

Introduction

A task force comprised of staff members from the Colorado Department of Transportation, Local Agencies, the Federal Highway Administration, and a Metropolitan Planning Organization reviewed the processes involved in creating, administering and building Local Agency projects. As a result, the task force revised the *CDOT Local Agency Manual*. Changes to chapters 1 through 11 are indicated by a vertical bar in the margin.

The main purpose of the *CDOT Local Agency Manual* is to assist Local Agency personnel involved in the design, construction, and management of State and Federally funded projects. The *Manual* is also recommended for CDOT personnel who manage Local Agency projects.

The term “Local Agency” refers to a public agency, local public agency, established publicly owned organization, or private interest that can legally enter into an agreement with CDOT for a transportation project.

All project work shall be done in accordance with State and Federal laws, rules and regulations.

Format

In the following pages, a flowchart depicts the Local Agency project process. Immediately after that is a copy of the Local Agency Contract Administration Checklist (CDOT Form 1243), which is prepared once a project has been approved for Federal funding. The *CDOT Local Agency Manual* has been approved to amplify the flowchart and the checklist. Chapter and section numbers of the *Manual* are consistent with these two exhibits. While the checklist is used to define the actual responsibilities of the Local Agency and CDOT, the information within this Manual is presented as if the Local Agency has been assigned the responsibility. This was done to provide a consistent presentation and should not be taken to infer that responsibility cannot be otherwise allocated.

Revisions

Suggestions and/or comments for improvement, clarification, correction, and/or inclusion of material in the *Manual* are welcome. Please forward your comments to the Project Development Branch using the Notice of Needed Corrections in the front of this *Manual*.

This *Manual* will be revised as methods, materials, policies, procedures, specifications, and the industry change.

Availability

The *CDOT Local Agency Manual* and many of the manuals that it references can be found at <https://www.codot.gov>.

Major Changes from the 2002 Manual

Chapter Revision

Contents...Now lists manual sections as dotted divisions, pages as hyphenated.

- 1Has a more comprehensive list of federal and state funded projects.
- 2Has a better explanation of the long range plan, TIP and STIP process as of FY07; notes inclusion of LA only funded projects of regional significance in TIP.
- 3Notes that State constructed LA projects may budget LA overmatch to the project.
- 4Explains budgets vs. encumbrances vs. obligation and authorization of different phases in the project.
- 5Describes the consultant selection process with federal aid (FA) projects; reviews evaluation factors and ensuing consultant, with FA language added; spells out survey accuracy; refers to CDOT policy for ADA compliance on FA projects; gives more guidance on public involvement including EJ, types of stakeholder interaction, and web sites. Refers to the Uniform Act “rules” website and links to ROW Chap 8 for LA projects; defines land dedications; diagrams ROW process; notes new pre-qualifications of FA ROW Agents and Appraisers; describes PS&E package and submittal of it for construction funds authorization.
- 6Notes that Title VI assurances must be included in contracts.
- 7Defines bid package, advertisement period, and area; gives schedule for award phase documents.
- 8Refers to Sec 122 of the Construction Manual, with special emphasis and requirements of project safety; identifies on-line bulletin board posters; notes Construction Inspector Qualification Program requirements; Notes shop drawing approval process; addresses MHTs with horizontal and/or vertical clearance restrictions; requires certifications on materials before payment to contractors; explains LA reimbursement requests; notes that claims involving Federal Aid must be coordinated.
- 9Notes that CDOT can either provide the completed Form 250 or a computer program for it; explains prioritized acceptance of manufactured products; explains submittal of HMA job mix formula by LA and issuance of Form 43 by CDOT; replaces CDOT Form 473 with Letter of Materials Certification.
- 10Notes Title VI and EJ can get help from Title VI Coordinator, including complaints; EEO and Labor Compliance Verification interviews meet monthly goals.
- 11Lists Acceptance letter distribution; requires as built plans be copied to CDOT; explains EEO certification letter; Notes new form 1199 for Materials Documentation; gives better instructions on Forms 1212 and 950 to CDOT RE.
- App A Gives link to CDOT Forms Management for newest versions of forms; identifies which forms are to be filed with CDOT Central Files; requires Form 1313 coversheet for consultant billings.
- App B Gives newer examples, with some names of letters changed; identifies newer CDOT policies impacting LAs.
- App D Includes updated contacts.
- App F Gives complete copy of Construction Documentation letters and forms.

Notice of Needed Corrections

This Manual is a living document and changes will be posted when available. It is the responsibility of the user to check for revisions.

Should you wish to request changes to this Manual, please email or mail the Notice of Needed Corrections to the address provided below.

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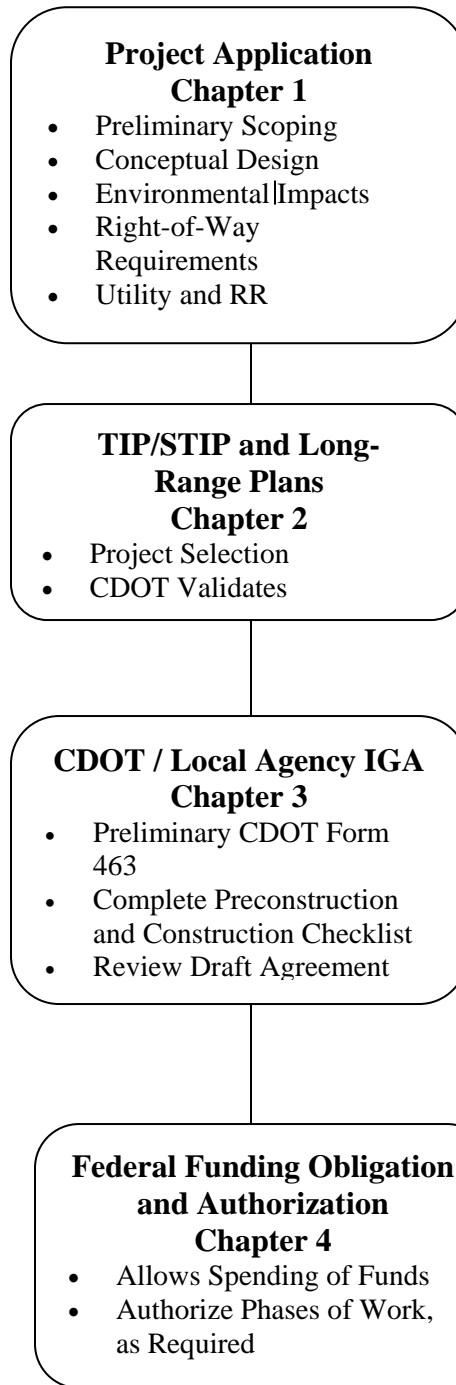
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LOCAL AGENCY PROJECT FLOWCHART



LOCAL AGENCY PROJECT FLOWCHART CONTINUED

