

2.30 PLANS, SPECIFICATIONS AND ESTIMATE APPROVAL (FORM 1180)

If the project is a FHWA Project of Division Interest (PoDI), send the PS&E package to your FHWA Area Engineer for review at least two weeks prior to starting the Form 1180 approval process. The PS&E package must be sent to FHWA in paper format.

After the final Plans, Specifications and Estimate are reviewed and all requirements of federal and state regulations have been met the Resident Engineer initiates Form 1180 (*Standards Certification and Project Plans, Specifications and Estimate Approval*) in SAP in order to obligate the construction phase and obtain approval to advertise the project. The Resident Engineer cannot initiate the Form 1180 until the final Form 463 and Form 859 have been approved by the Program Engineer and, for Categorical Exclusion projects, the Form 128 has been finalized and approved by the Region Environmental Manager.

Obligation:

SAP Steps:

1. ZJ14 – Form 463 – Finalize
2. ZJ17 – Form 128 – Environmental Manager
3. Update Trns*port funding to match SAP funding
4. ZJ23 – Initiate Form 1180
5. ZJ30 – Track Form 1180 progress
6. ME51N – Create a Purchase Requisition for Construction

Construction Estimate in Trns*port reviewed by CDOT Cost Estimating has to be within 10 percent of the Construction funds budgeted.

1. If the estimate is 10% over the budget, then additional funds must be added to the project before it can be advertised. Be aware this may take up to 2-3 months depending if a STIP amendment is required.
2. If the estimate is 10% less than the budget, then funds need to be de-budgeted to ensure the budget is not more than 10% over the estimate.

Authorization is requested from FHWA once OFMB receives:

1. Final Form 463 (Design Data)
2. Form 1180 workflow (Standards Certification and Project Plans, Specifications and Estimate Approval)

3. An approved Form 128 (*Environmental Categorical Exclusion Determination*) from the region.

These forms should be submitted to OFMB at least 7-10 days prior to the scheduled advertisement date to allow adequate time for OFMB/FHWA to process the authorization request. Therefore the start of the Form 1180 workflow should be timed adequately before the planned advertisement date.

The Region Program Engineer will certify on Form 1180 that appropriate design and safety standards have been met, and approve the Plans, Specifications, and Estimate package by approving the Form 1180 in SAP.

The Region Business Manager will certify on Form 1180 in SAP that funds are available to advertise the project. With the Region's approval, projects may be advertised with budget deficits up to 10 percent (based on Transportation Commission budget plus planned action versus Engineer's Estimate). For projects with deficits greater than 10 percent, the clearance indicates approval by the Region Transportation Director and notification of the Chief Engineer. Deficits greater than 15 percent may delay the advertisement of the project because of required Transportation Commission action.

The Form 1180 will then be forwarded in SAP to OFMB (Office of Financial Management and Budget). The Resident Engineer is responsible for forwarding the Form 463, current cost estimate and Form 128 (if applicable) to OFMB.

When OFMB receives the completed Form 1180 and all of the associated documents, they will approve the budget for advertisement (if only state funds are used), or will forward the package to FHWA for obligation and authorization of Federal Funds.

A federal aid construction project will not be advertised for bids until the construction phase obligation/authorization has been received from FHWA. In those instances where a project does not include any federal funding final approval of the budget action constitutes authorization to proceed with advertisement.

Once the Construction phase is authorized by FHWA, the FHWA authorization date can be found in SAP using transaction ZJ40 or CJ20N.

After FHWA has obligated and authorized the Federal Funds, they will respond to OFMB. OFMB will, in turn, authorize the budget for advertisement.

To determine whether a project has received FHWA authorization, log into SAP (CJ20N). If the project has received FHWA authorization, the date it was approved will appear in the “FHWA Agreement Date” field in the CJ20N User fields.

NOTE: 23 CFR Part 630.106 specifies that federal funds shall not be used (participating) for costs incurred prior to the dates of obligation and authorization.

Federal Highway Administration authorization is not required for non-federal-aid projects. See [Section 1.03](#) and [Section 1.04](#) of this manual for an explanation of when charges can be made against a project.

Additional References:

1. 23 CFR Part 625, Design Standards for Highways, and Part 630B, Plans, Specifications and Estimates
2. 23 USC 106, Project Approval and Oversight
3. *CDOT Procedural Directive, 512.1, Project Scoping and Design Scoping Review (DSR)*
4. 23 CFR Part 630A, Federal-Aid Project Authorization
5. For forms, see CDOT on-line forms library
<http://www.coloradodot.info/library/forms>