional consultant services; such as, Cost-Plus-Fixed-Fee, or Lump Sum, or Specific Rate of Pay. The contract administrator, may delegate, in writing, responsibilities for day-to-day management of the process to the project manager.
- **CDOT Project Manager** - This CDOT employee is responsible for the day-to-day management of the consultant following the execution of the contract.
- **Contracting Officer/Engineer** - Subject to the approval of the Chief Engineer, the Contracting Officer/Engineer is responsible for the management of the consultant procurement process in accordance with applicable federal and state statutes and CDOT management policy, and is the primary CDOT negotiator. The Contracting Officer/Engineer is responsible for negotiating cost for professional consultant services which are determined by the Contracting Officer/Engineer to be fair and reasonable in accordance with this document.
- In fulfilling this responsibility, the Contracting Officer/Engineer shall utilize appropriate cost evaluation information including the data and recommendations from the contract administrator, the Consultant Management Section, and the External Audit Branch. The Contracting Officer/Engineer is also responsible for: procurement of professional consultant services within the time requirements established by the Chief Engineer, and implementing procedures that achieve Disadvantaged Business Enterprise (DBE) goals.

**Consultant Management Engineer** - Subject to the supervision of the Contracting Officer/Engineer, the Consultant Management Engineer is responsible for the following:

1. Developing and maintaining a generic scope of work that can be utilized by the project managers to institute a first cut draft scope of work. This shall include assisting the CDOT project managers

in utilizing the generic scope and, when requested, produce the project scope of work using the project manager's definition of the project work.

2. Developing and implementing procedures which promote the aforementioned goals in obtaining in a timely manner, professional consultant services at fair and reasonable prices in accordance with applicable federal and state standards.
  - a. Supervising the assistance to the CDOT project managers in developing and negotiating the professional workhours to do the consultant work when requested.
  - b. Developing, implementing, and revising (as required) the procedures and data required to produce the independent government cost estimate. This shall include developing the cost rates to be used, such as: indirect rate, fee rate, salary rates for typical work classifications, and the rates for equipment and material.
  - c. Supervising the calculation of the independent government cost rates utilizing the aforementioned procedures and data.
  - d. Acting as the alternate CDOT negotiator.
  - e. Supervising the documentation of the fairness and reasonableness of the accepted fee proposals.
3. Developing, implementing, and supervising procedures for selecting consultants, using qualification and cost as selection criteria.
4. Developing, implementing, managing, and supervising a process that obtains professional consultant services in the shortest possible period of time. This includes the following:
  - a. Develop professional consultant procurement schedule.
  - b. Supervise and manage the process of:
    - Short list and selection board moderator.
    - Coordination with consultants and appropriate CDOT units/personnel.
    - Initiation of audit evaluations.
    - Producing instructions for participants in the process.

- Providing training to participants in the process.
- Agreements Engineer - Subject to the supervision of the Contracting Officer/Engineer, the Agreements Engineer is responsible for the following:
  1. Prequalification of consultants pursuant to C.R.S. 24-30-1403.
  2. Maintaining standard ("boiler plate") language from which project contracts can be developed and executed in the shortest possible time.
  3. Providing project-specific draft contracts for review by consultants and others as appropriate.
  4. Writing and coordinating executory contracts.
  5. Obtaining evaluations of consultant work from CDOT project managers.
- External Auditors - Subject to the supervision of the Director of the Division of Audit, the External Auditors shall be responsible for the following:
  1. Pursuant to C.R.S. 43-1-106(12), the External Audit Branch is responsible for conducting audits on persons entering into contracts with CDOT.
  2. Audits and audit reports should complement the contract type determination made by the contract administrator, whenever possible. If auditors cannot comply, they should resolve the audit problems with the Consultant Management Section at the earliest possible time.
  3. The Consultant Management Section shall schedule a meeting for the submittal of the initial financial package. The External Auditor shall attend the meeting and inform the consultant of any missing data that might delay advancement of contracting. The External Auditor shall coordinate audit progress with the Consultant Management Section.
  4. In order to fulfill the C.R.S. 24-30-1401(4) duty to negotiate contracts at prices which are fair and reasonable, the Contracting Officer/Engineer needs to obtain appropriate cost evaluation data. To the extent practicable, the external audit will be responsible

for providing the following:

- a. An opinion on the financial stability of the firm.
- b. An opinion on the capability of the firms' accounting system to identify, segregate and accumulate contract costs to support CDOT's billing procedures.
- c. The auditor should identify prior fiscal year costs, if relevant, state why they are not relevant.
- d. The audit may include other information considered appropriate by the external auditor.

#### PROCEDURES

The procedures for obtaining professional consultant services shall be in accordance with the latest approved edition of the CDOT manual titled OBTAINING PROFESSIONAL CONSULTANT SERVICES. These procedures shall comply with applicable federal and state laws.

#### IMPLEMENTATION:

The responsibilities and procedures as stated by this directive and the manual OBTAINING PROFESSIONAL CONSULTANT SERVICES shall become effective immediately.

(signature on file)  
ROBERT L. CLEVINGER  
Chief Engineer

SAMPLE CLEARANCE CERTIFICATION LETTER  
WHEN PROJECT ADVERTISED BY LOCAL AGENCY  
[Local Agency Letterhead]

[Project No.] CN,PE,UT  
SA# [Subaccount Number]

[Date]

Ron Dickey  
Colorado Department of Transportation  
Region 6 Utility Engineer  
2000 South Holly Street  
Denver, CO 80222

RE: UTILITY CLEARANCE  
[Project No. and Location]

In compliance with the Federal – Aid Program and pursuant to 23 CFR 635.309(b), this is to advise you that all known utilities within the project limits have been cleared in conjunction with this project.

Known Utilities involved on this project are:

[Utility Company]		[* - see below]
0	0	0
0	0	0
0	0	0
etc.	etc.	etc.

---

[Local Agency Representative]  
[Name and Title]

Attachments (Utility Spec, Any Required Agreements)

\* Indicate how costs will be paid, as appropriate:

- “at no cost to project”
- “at project expense”

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input type="checkbox"/> POLICY DIRECTIVE <input checked="" type="checkbox"/> PROCEDURAL DIRECTIVE	
Subject			Number
PROFESSIONAL ENGINEER'S STAMP			508.1
Effective	Supersedes	Originating office	
7/22/97	11/1/89	Staff Design	

PURPOSE

To define procedures for the use of the professional engineer seal by CDOT employees engaged in the practice of engineering and whose position description requires that they be registered professional engineers in the State of Colorado. This includes procedures for processing plans prepared for CDOT by engineering consultants and local agencies (Las).

AUTHORITY

12-25-102 C.R.S.; 12-25-103 C.R.S.; 12-25-117 C.R.S.;  
 24 C.R.S., Article 10, Part 1.

Rule VIII, Bylaws and Rules of Procedure of the State Board of Registration for Professional Engineers and Professional Land Surveyors as amended.

CDOT Procedural Directive 51.1 "Records Management".

APPLICABILITY

Engineering designs, including all contract drawings and specifications for all CDOT transportation construction projects prepared by CDOT employees or by consultants under contract to CDOT, or by consultants under contract to local agencies, shall be sealed in accordance with this procedure, consistent with Colorado Statutes and Rules promulgated by the State Board of Registration for Professional Engineers and Professional Land Surveyors. Engineering designs added or changed by contract modification order (CMO) or minor contract revision (MCR) shall also be sealed by the Engineer responsible for the new design. This may be the Engineer in responsible charge of project design or the Engineer in responsible charge of project construction. For value analysis proposals, plans and specifications shall be signed and sealed by the contractor's Colorado Registered Professional Engineer (PE). Employees of cities, municipalities or counties, or federal employees performing engineering services on transportation projects funded in part or in whole by CDOT may or may not be subject to the provisions of this directive as specified in the Colorado Statutes and in agreement between the local or federal agency and CDOT.

DEFINITIONS

**Practice of Engineering** [As defined in Section 12-25-102 (10) CRS]: The performance for others of any professional service or creative work requiring engineering education, training, and experience and the application of special knowledge of the mathematical and engineering sciences to such professional services or creative work, including consultation, investigation, evaluation, planning, design, surveying and the observation of construction to evaluate

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compliance with plans and specifications in connection with the utilization of the forces, energies, and materials of nature in the development, production, and functioning of engineering processes, apparatus, machines, equipment, facilities, structures, buildings, works or utilities, or any combination or aggregations thereof, employed in or devoted to public or private enterprise or uses.

**Responsible Charge** [As defined in Section 12-25-102 (14) CRS]: The control and direction of engineering work within a professional engineer's scope of competence. Experience may only be classified as "responsible charge" if the Engineer is registered and licensed, unless the work involves an activity exempted pursuant to Section 12-25-103.

**Engineer:** A professional engineer registered in the State of Colorado by the Colorado State Board of Registration for Professional Engineers and Professional Land Surveyors.

**Record Set:** Reproductions of project drawings, plus the cover, title sheet, and table of contents of the project specifications. The record set shall bear the seals and dated signatures of the responsible engineer(s). The use of a signature stamp is prohibited.

**Beneficial Occupancy or Beneficial Use:** In the case of transportation construction projects, the date of "beneficial occupancy" or "beneficial use" is the date on which the project engineer formally accepts the work performed by the contractor.

**Seal:** The seal authorized by the State Board of Registration for Professional Engineers for registrants. It may be of the crimp type and/or rubber stamp facsimile.

#### PROCEDURE

The seal, and dated signature of the engineer whose name appears on the seal, shall be placed on reproductions of drawings to establish a record set of contract documents. The record set shall be the final plans plus any revisions at the time of contract award or, for a force account project, at the time the "Notice to Proceed" is issued. The record set shall be prominently identified and shall be the permanent record of the engineer in responsible charge of project design and CDOT in accordance with the Bylaws and Rules of Procedure of the State Board of Registration for Professional Engineers and Professional Land Surveyors.

A record set shall be prepared for all CDOT construction projects, and be retained by CDOT as part of the official project files. The CDOT's record set shall consist of 8 ½" x 14" or 8 ½" x 11" reproductions of project drawings, plus the complete set of the project special provisions and standard special provisions. All plan sheets and the cover, title page and table of contents pages of the Project Special Provisions and Standard Special Provisions included in a record set shall be sealed as prescribed herein.

The seal shall not be placed on reproducible drawings such as mylars, cronars, and vellums, which are used for multiple copies or on reproducible drawings which are transferred away from the engineer's possession and supervision.

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The seal and dated signature shall be used by an engineer only for work which was under the responsible charge of the engineer. Specification index sheets are sealed, dated and signed to indicate the revision date of the specifications used in the plans.

When an engineer seals, dates and signs a document, it is presumed that the engineer has assumed responsibility for the entire document unless the engineer limits the scope of responsibility to one or more disciplines, i.e., civil, structural, mechanical, etc., shown on the document. To limit the scope of responsibility to one or more disciplines on the face of such document, a statement must be included adjacent to the seal which limits responsibility to those portions of work done under the responsible charge of the engineer. When an engineer limits the scope of responsibility on a document to one or more disciplines, all other disciplines or aspects of the work shown on that document must be sealed by the engineer(s) in responsible charge of the other work.

Plans developed as standard plans (M OR S Standards) shall be sealed, dated and signed by the engineer in responsible charge of developing the standard plan, i.e., Staff Bridge Engineer, Staff Design Engineer, Standards Engineer, Staff Traffic Engineer, etc. A record set with the seal(s), and dated signature(s) of the engineer(s) in responsible charge of the development of the standard plans will be maintained in Central Files.

When revised standard plans are created, each sheet in the record set of the standard plans shall be sealed as described herein.

The engineer in responsible charge of developing the contract documents shall seal, date and sign the "Standards Plans List" plan sheet and include the following limitation statement: "My responsibility with respect to this plan sheet is limited to the selection of the standard plans for this project and a determination that the selection is appropriate for the project." If a standard plan is modified in any way, the plan sheet(s) shall be included in the contract documents and shall be sealed, dated, and signed by the engineer who modified the standard plan. The following limitation statement shall be included on the modified standard plan sheet(s) indicating what modifications were made: "My responsibility with respect to this standard plan revision is limited to \_\_\_\_\_." Projects utilizing local standards with CDOT responsible charge should be sealed by the CDOT Professional Engineer or the Local Agency Professional Engineer responsible for the local Standard and include appropriate limitation statements as described herein. This local standard issue should be addressed and agreed to at the onset of the project.

Engineers may specify manufactured components e.g., impact attenuators, which are exempted by statute as part of design documents. Manufactured components for the purposes of this procedure shall consist of such items as a pump, motor, steel beam or other type item that is manufactured in multiple units for selection and use in projects which must be designed by professional engineers. Systems of manufactured components which are specific to a particular use or application must also be designed by a professional engineer. The engineer may show the manufactured component on the drawing or document and is responsible for the correct selection

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and specification of the manufactured components but is not responsible for the proper design and manufacture of the manufactured components.

### **Responsibilities**

The engineer who prepares the designs and drawings or under whose direction and control the design and drawings are prepared, is responsible for sealing, dating and signing the record set drawings. The responsibility for sealing particular drawings will vary depending on which engineer has the primary responsibility for the particular design element. The seal of an engineer indicates that the work was prepared under the engineer's responsible charge. During the construction phase of a project, the engineer in responsible charge of project design will be afforded the opportunity to review the project for professional and design intent purposes.

1) Responsibility for Plans Prepared by CDOT

The professional engineer responsible for work which has been prepared under his/her responsible charge shall seal, date and sign plan record sets as prescribed in this procedure. Generally, this responsibility will be with the Region Program Engineers, and with Branch Heads for specialty plans developed by that branch. These specialties include bridge, hydraulics, traffic, geology, and other areas as they may occur in the project plans. The Region Program Engineers and Branch Heads may delegate this responsibility to stamp CDOT plans to the level of Professional Engineer II and Professional Engineer I, provided that such persons had responsible charge for the preparation of the drawings being sealed.

2) Responsibility for Plans Prepared by Consultants

Plans prepared in whole by consultants under contract to CDOT will require two record sets of drawings to be sealed, dated and signed by the consulting engineer in responsible charge. One record set is to be retained by the consultant and one set is to be returned to CDOT Central Files. Plans prepared in part by consultants under contract to CDOT will require three record sets of drawings to be sealed, dated and signed by the consulting engineers in responsible charge. The consultant shall furnish their sealed drawings and the remaining drawings will be sealed by the responsible charge CDOT Professional Engineer. One record set is to be retained by the consultant, one set is to be returned to CDOT Central Files and the third set is to be retained by the CDOT engineer in responsible charge of project design.

3) Responsibility for Plans Prepared by Local Government Agencies

Plans prepared by local agency employees or their consultant for projects that are funded in whole or in part by CDOT may or may not be subject to the provisions of this directive, which require sealed and signed plans, as specified in the agreement between CDOT and the local agency. Local agency employees are subject to this directive when negotiated into the specific project agreement with the Local Agency.

SUBJECT PROFESSIONAL ENGINEER'S STAMP	NUMBER 508.1
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In the event the agreement between CDOT and the local agency specifies that sealed plans are required, one record set of drawings is to be returned to CDOT Central Files.

#### **Plan or Specification Revisions**

Sealing of the plan record set shall take place after completion of final design plans, including revisions 60 days after the time of Construction contract award; or, for a force account project, before the time of the "Notice to Proceed with Construction" is issued by the CDOT Region.

#### **Construction Changes**

Construction changes resulting in a change in scope or intent of the construction contract, project extensions, geometric design, plan structural or typical section, standard plans, specifications or for correction of design errors must be authorized by a Contract Modification Order (CMO) or minor contract revision (MCR) in accordance with the CDOT Construction Manual. Engineers initiating such CMO's or MCR's shall coordinate the changes with the engineer in responsible charge for the project design. This shall include providing the engineer in responsible charge for project design the opportunity to visit the construction site to view the work. Engineering designs added or changed by CMO or MCR shall be sealed by the engineer creating the design change, whether it is the engineer in responsible charge of project design or the engineer in responsible charge of project construction. For value analysis proposals, plans and specifications shall be signed and sealed by the contractor's Colorado Registered Professional Engineer (PE). The sealed record set changes shall be attached to the original CMO or MCR.

CDOT Resident Engineers, or the engineer in responsible charge of project construction are responsible for assuring that these changes are incorporated into the "as-constructed" drawings.

#### **Transmittal of CDOT Record Set**

Upon receipt of the unsealed record set package, the engineer in responsible charge of project design shall seal all record sets. The engineer shall then transmit one sealed CDOT record set under memorandum to CDOT Central Files, within 90 days of the date of the letter forwarding the unsealed record set from CDOT Central Files to the engineer. The CDOT engineer in responsible charge of plans prepared in part by a consultant under contract to CDOT is responsible for obtaining the applicable signed, sealed and dated plans from the consultant. The record set for designs added or changed by CMO or MCR shall be forwarded to Central Files via Staff Construction and Materials.

#### **Retention of Plan Record Sets**

At least two record sets will be required; one for the engineer(s) in responsible charge of project design whose seal and dated signature(S) appear on the record set and one for CDOT Central Files. Each record set requires the seal, date and signature of the engineer(s) in responsible charge of project design.



## STATE OF COLORADO

## DEPARTMENT OF TRANSPORTATION

Construction Contract Unit  
4201 East Arkansas Avenue  
Denver, Colorado 80222  
(303) 757-9354

STE M055-012  
Aurora City Center Bike Path  
Project Code 12741

October 9, 2003

Ms. Peggy Golden  
City of Aurora  
Parks & Open Space Department  
15151 East Ajameda Parkway, 4th Floor  
Aurora, CO 80012

Dear Ms. Golden:

Based on my review of the financial statement dated October 1, 2003 and receipt of:

- CDOT Form 347, Certification of EEO Compliance Claims
- CDOT Form 605, Contractors Performance Capability Statement
- CDOT Form 606, Anti-Collusion Affidavit
- CDOT Form 621, Assignment of Anti-Trust Claims and
- Documentation of conformance with CDOT UDBE Contract Goal Policy,

the City's award of Project STE M055-012 to Meza Construction is approved.

Please include a copy of FHWA Form 1273 as part of your contract with Meza Construction . Your cooperation in this matter is appreciated.

Sincerely,

  
Richard E. Ott  
CDOT Award Officer

JSW/jsw

cc:

Gary Huber, R-6  
Region EEO Officer, R-6  
Ott, Agreements  
Clark, Projects & Grants  
Loeper, Program & Project Analysis  
Lamb, Business Programs  
Central Files


**City of Aurora**


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Parks & Open Space Department  
 Planning Design and Construction  
 15151 E. Alameda Parkway  
 Aurora, Colorado 80012  
 Phone: 303-739-7160  
 Fax: 303-739-7143  
 www.aurora.gov.org

**DATE:** October 1, 2003  
  
**TO:** Gary Huber, Project Manager  
 CDOT Region 6  
  
**FROM:** Peggy Golden, Senior Landscape Architect  
 City of Aurora  
  
**SUBJECT:** Financial Statement  
  
**Project:** STE MO55-012  
**Location:** Aurora City Center Bike Path  
**Code:** 12741

Federal Participating Funds	\$ 56,000.00
Local Agency Participating Funds	\$ 14,000.00
Local Agency Non-Participating Funds	\$ <u>3,000.00</u>
<b>Total Allotted Budget</b>	<b>\$ 73,000.00</b>
Meza Construction Co., Inc.	\$ <u>53,314.00</u>
<b>Sub-Total</b>	<b>\$ 53,314.00</b>
Consultant PE	\$ 3,575.00
Administration .5%	\$ 266.57
Contingency 10%	\$ <u>5,331.40</u>
<b>Total Estimated Construction Costs</b>	<b>\$ 62,486.97</b>

**NOTICE OF AWARD**

Project Name \_\_\_\_\_

Bid Number \_\_\_\_\_ Project No. \_\_\_\_\_

Date of Notice of Award \_\_\_\_\_

TO: \_\_\_\_\_

The City of Longmont Purchasing and Contracts Manager has considered Bids for the above Project in response to its Invitation to Bidders. The City accepts your Bid for the Work in the amount of \_\_\_\_\_ DOLLARS:

You must sign the Agreement for a Construction Contract with the City of Longmont and furnish complying insurance evidence and applicable Performance and Labor and Material Payment Bonds within ten days from the date of delivery of this NOTICE to you.

If you fail to sign the Agreement for a Construction Contract or furnish the bonds and insurance within ten days from the date of delivery of this NOTICE, the City may consider all your rights under the City's acceptance of your Proposal as abandoned. Your Bid Guarantee shall become the property of the City as liquidated damages, not as penalty, for any delay of construction. The City may award or re-advertise the Work, or act otherwise, at its discretion.

CITY OF LONGMONT  
Purchasing & Contracts Manager

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged this \_\_\_\_ day of \_\_\_\_\_, 2005.

CONTRACTOR

SIGNED: \_\_\_\_\_

BY ITS: \_\_\_\_\_  
Title

*Originals: Contractor, Purchasing and Contracts, Project Manager*



**City of Lakewood  
Public Works Department  
Engineering Division**

Civic Center North  
480 South Allison Parkway  
Lakewood, Colorado 80226-3127  
(303) 987-7900  
(303) 987-7910 FAX

May 3, 2005

Mr. Robert Cline  
Colorado Constructors, Inc.  
6810 N. Broadway, Suite B  
Denver, CO 80221

Re: Pre-Construction Meeting Kipling Street over Bear Creek Bridge, BRO M760-011

Dear Mr. Cline:

The **Pre-Construction Meeting** for the Kipling Street over Bear Creek bridge project is scheduled for 10:00 AM on Monday, May 16, 2005. The meeting will be held in the Public Works Conference Room on the second floor at Civic Center North, 480 South Allison Parkway. If possible, please submit necessary items prior to the meeting so they can be incorporated into the meeting. They should include:

- List of suppliers
- Schedule
- Sublet Contract Forms
- Occupational Health and Safety Statements
- MHT
- Other E.E.O. requirements

It is anticipated that construction will begin on May 23, 2005.

If you have any questions, please contact me at 303-987-7935.

Sincerely,

Steven C. Steinberger  
Project Engineer

SCS/slr

c: Byron Tenbrink, AT&T  
Sandra Boster, Bear Creek Water & Sanitation  
Gary Huber, CDOT  
Myron Swisher, CDOT  
Scott Moore, Comcast  
Lou Vullo, Denver Water Department  
Bill Beams, FHU  
Mary Barnard, Lakewood Contract Adm.  
Brian Langlais, Lakewood Inspector  
Dan Clute, Lakewood Regional Parks  
George Buckey, Lakewood Survey

Howard Miller, Lakewood Survey  
John Padon, Lakewood Traffic  
Vince Casteel, Lakewood Design  
Steve Trujillo, Metro Wastewater Reclamation  
Matt Andrews, Muller Engineering  
Kathy Bryant, Qwest  
Bill Palumbo, Qwest  
Lorraine Taylor, RTD  
David Abbink, West Metro Fire Protection  
Jerry Gustafson, Xcel  
268 – Kipling Street over Bear Creek Construction

-12-2006 12:41

FROM-CDOT GREELEY TRAF

+9703502258

T-258 P.004/012 F-632



**PUBLIC WORKS DEPARTMENT**  
1111 H STREET, P.O. BOX 758  
GREELEY, CO 80632  
WEBSITE: [WWW.CO.WELD.CO.US](http://WWW.CO.WELD.CO.US)  
PHONE (970) 356-4000, EXT. 3750  
FAX: (970) 304-6497

April 7, 2006

Stuart Miller  
CDOT R-4 Local Agency  
1420 2<sup>nd</sup> St  
Greeley, Co 80631

RE: Pre-Construction Conference  
STA 2571-009 (SA 14905)  
SH 257 and WCR 74  
Signal and Intersection Improvements

Dear Stuart:

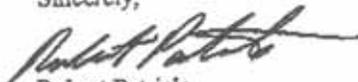
This letter is to notify you that a pre-construction conference is to be held on the above referenced project on:

**DATE: APRIL 21, 2006**  
**TIME: 9 A.M. TO 11 A.M.**  
**LOCATION: WELD COUNTY DEPT OF PUBLIC WORKS**  
**1111 H STREET, GREELEY, CO**

If possible, please provide needed information concerning current changes in CDOT's SWMP requirements which would impact this project.

If you have further questions regarding this, please feel free to contact me, at 970-356-4000 ext. 3742.

Sincerely,

  
Robert Patrick  
Program Manager

BID NO. 2522

NOTICE TO PROCEED

CITY OF LAKEWOOD  
Lakewood, Colorado

DATE: 05/24/05

TO: Colorado Constructors, Inc.  
6810 N. Broadway, Suite B  
Denver, CO 80221

You are hereby authorized to proceed on this date May 31, 2005 with the work defined in the Contract Documents for KIPLING STREET OVER BEAR CREEK.

By the terms of Section 4 of the Notice to Bidders contained in the Special Provisions, you will have 130 working days from the date set forth above to complete the work.

ATTEST: CITY OF LAKEWOOD

By: [Signature] By: [Signature]  
Title: Construction Inspector Title: Project Engineer

ACKNOWLEDGED BY CONTRACTOR:

By: [Signature]  
Title: President

- c: Contractor
- Purchasing
- Engineering
- Property Management
- CDOT Resident Engineer

PRECONSTRUCTION CONFERENCE AGENDA			
<i>The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.</i>			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
Note: Partnering standard special provision - Contractor, subcontractor, CDOT and other stakeholders are encouraged to participate in this potentially beneficial practice			
A. Colorado Department of Transportation Organization:			
Resident Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Project Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Assistant Project Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Lead Tester:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Maintenance Rep.:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
<b>B. Field Office:</b>			
CDOT:		Office Number:	
Location:		Fax Number:	
Contractor:		Office Number:	
Location:		Fax Number:	
C.. Field Laboratory:			
CDOT:		Office Number:	
Location:		Fax Number:	
Contractor:		Office Number:	
Location:		Fax Number:	
<p>The Contractor is reminded of the requirements of subsections 105.01 and 105.13 of the <i>Standard Specifications</i> relative to the authority and duties of the Project Engineer. The Project Engineer has immediate charge of the administrative and engineering details of the project. The Contractor is cautioned that only the Project Engineer and/or the Resident Engineer are authorized to provide information, clarification, or interpretation regarding plans, specifications, and any other contract documents or requirements. Solicitation and receipt of information by the Contractor from any other CDOT representative will not be considered valid for administration of the project. Shop drawings and all other submittals required by the Contract shall be submitted to the Project Engineer. Submittals made to and received by other CDOT representatives will not be considered valid for the purpose of administration of the Contract.</p>			
C. City or County Representatives:			
Name:		Mobile Number:	
Title:		Fax Number:	
Representing:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Representing:		Home Number:	
Office Number:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
Note: Partnering standard special provision - Contractor, subcontractor, CDOT and other stakeholders are encouraged to participate in this potentially beneficial practice			
A. Colorado Department of Transportation Organization:			
Resident Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Project Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Assistant Project Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Lead Tester:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Maintenance Rep.:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
<b>B. Field Office:</b>			
CDOT:		Office Number:	
Location:		Fax Number:	
Contractor:		Office Number:	
Location:		Fax Number:	
C.. Field Laboratory:			
CDOT:		Office Number:	
Location:		Fax Number:	
Contractor:		Office Number:	
Location:		Fax Number:	
<p>The Contractor is reminded of the requirements of subsections 105.01 and 105.13 of the <i>Standard Specifications</i> relative to the authority and duties of the Project Engineer. The Project Engineer has immediate charge of the administrative and engineering details of the project. The Contractor is cautioned that only the Project Engineer and/or the Resident Engineer are authorized to provide information, clarification, or interpretation regarding plans, specifications, and any other contract documents or requirements. Solicitation and receipt of information by the Contractor from any other CDOT representative will not be considered valid for administration of the project. Shop drawings and all other submittals required by the Contract shall be submitted to the Project Engineer. Submittals made to and received by other CDOT representatives will not be considered valid for the purpose of administration of the Contract.</p>			
C. City or County Representatives:			
Name:		Mobile Number:	
Title:		Fax Number:	
Representing:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Representing:		Home Number:	
Office Number:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
II. Project Organization and Status (continued)			
D. Contractor's Organization:			
Superintendent:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Superintendent Designee #1:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Superintendent Designee #2:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Erosion Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Public Information Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Safety Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Traffic Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Fire Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Project EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
E. Contractor Personnel Authorized to Sign Contract Modification Orders:			
Name:		Mobile Number:	
Title:		Fax Number:	
Location:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Location:		Home Number:	
Office Number:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
II. Project Organization and Status (continued)			
D. Contractor's Organization:			
Superintendent:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Superintendent Designee #1:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Superintendent Designee #2:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Erosion Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Public Information Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Safety Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Traffic Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Fire Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Project EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
E. Contractor Personnel Authorized to Sign Contract Modification Orders:			
Name:		Mobile Number:	
Title:		Fax Number:	
Location:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Location:		Home Number:	
Office Number:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)				
II. Project Organization and Status (continued)				
F. Partial Payments:				
1. Requested Estimate Cutoff Date:				Comment:
2. Electronic Funds Transfer (EFT) Forms: Forms are available from (303) 757-9571.				
3. Prompt Payment: Subsections 107.01 and 109.06 of the <i>Standard Specifications</i> requires all Contractors to comply with the Prompt Payment Law (CRS 24-91-103(2)). This law requires the Contractor to pay all subcontractors, who satisfactorily perform in accordance with their subcontracts, within seven days of receiving payment from CDOT. Failure to comply with the Prompt Payment Law is reason for CDOT to withhold further progress payments.				
4. Retainage or Securities: Retainage will not be reduced until all project work is complete, the project has been accepted, and all required documentation has been received and accepted by CDOT. The Contractor shall provide written notification to the Project Engineer indicative of their choice to use either retainage or securities.				
5. Forms: The Contractor shall be responsible for completing and submitting all required forms, instructing all subcontractors on the proper procedures for completing required forms, and for ensuring that all forms and reports are submitted and approved on a timely basis. Failure to do so may result in delays in payment of progress estimates.				
6. The Contractor will receive CDOT Form 96 – Contractor Acceptance of Final Estimate and return a signed original upon agreement. The CDOT Projects and Grants Section will not authorize final payment until CDOT Form 96 is received.				
Comments:				
G. Date of Notice to Proceed:				
Fixed Completion Date:				Comment:
Working/Calendar Days Allowed:				Comment:
Date Project Time Charges Begin:				Comment:
Date Construction Begins:				Comment:
Estimated Completion Date:				Comment:
H. Contractor's Schedule (described in subsection 108.03 of the <i>Standard Specifications</i> , which also states that progress estimates will not be paid unless schedules & methods statements are submitted and updated on a monthly basis): <i>(Check all that apply)</i>				
	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
Bar Chart				
Critical Path Method (default unless otherwise indicated)				
I. Methods Statement: <i>(Check one.)</i>				
	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
Methods Statement				
J. Contractor's Proposed Construction Surveying Schedule:				
	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
Surveying Schedule				
Date of Pre-Survey Conference:				Comment:
K. Agreements to Access Private Property:				
The Contractor shall furnish the Project Engineer properly executed written documentation from property owners that authorizes the Contractor to trespass on private property for any of the following conditions:				
1. Temporary livestock fencing outside the right of way.				
2. Not installing livestock fencing and who will be held responsible until fence is installed.				
3. Haul roads on private property not designated on the plans.				
4. Waste or stockpile areas on private property not designated on the plans.				
5. Equipment, camp, plant, or crusher sites on private property not designated on the plans.				
6. Sources of aggregates, borrow, etc. on private property not designated on the plans.				
Comments:				
L. Legal Gross Truck Weights:				
Legal gross truck weights on all public roads outside the project limits will be controlled as follows (see subsection 105.17 of the <i>Standard Specifications</i> ):				
1. If material is delivered to the project in a vehicle with a gross weight exceeding the legal limit, the material and the scale ticket will not be accepted.				
2. The Contractor shall submit documentation for all persons and equipment that require certification or licenses, including certified weighers, scales, and water meters.				
3. The Contractor shall submit a list of haul vehicles, including all information required by the Contract Specifications, prior to the beginning of hauling operations. This information must be resubmitted for any change of vehicle configuration.				
Comments:				
M. Fuel Cost Adjustments – <b>On Form 85, submitted at time of bid opening, Contractor chose to _____ accept _____ decline Fuel Cost Adjustments for this project, per Revision of Section 109 Fuel Cost Adjustment. Once bids are opened, the Contractor is not allowed to change that decision.</b> Comments:				

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
III. EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND LABOR COMPLIANCE			
A. EEO Contacts:			
Region EEO Representative:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Contractor DBE Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Contractor Company EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Contractor Project EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
B. EEO and Labor Compliance Document Submittal:			
<p><b>The Contractor shall submit all documents pertaining to EEO and Labor Compliance to:</b></p>			
C. Good Faith Effort:			
<p><b>In accordance with the Standard Special Provisions, the Contractor must submit evidence to the Project Engineer that a good faith effort was made to solicit DBE subcontractor(s). CDOT Form 205 – Sublet Permit Application will be utilized to aid in reviewing the good faith effort. CDOT Form 205 is to be initialed and dated by the Contractor’s DBE Liaison Officer as proof that DBE subcontractors were contacted. Although DBE Performance Goals are part of the Contract and are met by the Contractor, the Contractor is not relieved from making good faith efforts to contract with DBE subcontractors on other work items. DBE Goals:</b></p>			
D. Sexual Harassment:			
<p>Sexual harassment is defined as unwelcome and repeated sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;</li> <li>2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individuals or others; or</li> <li>3. Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.</li> </ol> <p>Complaints of sexual harassment should be made in person or in writing to the Company Equal Employment Opportunity Officer or to the individual designated as the primary contact. Complaints must be kept confidential and investigated immediately. Comments:</p>			

PRECONSTRUCTION CONFERENCE AGENDA (continued)	
III. EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND LABOR COMPLIANCE (continued)	
E. Violence in the Workplace (see subsections 101.87 and 108.06 of <i>the Standard Specifications</i> and subsection 108.5.2 of the Construction Manual):	
Violence in the workplace will not be tolerated. This shall include, but is not limited to, abhorrent behavior of a threatening verbal or physical nature to any living or inanimate entity. Comments:	
F. Drug Use in the Workplace	
The Colorado Department of Transportation, as stated in Standard Specification section 107.01, requires that Contractors, subcontractors, and suppliers who participate in CDOT contracts maintain and enforce a workplace that is in compliance with all laws and regulations, including those relating to drug use. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during work hours, on CDOT premises, other work sites where employees may be assigned, or where the use during non-working hours impairs the employee's ability to perform his or her job is strictly prohibited. Contractors are responsible for compliance. If an incident should arise on a CDOT construction project when drug use is suspected or confirmed, the Project Engineer should immediately notify the Contractor. If there is a Contractor's employee who is impaired and incapable of safely performing the work, the Project Engineer will notify appropriate law enforcement and have the employee removed from the project in accordance with subsection 108.05 of the <i>Standard Specifications</i> . Comments:	
G. Project Bulletin Board:	
Location of Project Bulletin Board:	
Items posted on the Project Bulletin Board must be legible at all times. Any posted item that is illegible must be replaced immediately. The latest versions of the items may be obtained from <a href="http://www.dot.state.co.us/Bidding/PostBid/PostBid.htm">http://www.dot.state.co.us/Bidding/PostBid/PostBid.htm</a> . Comments:	



PRECONSTRUCTION CONFERENCE AGENDA (continued)				
IV. ENVIRONMENTAL AND WETLANDS				
A. Region Planning/Environmental Manager:				
Region Planning/Environmental Manager:		Fax Number:		
Office Number:		Home Number:		
Mobile Number:		E-Mail Address:		
Clearance:				
Restrictions:				
Comment:				
B. Contractor's Schedule for Temporary and Permanent Erosion Control: <i>(Check one.)</i>				
	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
Erosion Control				
Comment				
V. RIGHT-OF-WAY				
Region Right-of-Way Supervisor:		Fax Number:		
Office Number:		Home Number:		
Mobile Number:		E-Mail Address:		
Clearance:				
Restrictions:				
Comment:				
VI. UTILITIES				
Region Utilities Engineer:		Fax Number:		
Office Number:		Home Number:		
Mobile Number:		E-Mail Address:		
A. Electric:				
Name:		Mobile Number:		
Title:		Fax Number:		
Company:		Home Number:		
Office Number:		E-Mail Address:		
Name:		Mobile Number:		
Title:		Fax Number:		
Company:		Home Number:		
Office Number:		E-Mail Address:		
Conflict Location:				
Relocation Schedule:				
Comment:				
B. Gas:				
Name:		Mobile Number:		
Title:		Fax Number:		
Company:		Home Number:		
Office Number:		E-Mail Address:		
Name:		Mobile Number:		
Title:		Fax Number:		
Company:		Home Number:		
Office Number:		E-Mail Address:		
Conflict Location:				
Relocation Schedule:				
Comment:				

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
VI. UTILITIES (continued)			
C. Telephone:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
D. Water:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
E. Sewer:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
VI. UTILITIES (continued)			
F. Cable Television:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
G. Railroad:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
H. Other:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			

PRECONSTRUCTION CONFERENCE AGENDA (continued)				
VII. SAFETY				
<p><i>Note: Per Revision of Section 107 – Project Safety Planning, prior to the start of construction, the Contractor shall designate the appropriate personnel, and submit the Project Safety Management Plan.</i></p>				
A. Project Safety Management Plan:				
Safety Officer (and alternate Safety Officer):			Fax Number (including alternate's):	
Office Number (including alternate's):			Home Number (including alternate's):	
Mobile Number (including alternate's):			E-Mail Address (including alternate's):	
Insurance Company:				
Workmen's Compensation Carrier:				
Submitted	Not Submitted	Description		
		Project Safety Management Plan, including all specified items		
		Proposed safety and "Toolbox" meeting (schedule):		
		DOT Form 140 – Emergency Phone Numbers Card must be completed and posted at all phones on the project.		
		Sanitary facilities shall be provided by the Contractor in compliance with OSHA regulations and Section 620.		
		Copy of Certificate of Insurance showing inclusion of CDOT in its coverage.	Expiration Date:	
<p>B. Construction Zone Traffic Control (NOTE: Per Revision of Section 630 – Construction Zone Traffic Control, Contractor's superintendent and all others serving in a similar supervisory capacity are required to complete a CDOT-approved two-day Traffic Control Supervisor training. Certification of completion shall be submitted to the Engineer at the Preconstruction Conference.) (NOTE: As of 1/6/06, NCHRP 350 Requirements, for National Cooperative Highway Research Program 350 construction traffic control devices have been fully implemented.)</p>				
Contractor's Representative Responsible for Traffic Control (cannot be Superintendent):			Fax Number:	
Office Number:			Home Number:	
Mobile Number:			E-Mail Address:	
<p>1. Method of Handling Traffic (MHT): (See subsection 630.09. NOTE: MHT's should address pedestrian, wheelchair (ADA compliant), and bicycle traffic, pullout areas, worker parking and procedures for workers crossing live lanes of traffic during the work operation.)</p>				
	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
MHT				
2. Construction Signing:				
<p>All signing shall conform to the latest adopted version of the <i>Manual of Uniform Traffic Control Devices</i>, including the <i>Colorado Supplement as of the ad date for the project</i>. All construction signing is the responsibility of the Contractor except for the following:</p>				
3. Reduction of Speed Limit:				
Required	Not Required	Description		
		<p>CDOT Form 568 – Authorization and Declaration of Temporary Speed Limits must be submitted by the Project Engineer (allow approx 3 weeks). Justification for the speed reduction is as follows:</p> <p>Also discuss usage of Begin/End Fines Doubled signage.</p>		
4. Enforcement of Reduced Speed Limit:				
<p>The representative to contact (e.g., Colorado State Patrol) for enforcement of the reduced speed limit is as follows:</p>				

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
VII. SAFETY (continued)			
B. Construction Zone Traffic Control (continued):			
5. Project Flaggers:			
The Contractor's method of training and certifying project flagger personnel is as follows:			
6. Oversize/Overweight Vehicles:			
Required	Not Required	Description	
		Oversize, overweight vehicle restrictions, including detours. If required, the Project Engineer will contact the Maintenance and Operations Branch, per subsection 630.09, (7) & (8)	
Restrictions:			
As required, submit the following information 5 days in advance of restrictions to the Legal and Permits Unit of the Maintenance and Operations Branch. Provide notifications when the project is complete.			
CDOT Project Contact:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Start of Closure:		Restriction:	
End of Closure:		Closure/Detour:	
Town:		Other:	
Junction:		Width:	
Highway Number:		Length:	
Beginning Mile Post:		Height:	
Ending Mile Post:		Weight:	
7. Vertical and/or Horizontal Clearance Restrictions:			
Required	Not Required	Description	
		Vertical and/or horizontal clearance restrictions, including detours. If required, the Project Engineer will contact the Maintenance and Operations Branch, per subsection 630.09, (7) & (8).	
Restrictions:			
As required, submit the following information as much time as possible in advance of restrictions to the Legal and Permits Unit of the Maintenance and Operations Branch. Provide notifications when the project is complete.			
CDOT Project Contact:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Start of Closure:		Restriction:	
End of Closure:		Closure/Detour:	
Town:		Other:	
Junction:		Width:	
Highway Number:		Length:	
Beginning Mile Post:		Height:	
Ending Mile Post:		Weight:	
8. Uniformed Traffic Control:			
Jurisdiction:		Contact:	
		Phone Number:	
Jurisdiction Policy:	The jurisdiction should submit a copy of their policy regarding authorized duties on the project.		
<b>C. Discussion of Methamphetamine by-products &amp; lab waste ("Death bags")</b>	(see video available at: <a href="http://www.dot.state.co.us/AdoptAHighway/">http://www.dot.state.co.us/AdoptAHighway/</a> , for additional information contact Julia Horn at 303-512-5519 or Julia.Horn@dot.state.co.us )		

PRECONSTRUCTION CONFERENCE AGENDA (continued)		
VIII. MATERIALS		
CDOT Representative:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
<b>A. Contractor List of Proposed Materials:</b>		
Submitted	Not Submitted	Description
		The Contractor has submitted a list of proposed material suppliers as required by the "Special Notice to Contractors" (see CDOT Field Materials Manual, latest adopted version as of the ad date for the project.)
<b>B. Source of Undesignated Materials (if applicable):</b>		
1.	4.	
2.	5.	
3.	6.	
<b>C. Quality Control/Quality Assurance:</b>		
Quality Control Plans, as required, for Embankment, Pre-Pave, Pre-Pour, Hot Mix Asphalt, Portland Cement Concrete Pavement, etc. must be submitted. Comments:		
<b>D. Mix Designs and Material Samples:</b>		
The Contractor shall submit mix designs for Hot Mix Asphalt, Concrete, Flowfill, etc. in a timely manner. Unapproved materials will not be placed on the project. The Contractor is advised to review the requirements of the "Special Notice to Contractors"(see CDOT Field Materials Manual latest adopted version as of the ad date for the project) concerning the timely submittal of material samples.		
Comments:		
<b>E. Land Reclamation Permit:</b>		
The Contractor shall comply with the requirements of the Land Reclamation Permit including pit limits. . Comments:		
<b>F. Furnishing of Concrete:</b>		
<b>Any concrete furnished to the project in trucks not previously certified for the project will be either rejected or exempted from payment. Use CDOT Form 46 – Concrete Truck Mixer Inspection Certification for documentation. Comments:</b>		

PRECONSTRUCTION CONFERENCE AGENDA (continued)
VIII. MATERIALS (continued)
G. Test Data:
<b>Test data will be available to the Contractor for his daily review. CDOT Form 626 – Field Lab Tests Results will be given to the Contractor periodically or at any time upon request. Comments:</b>
H. Letter of Compliance:
<b>A Letter of Compliance for Buy America Requirements will be required at the completion of all projects, even if steel or iron is not incorporated into the project. Comments:</b>
<b>IX. COMMENTS AND UNCOMPLETED ITEMS</b>
<b>A. Contractor Comments:</b>
Comments:
<b>B. CDOT Comments: (include Project Special Provisions, Special Restrictions, Public Relations (if required), etc.),</b>
Comments:
<b>C. Uncompleted Items Prior to Starting Work:</b>
Uncompleted items remaining to be completed by the Contractor before starting work include:
<b>D. Possible Change Orders:</b>
Comments:
<b>E. Other Comments:</b>
Comments:

JUL-12-2006 12:41 FROM-CDOT GREELEY TRAF

+9703502258

T-258 P.007/012 F-632



ENGINEERING DEPARTMENT

Post Office Box 190  
Fort Collins, Colorado 80522-190

(970) 498-700  
FAX (970) 498-366

May 15, 2006

Wendy Turner  
Colorado Department of Transportation  
1420 Second Street  
Greeley, CO 80631

RE: STE C060-045 Billing No. 1

Dear Wendy:

Larimer County Billing No. 1 for Project No. STE C060-045 (15278) (Larimer County Project No. 7005) is enclosed for processing. This will be the only billing for the project.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in dark ink that reads "Joe Temple". The signature is written in a cursive style and is partially obscured by a black rectangular redaction box.

Joe Temple  
Project Manager

Attachments

cc: Project File  
Meegan Flenniken

**LOCAL AGENCY BILLING – PAGE 1 OF 2**

**Date: May 15, 2006**

**SECTION I. CONTRACT DATA**

Local Agency: Larimer County Parks and Open Lands Project No.: STE C060-145  
 Address: 1800 South County Road 31, Loveland, CO 80537  
 Employer (FEIN) ID Number: 84-6000779 Project Location: Blue Sky Trail @ CR 31  
 Invoice Number/Date: 1 – May 15, 2006  
 % Completed: 100% Subaccount No.: 15278

**BASIC AND/OR SUPPLEMENTAL CONTRACT TOTAL: \$350,000.00**

Federal Share: \$280,000.00  
 Local Agency Share: \$ 70,000.00  
 State Share: \$ -0-

Prior Period Billing Amount: \$ 280,000.00

Current Billing Period: From: July 27, 2005 To: May 15, 2006

**SECTION II. INCURRED COSTS**

DIRECT LABOR: (List individually)

Employee Name	Classification	Regular Hours	Direct Hourly Rate \$	Overtime Hours*	Cost \$
[REDACTED]	Senior Civil Engineer	51	40.43		2,061.33
[REDACTED]	Senior Eng. Tech.	54	27.18		1,467.72
[REDACTED]	Senior Civil Engineer	1.5	40.42		60.63
[REDACTED]	Admin. Assistant 2	14	16.92		236.88
[REDACTED]	Senior Eng. Tech.	9	26.77		240.93
[REDACTED]	Eng. Tech. 2	188.5	24.60		4,637.10
[REDACTED]	Construction Manager	225	39.84		8,964.00
[REDACTED]	Senior Eng. Tech.	575.5	27.72		15,952.13
[REDACTED]	Senior Eng. Tech. 2	115.5	30.39		3,510.15
[REDACTED]	Senior Eng. Tech 2.	95	18.58		1,765.10
[REDACTED]	Environ. Specialist	6	36.07		216.42
[REDACTED]	Eng. Tech. 2	18	24.41		439.38

\*Eligible classifications only.

LOCAL AGENCY BILLING - PAGE 2 OF 2

Date: May 15, 2006

	Current This Period	Total To Date
SUBTOTAL - DIRECT LABOR	\$ <u>39,553.00</u>	\$ <u>39,553.00</u>
BENEFITS -38.8% OF DIRECT LABOR	\$ <u>15,346.56</u>	\$ <u>15,346.56</u>
OPERATING EXPENSES - 21.4% OF DIRECT LABOR	\$ <u>8,464.34</u>	\$ <u>8,464.34</u>
OTHER DIRECT COSTS (In-House) List individually-at actual cost; mileage (miles x \$), CAD (hrs x \$), equipment rental (hrs x \$), etc.	\$ <u>-0-</u>	\$ <u>-0-</u>
OUTSIDE SERVICES: (Consultants & Vendors) (List individually) (To be in this same format - attach copies of invoices)	\$ <u>-0-</u>	\$ <u>-0-</u>
CONTRACT CONSTRUCTION	\$ <u>340,548.96</u>	\$ <u>340,548.96</u>
TOTAL COSTS CURRENT PERIOD:	\$ <u>403,912.86</u>	
TOTAL COSTS TO DATE:		\$ <u>403,912.86</u>

SECTION III. BILLING

Total Billing 403,912.86  
Federal Participating Amount 280,000.00

TOTAL BILLING CURRENT PERIOD  
(69% OF TOTAL COSTS): 80% reimbursible to LA \$ 280,000.00 Pay to Larimer County  
(Federal funds limited to budgeted amount)

Prior Billing: \$ -0-

I certify that the billed amounts are actual and in agreement with the contract terms:


PROJECT MANAGER
5/18/06

Signature Title Date

JUL-12-2006 12:42

FROM-COOT GREELEY TRAF

+9703502256

T-256

P.010/012

F-632

Item Number	Description	Contract Quantity	Unit	Unit	Price	Contract \$	Previous Total Quantity	Previous (%) Complete	Previous Amount Paid	Total Quantity To Date	(%) Complete To Date	Total Amount to Date
202	Removal of Tree	2	EA	600.00	\$	1,200.00	11	6.5	\$ 5,500.00	11	66.0%	5,600.00
202	Removal of Asphalt Mat	220	SY	6.00	\$	1,320.00	388	1.7035894	\$ 2,328.00	388	176.4%	2,928.00
202	Removal of Erd Anchorage	1	EA	600.00	\$	600.00	1	1	\$ 600.00	1	100.0%	600.00
203	Unclassified Excavation	760	CY	12.00	\$	9,120.00	760	1	\$ 9,120.00	760	100.0%	9,120.00
203	Blower	675	CY	20.00	\$	13,500.00	798	1.3378211	\$ 15,950.00	798	138.9%	16,950.00
208	Structure Excavation	1145	CY	9.00	\$	10,305.00	1145	1	\$ 10,305.00	1145	100.0%	10,305.00
208	Struct Backfill (Special)	720	CY	32.00	\$	23,040.00	720	1	\$ 23,040.00	720	100.0%	23,040.00
208	Shooting	185	LF	150.00	\$	27,750.00	145	0.7837838	\$ 21,760.00	145	78.4%	21,760.00
207	Topsail	320	CY	8.00	\$	2,560.00	320	1	\$ 2,560.00	320	100.0%	2,560.00
207	Stockpile Topsoil	320	CY	6.00	\$	1,920.00	320	1	\$ 1,920.00	320	100.0%	1,920.00
208	Excavation Rate (Wired Free)	40	EA	20.00	\$	800.00	0	0.2	\$ 160.00	0	0.0%	160.00
208	S11 Fence	660	LF	2.00	\$	1,320.00	660	1	\$ 1,320.00	660	100.0%	1,320.00
208	Concrete Washout Structure	1	EA	1,200.00	\$	1,200.00	1	1	\$ 1,200.00	1	100.0%	1,200.00
208	Rosell Fence	140	LF	30.00	\$	4,200.00	0	0	\$ -	0	0.0%	0.00
210	Reset Gates (Special)	1	EA	2,600.00	\$	2,600.00	1	1	\$ 2,600.00	1	100.0%	2,600.00
212	Reset Guardrail Type 3	150	LF	8.00	\$	1,200.00	125	0.8333333	\$ 1,000.00	125	83.3%	1,000.00
212	Sanctuary (Native)	0.4	AC	2,500.00	\$	1,000.00	0.8	1.5	\$ 1,500.00	0.8	100.0%	1,500.00
213	Mulching (Hydraulic)	0.4	AC	2,500.00	\$	1,000.00	0.8	1.5	\$ 1,500.00	0.8	100.0%	1,500.00
216	Soil Retain Blanket (SIC)	675	SY	2.00	\$	1,350.00	600	0.8888889	\$ 1,200.00	600	88.9%	1,200.00
304	ABC (Class B)	492	TON	30.00	\$	14,760.00	374.40	0.7611585	\$ 11,234.70	374.40	76.1%	11,234.70
403	HBP (Gr S) (Asy) (75) (F084-22)	61	TON	95.00	\$	5,795.00	125.60	2.0604919	\$ 1,200.00	125.60	206.0%	1,194.00
420	Geocollar (E.C.) (Class A)	520	SY	3.00	\$	1,560.00	400	0.7692308	\$ 1,200.00	400	76.9%	1,200.00
606	Riprap 18"	400	CY	84.00	\$	33,600.00	231	0.5775000	\$ 19,404.00	231	57.7%	19,404.00
601	Concrete C/B (Wall)	44	CY	575.00	\$	25,300.00	44	1	\$ 25,300.00	44	100.0%	25,300.00
602	Reinforcing Steel	2530	LB	2.00	\$	5,060.00	2530	1	\$ 5,060.00	2530	100.0%	5,060.00
603	24" Corr Steel Pipe (CIP)	82	LF	45.00	\$	3,690.00	82	1	\$ 3,690.00	82	100.0%	3,690.00
604	9 x 8 FT CBC (Precast)	90	LF	475.00	\$	42,750.00	90	1	\$ 42,750.00	90	100.0%	42,750.00
604	Inlet Type O (5 FT)	1	EA	2,600.00	\$	2,600.00	1	1	\$ 2,600.00	1	100.0%	2,600.00
605	Geocomp Drains without Pipe	56	SY	12.00	\$	672.00	56	1	\$ 672.00	56	100.0%	672.00
606	GFI Type 3 (4-3 Four Spd)	88	LF	66.00	\$	5,808.00	113	1.2840909	\$ 6,326.00	113	128.4%	6,326.00

Project Number: 7005  
 Project Description: Blue Sky Trail Underpass (Fed Aid Project No. STE C060-045, 15278)  
 Contractor: Mountain Constructors, Inc.  
 Pay Estimate Number: NO. 5  
 From: FINAL  
 To: FINAL

Original Contract Time 40  
 Days Added By C.M.O. 5  
 Revised Contract Time 45  
 Days Prev. Charged 43  
 Total Days Charged 0  
 Time Remaining 43

Percent Complete By Time 94%  
 Percent Complete By Dollars 94%

7005 Pay Estimates.xls

05/10/2006



**SUMMARY**

Original Contract Amount	\$ 361,536.00	10% of Contract Cost To Date (Exclusive of Mobilization)	\$ 30,854.90
Total of CMO's Paid To Date	\$ 5,458.71	6% of Original Contract Amount	\$ 18,076.80
Revised Contract Amount	\$ 366,994.71	Maximum Retainage	\$ 18,076.80
Total of Contract Items Paid To Date	\$ 335,090.25	Previous Amount Retained	\$ 18,076.80
Total of C.M.O.'S Paid To Date	\$ 5,458.71	Retainage Amount This Period	\$ -
Project Cost To Date	\$ 340,548.96	Total Amount Earned To Date	340,548.96
		Less Previous Amount Earned	\$ 340,548.96
		Plus Retainage	18,076.80
		Payable This Period	\$ 18,076.80

**Recommended For Payment**

Project Number: 7005  
 Project Description: Blue Sky Trail Underpass (Fed Aid Project No. STE C060-046, 15276)

Pay Estimate Number: NO. 5      \$18,076.80

 County Engineer       Construction Manager  
 Date: 5/11/06      Date: 5/11/06

 Project Manager       Contractor Representative / Title  
 Date: 5/11/06      Date: 5-11-06

Director of Road And Bridge

05/10/2006

7005 Pay Estimates.xls

Colorado Department of Transportation  
LETTER OF MATERIALS CERTIFICATION

Project Number:  
Location:  
Project Code:  
Date:  
Contractor:  
Date Accepted:

This is to certify that:

The results of the tests on acceptance samples indicate that the material incorporated in the construction work, and the construction operations controlled by sampling and testing, were in conformity with the approved plans and specifications; and such results compare favorably with the results of the independent Assurance Sampling and Testing.

All independent Assurance sample and tests are within tolerance limits of these samples and tests that are used in the acceptance program, except as documented in the project records.

Exceptions to the plans and specifications are explained on the back hereof (or on an attached sheet).

Page 2 attached, Explanation(s) of Exceptions. LA prepares and attaches  
Page 3 attached, Independent Assurance Schedule. LA prepares and attaches

By \_\_\_\_\_

Local Agency Engineer

Cc:  
Local Agency Resident Engineer  
CDOT Resident Engineer  
CDOT Materials Engineer  
CDOT Records Management

## EEO CERTIFICATION ACCEPTANCE LETTER

**Date:**

**To:** Region CDOT Resident Engineer

**From:**

**Subject:** EEO Certification of Compliance

**Project No.:**

**ID#:**

I do hereby certify:

All contractor certified payroll documentation has been reviewed and is in compliance.

All federally mandated EEO Program documentation has been reviewed and is in compliance.

All documentation will be retained for the required length of time per the FHWA 1273 .

Comments/Explanation of Exceptions that apply:

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Certified By:

\_\_\_\_\_  
Local Agency Representative

\_\_\_\_\_  
Title

Cc:  
Local Agency file  
CDOT EEO Representative

---

## STATE OF COLORADO

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**DEPARTMENT OF TRANSPORTATION**

Chief Engineer  
4201 E. Arkansas Ave. #262  
Denver, CO 80222  
(303) 757-9206  
(303) 757-9856 Fax



Date: March 4, 2005

To: Region Transportation Directors, Professional Engineer III's, and Resident Engineers

From: Craig Siracusa, Chief Engineer *Craig Siracusa*

Subject: Construction Inspector Qualification Program  
Policy Memo 25

As a follow up to the memo issued on October 25, 2004, I would like to communicate progress in the implementation of the CDOT Inspector Qualification Program. The Inspector Qualification Board of Directors has developed the following policies in regard to prerequisites, certification requirements and program implementation.

**Required Prerequisite Classes:**

- Technical Series (EPS Assistant I thru EPS Technician III)
  - Basic Highway Math
  - Basic Highway Surveying
  - Basic Highway Plan Reading
  - Erosion Control Supervisor
  
- Professional Series (EIT I thru EIT III)
  - Basic Highway Surveying
  - Basic Highway Plan Reading
  - Erosion Control Supervisor

The specialty certifications, such as CAPA Asphalt Inspection, WAQTC, and Major Structures, will only be required when an inspector is working on a project where those items of work are performed. For example, a person working on an asphalt overlay would need the pre-requisites plus the CAPA asphalt inspection; a person working on an embankment would need the pre-requisites plus the WAQTC soils; etc. The specialty training requirements apply to the full range of both the technical and professional series listed above.

Supervisors will be required to anticipate and incorporate the required specialty training needs into training plans as required by project assignments.

Resident Engineers are also encouraged to look at the background of their Project Engineers (both licensed and not licensed). Resident Engineers should include the categories that they believe are appropriate in the Project Engineers' training plans as well.

Program Implementation:

- The above requirements will be mandatory on CDOT projects after March 1, 2006.
- The scopes of work in future consultant contracts must include the certification requirements for inspectors effective March 1, 2006.

The qualification program products can be accessed both internally and externally at:

<http://www.dot.state.co.us/CHRMEmpCorner/empdev.cfm>

I encourage you to begin to work with your employees to structure a plan that addresses the specific needs.

## STATE OF COLORADO

## DEPARTMENT OF TRANSPORTATION

Chief Engineer  
4201 E. Arkansas Ave. #262  
Denver, CO 80222  
(303) 757-9206  
(303) 757-9656 Fax



Date: November 7, 2005

To: Region Transportation Directors, Professional Engineer III's, and Resident Engineers

From: Craig Siracusa, Chief Engineer *C Siracusa*

Subject: Construction Inspector Qualification Program  
Policy Memo 25a

As a follow up to the Policy Memo 25 issued on March 4, 2005, I would again like to communicate progress and clarify requirements for the implementation of the CDOT Inspector Qualification Program. With input from the Program Engineers, the Inspector Qualification Board of Directors has developed the following policies in regard to certification requirements and program implementation.

- Local Agency Projects - Construction inspection certification will be required when the project is on the CDOT right-of-way, within the roadway template, adding lanes, or as otherwise determined by the Resident Engineer. The requirements for Local Agency Project Engineers will be the same as for CDOT Project Engineers. These requirements will be incorporated into new local agency projects, so it will not be retro-active on current projects. As such, the implementation timeframe for local agency projects will vary.
- CDOT Access Permit Inspectors – Certification is not required; however, the Region Traffic Engineers are encouraged to look at the background of their access permit inspectors and include the categories that they believe are appropriate in the access permit inspectors' training plans. This will have value for CDOT for the inspection on these projects as well as improve the career path for the access permit inspectors. This will be re-evaluated as a requirement in one year.
- Summer Temporaries - Summer temporaries normally have lower level duties to assist testers and inspectors. In these cases, the certifications are not applicable. However, if the summer temporary is taking on the full responsibility of the construction inspector, then the certifications will apply.
- Consequences and Accountability - These requirements will be incorporated into an employee's training IPO and addressed through the 3P process. Supervisors will make modifications to and incorporate the training requirements into IPOs and training plans as required.

**City of Aurora**

Parks & Open Space Department  
Planning Design and Construction  
15151 E. Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7160  
Fax: 303-739-7143  
www.aurora.gov

June 16, 2004

Mr. John Meza  
Meza Construction  
740 S. Bryant St.  
Denver, CO 80219

Re: Letter of Acceptance  
Project No. STE MO55-012  
Subacct. No. 12741  
Location Aurora City Center Bike Path

Dear Mr. Meza,

This is to inform you that the above-referenced project was accepted as complete on 5/01/04. You are advised that the following items are required as part of your contract for this project. Retainage can not be reduced until all paperwork has been received. These items must be submitted before Final payment can be approved:

1. CDOT form 17
2. Buy America Certification Statement
3. All outstanding material COC's.

The final quantities are ready for your review at this time. The Final estimate and supporting documentation will be submitted to the Region office by June 24, 2004. Contact Carol Anderson with CDOT questions at 303-757-9826 and contact me with coordination questions at 303-739-7473.

Thanks for cooperation on this project.

Sincerely,

A handwritten signature in black ink, which has been partially obscured by a black rectangular redaction box.

Peggy Golden  
Senior Landscape Architect

cc: Project Development  
Projects & Grants  
Business Office  
Region Lab

Area Engineer  
Resident Engineer  
Finals Engineer

### Bulletin Board Required Postings

<a href="#">Emergency Phone Numbers, CDOT Form 140</a>
<a href="#">CDOT Notice: Equal Opportunity Employer, CDOT Form 388</a>
<a href="#">Non-Discrimination in Employment Notice (Unions or Other Hiring Agencies, CDOT Form 465)</a>
<a href="#">Fair Labor Standards Act (FLSA), WH Form 1088 (Minimum Wage)</a>
* <a href="#">FHWA Penalty for False Statements, FHWA Form 1022</a>
Equal Employment Opportunity is the Law <a href="#">English</a> <a href="#">Spanish</a>
Occupational Safety and Health, You Have a Right to a Safe and Healthful Workplace, OSHA 3165 <a href="#">English</a> <a href="#">Spanish</a>
* <a href="#">Notice to All Employees Working on Federal or Federally Financed Construction Projects, WH 1321 (2 pages)</a>
Notice Employee Polygraph Protection Act, WH 1462 <a href="#">English</a> <a href="#">Spanish</a>
<a href="#">Prompt Payment Notice and Law</a>
Your Rights under the Family and Medical Leave Act, WH 1420 <a href="#">English</a> <a href="#">Spanish</a>
<a href="#">Notice to Employees: Executive Order 13201, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Beck Act)</a>
Workers Compensation information, (obtain from insurance company that provides your coverage)
* Colorado Minimum Wage Decision from project special provisions and Conformed rates added to the wage decision (if applicable)
Note: * The FHWA 1022, WH1321 and the required Colorado Minimum Wage Decision are for Federally Funded Contracts only.

**TRAFFIC CONTROL REVIEW**

**Project:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Subaccount:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
  
**Project Engineer:** \_\_\_\_\_ **Prime Contractor:** \_\_\_\_\_  
**Resident Engineer:** \_\_\_\_\_ **Traffic Control Contractor:** \_\_\_\_\_  
**Reviewer:** \_\_\_\_\_ **Traffic Control Supervisor:** \_\_\_\_\_

N/A = Not applicable, NC = Not Checked, Yes = 1, No = 0

\* = See comments

**I. CDOT TRAFFIC CONTROL MANAGEMENT (Weight = 1)**

- A. Traffic control calendar daily diary.
- B. Diary reviewed by CDOT & WTS.
- C. Discrepancies...noted in diary & corrected.
- D. Night inspections conducted weekly, documented.
- E. MUTCD (Current) in CDOT field office.
- F. Resident Engineer Traffic Control Review done
- G. Public Information Spec Implemented as required

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
<b>Section Score (Sum X Wt)</b>	<b>0</b>	<b>7</b>

**II. METHOD OF HANDLING TRAFFIC (Weight =2)**

- A. MHT on file in project records.
- B. Personnel have received WZTC training
- B. MHT in compliance with TCP.
- C. CMO prepared for major change of TCP.
- D. MHT reviewed and initialed by Prime contractor.
- E. MHT approved and initialed by proper CDOT person.
- F. Sufficiently detailed per 630.08.
  - 1. Detailed diagram
  - 2. Tabulation of devices for each phase.
  - 3. MUTCD, Plans, Special Provisions & other sources referenced as necessary.
  - 4. Established access mtce. plan, turn around locations, equipment storage, etc.
  - 5. Pedestrian, Bicycle or non vehicular access addressed per the TCP.
  - 6. Plan for emergency vehicle access, if needed.

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
<b>Section Score (Sum X Wt)</b>	<b>0</b>	<b>24</b>

**III. WORKSITE TRAFFIC CONTROL SUPERVISOR ( TCS) (Weight =1)**

- A. Current ATSSA or CCA Certification on file in project records.
- B. TCS has current flagger card.
- C. TCS diaries on file (see I.A & B).
- D. TCS available on project.
- E. TCS has current Part VI of MUTCD.
- F. TCS has current S-Standards (English/Metric)S-630 1,2 &3.
- G. TCS appropriately dressed (orange hardhat, vest, reflectorization at night).

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
<b>Section Score (Sum X Wt)</b>	<b>0</b>	<b>7</b>

**TRAFFIC CONTROL REVIEW**

**IV. FLAGGERS (Weight = 1)**

- A. Current flagger card.
- B. Appropriately dressed (Orange hardhat, vest, reflectorization at night).
- C. Proper flagging methods used.
- D. Flagger location:
  - 1. Visible to traffic.
  - 2. Proper distance in advance of work.
  - 3. Station illuminated at night.
- E. "STOP/SLOW" Paddle:
  - 1. Correct size and shape.
  - 2. Satisfactory condition.
  - 3. Reflectorized for night use.

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
<b>Section Score (Sum X Wt)</b>	<b>0</b>	<b>9</b>

Section Score (Sum X Wt)

**V. CONSTRUCTION SIGNING (Weight = 3)**

- A. Placement conforms to approved MHT.
- B. Conforms to MUTCD/S-Standards(size, design, color).
- C. Satisfactory condition (clean, readable).
- D. Temporary signs
  - 1. 1' minimum ground clearance.
  - 2. Stored out of clear zone.
- E. Satisfactory breakaway design on post(s).
- F. Correct information for activity. (work zone being utilized as signed)
- G. Conflicting signs properly treated (masked, turned,removed).
- H. Fluorescent sheeting on warning signs.
- I. Flashing beacons installed/working properly.

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
<b>Section Score (Sum X Wt)</b>	<b>0</b>	<b>30</b>

Section Score (Sum X Wt)

**VI. TRAFFIC CONTROL DEVICES (Weight =3)**

- A. Arrow panel
  - 1. Correct size, number of lights etc.
  - 2. Correct mounting height.
  - 3. Correct placement.
  - 4. All lights working.
  - 5. Correct flashing mode.
  - 6. Auto dimmer for night use operational.
- B. Channelizing devices(barricades, cones,drums, etc.):
  - 1. Correct dimensions.
  - 2. Clean and adequately maintained.
  - 3. Correct taper length.
  - 4. Correct spacing between devices.
  - 5. Warning lights working.
- C. Concrete barrier (temporary):
  - 1. Correctly pinned.(M-606-12)(Roadside Design Guide Pg 9-3)
  - 2. Proper reflector spacing.(S-630-2 Note 9, max 50 feet)
  - 3. Proper reflector color.
  - 4. End treatment installed, or "Clear zone" established.(S-630-2)
  - 5. Correct Taper (Rdsde Design Guide 9.2.1.1.1. 4:1 to 8:1)(Note 16 S-630-1)

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
<b>Section Score (Sum X Wt)</b>	<b>0</b>	<b>48</b>

**TRAFFIC CONTROL REVIEW**

**VII. PAVEMENT MARKINGS (Weight =2)**

- A. Striping plan on file.
- B. Conflicting markings properly removed.
- C. Temporary markings placed correctly.(per plans and MUTCD)
  - 1. No passing zones in full compliance.(627.03)
- D. Satisfactory condition(not overly faded, damaged or obscured)

Section Score (Sum X Wt)

Yes/No/NA	Score	Total Possible
	0	1
0	0	1
	0	1
	0	1
	0	1
	<b>0</b>	<b>10</b>

**VIII. MISCELLANEOUS ITEMS (Weight = 3)**

- A. "Clear Zone" free of obstructions.(per plans or Roadside Design Guide 9.1.1)
  - 1. Construction materials/equipment out of clear zone or protected
  - 2. Temporary hazards in clear zone delineated or protected(other than barrier)
- B. Impact attenuators:
  - 1. Installed per specifications (proper array and pad).
  - 2. Lids in place, dry sand, good condition.
- C. Pilot car operation correct.
- D. Compliance with Project Special Provisions(time,etc.).
- E. Traffic Signal operations/installation
  - 1. Timing adequate
  - 2. Clearance adequate

Section Score (Sum X Wt)

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	<b>0</b>	<b>24</b>

**IX. TRAFFIC IMPACTS (Weight = 2)**

- A. Adequate driver guidance(Drivers understand where to go)
- B. Traffic delays being mitigated (Alt Rte, delays/TC hrs advertised etc...)
- C. Accidents (are reports on file)
- F. Work Zone speed limit
  - 1. Form 568 on file
  - 2. Speed reduction appropriate for operation (not too slow/not too fast)
  - 3. "Fines Doubled" and return to speedlimit properly placed

Section Score (Sum X Wt)

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	0	1
	0	1
	0	1
	0	1
	<b>0</b>	<b>12</b>

**X. WORK ZONE AREA AND INSPECTOR SAFETY (Weight = 2)**

- A. Safe entrance/exit to work zone for equipment and workers
- B. Work zone buffer adequate

Section Score (Sum X Wt)

Yes/No/NA	Score	Total Possible
	0	1
	0	1
	<b>0</b>	<b>4</b>

**SUMMARY**

- I. TRAFFIC CONTROL MANAGEMENT
- II. METHOD OF HANDLING TRAFFIC
- III. WORKSITE TRAFFIC SUPERVISOR
- IV. FLAGGERS
- V. CONSTRUCTION SIGNING
- VI. TRAFFIC CONTROL DEVICES
- VII. TEMPORARY PAVEMENT MARKINGS
- VIII. MISCELLANEOUS ITEMS
- IX. TRAFFIC IMPACTS
- X. WORK ZONE AREA AND INSPECTOR SAFETY

**Project Score**  
**Overall Rating (0 through 4)**  
**COMMENTS**

Score	Total Possible	Percentage
0	7	0%
0	24	0%
0	7	0%
0	9	0%
0	30	0%
0	48	0%
0	10	0%
0	24	0%
0	12	0%
0	4	0%
0	175	0%