INDEX

A

"Advertisement Set" of Plans and Specification, 7-3 ADAAG, 5-6 Advertise Approval for Period Less Than Three Weeks, 7-1 Concurrence, 5-9, 7-2 For Bids, 4-2, 7-1 For Final Settlement, 11-1 Requirements, 7-1, 7-2 Air Quality Non-Attainment Areas Identified, 1-4, 2-4 As-Constructed Plans Prepare and Distribute, 11-2 Americans with Disabilities Act, 5-6 Asphalt Content Calibration Samples,9-4 Authorization Federal Funding, 4-1, 5-8 Fund Eligibility, 4-2, 5-16 Right-of-Way, 5-8 Award Concurrence, 7-6 Contract, 7-7 В Bid Package, 5-15, 7-1 Routing, Coordination and Review, 7-2 Bids Award Concurrence, 7-6 Opening, 7-3 Processing for Compliance, 7-4 Submittals Required, 7-4, 7-5 Bonding Performance and Payment, 7-7 Requirements and Procedures, 7-2 Bulletin Board Project Requirements, 10-1, 10-2 C Categorical Exclusion See CatEx CatEx (Categorical Exclusion), 1-3 CDOT Forms See Also Appendix A Form 10 – Inspector's Report for Force Account Work, 8-6 Form 17 - Contractor DBE Payment Certification, 10-1, 11-3 Form 43 – Job Mix Formula, 9-6 Form 90 - Contract Modification Order, 8-10 Form 96 - Contractor Acceptance of Final Estimate, 11-4 Form 118 - Contract Wage Compliance Statement, 10-2 Form 128, Categorical Exclusion Determination, 1-5, 4-2, 5-16 Form 200 - OJT Training Questionnaire, 10-2, 10-4 Form 205 - Permit Sublet Application, 8-2, 8-3, 10-2, 10-3, 11-2

Form 250 - Materials Documentation Record, 9-1, 9-2, 9-7 Form 262 - Weekly Time Count Report (Work Days), 8-6 Form 263 - Weekly Time Count Report -Calendar Days, 8-6 Form 280 - EEO and Labor Compliance Verification, 10-2, 10-3, 11-2 Form 313 - Consultant Performance Evaluation, 5-5 Form 347 - Certification of EEO Compliance, 7-1, Form 379 - Project Independent Assurance Sampling Schedule, 9-1, 9-4, 9-5, 9-7, 9-8 Form 418 - Federal-Aid Program Data, 4-1 Form 463 - Design Data Design Data Included on Form, 3-1 Fund Authorization, 4-2, Preparation, 5-1 Form 464 - Design Exception Variance Request, 5-14 Form 465 - Nondiscrimination in Employment (Notice to Unions/ Organizations), 8-3 Form 568 - Authorization and Declaration of Temporary Speed Limits, 8-8 Form 605 - Contractor's Performance Capability Statement, 7-1, 7-4, Form 606 - Anti-Collusion Affidavit, 7-1, 7-4, Form 621 - Assignment of Antitrust Claims, 7-1, 7-4, Form 713 - Contractor DBE Subcontract, Supply and Service Contract Statement, 8-2, 10-2, 11-2 Form 714 - Underutilized DBE Bid Conditions Assurance, 6-3, 7-5, Form 715 - Certificate of Proposed Underutilized DBE Participation, 7-4, 7-5, Form 718 - Underutilized DBE Good Faith Effort Documentation, 7-4, 7-5, Form 832 - Trainee Status and Evaluation, 10-2 Form 835 - On-the-Job Trainee Request, 10-2 Form 838 - On-the-Job Trainee/Apprentice Record, 10-2 Form 863 - DBE Contract Goal Recommendation, 6-3 Form 895 - Region Certification - Force Account Finding in the Public Interest, 5-13, Form 950 Project Closure, 11-5 Form 1180 - Standard Certification and Project PS&E Approval, 4-2, 5-15 Form 1186 - Contract Funding Increase/Decrease and Approval Letter, 3-3 Form 1199 - Finals Materiaals DocumentationReview & Audit Checklist, 11-3 Form 1212 - Final Acceptance Report, 11-4 Form 1329, Title VI Intake Form, 10-3

CDOT Procedural Directives See Also Appendix B 51.1 - Records Management, 11-5 400.1 Obtaining Professional Consultant Services, 5-5 508.01 Professional Engineer's Stamp, 5-15 512.1 Project Scoping and the Design Scoping Review (DSR), 5-6 **Certified Payrolls** Checking, 10-4 Force Account, 8-6 Code of Federal Regulations See CFR CFR (Code of Federal Regulations) Title 23 Part 172 Administration of Engineering and Design Related Service Contracts, 5-2, 5-5, Title 23 Part 635.309(b) Authorization to Advertise, 5-11 Title 23 CFR 710.311 Construction Advertising, 5-9 Title 48 Part 15.404-4 Profit, 5-4 Title 49 Part 18.42 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 5-5 Title 49 Part 24 Uniform Relocation Assistance and Real Property Acquisition Policies, 5-8 Title 49 Part 26 Participation By Disadvantaged Business Enterprises in Department of **Transportation Financial Assistance** Programs, 6-1 Change Orders Preparation and Authorization, 8-10 **Civil Rights and Labor Compliance** DBE Requirements, 11-3 UDBE Requirements, 5-3, 6-3 EEO Requirements, 6-1, 6-5, 10-1, 10-4 Introduction to Construction Civil Rights, 10-1 Clean Air Act Amendment of 1990, 2-4 Clearances Environmental, 1-3, 4-2, 5-8, 5-10, 5-16 Historic, 1-4 Utility, 5-11 Closure Project, 11-5 Code of Federal Regulations See CFR Colorado Revised Statutes See CRS Commercially Useful Function DBE Expectations, 10-3 Definition, 10-3 Conceptual Cost Estimate, 1-5 Concrete Approvals, 9-6 Conferences Materials Preconstruction Meeting, 9-1 Other Conferences, 8-4 Preconstruction, 8-2, 10-1 Construction, Authorization of Funds, 5-15 Construction Goal Setting, 3-2 Construction Inspector Qualification, 8-5 **Construction Management**

Introduction. 8-1 **Construction Surveying** Performance, 8-9 Consultant Goal Setting, 6-2 Consultant Selection, 5-2 Advertisement Required When, 5-3 Audit Assistance, 5-4 Evaluation Factors, 5-3 to 5-4 Execute Agreement, 5-2 Negotiations, 5-4 Short List, 5-4 Contract Modification Orders See Change Orders Contracts See Also IGA Concurrence to Award, 7-6 Contractor Claims/Disputes Resolving, 8-12, 11-4 CRS (Colorado Revised Statutes) 24-30-1401, Legislative Declaration, 5-4, 5-5 24-30-1403, Professional services - listings preliminary selections, 5-3 24-30-1408, Negotiation of Consultant's Contracts, 5-5

D

Davis-Bacon Act Contract Wage Compliance 10-3 DBE (Disadvantaged Business Enterprise), 6-1, Certification of Businesses, 6-2 Commercially Useful Function, 10-3 Contractor DBE Payment Certification, 10-1 Local Agency Responsibilities, 6-1 Program, 6-1 Dedication of Right-of-Way, 5-9 Dedication Process Explained, 5-9 Design Scoping Review See DSR Diaries Maintaining, 8-6 Direct Charges, 3-2 Allowable Profits in Excess of Direct Costs, 5-4 Explanation 3-2 Disadvantaged Business Enterprise See DBE Donation of Land, 5-10 DSR (Design Scoping Review) Meeting, 1-3, 5-6

Ε

EEO Certification, 11-2 Emerging Small Business Program, 6-1 Encumbrance Amount, 3-2 Environmental Clearances, 5-8 Consequences, 5-8 Impacts, 1-3 Justice, 1-5, 2-2, 5-7, 5-8 Processes, 5-8 Evaluation Factors, 5-3 **F** Federal Reimbursement

Allowable Profits, 5-4

I-2

Fixed Fees, 5-4 Limits, 5-4 Prepare Local Agency Reimbursement Requests, 8-10 Federally Funded Programs, 1-1 FHWA Forms See Also Appendix A Form 47 - Statement of Materials and Labor Used By Contractors on Highway Construction Involving Federal Funds, 11-3 Form 1273 - FHWA Required Contract Provisions Federal-Aid Construction Contract Provisions, 6-1 Form 1391 – Federal-Aid Highway Construction Contractor's Annual EEO Report, 10-4 Field Inspection Review See FIR **Final Materials Documentation** Checking, 9-7 Completing and Distributing, 9-7 Final Office Review See FOR **Final Pay Estimate** Checking, 11-2, 11-3 **Final Payment** Process, 11-4 **Final Plans** Checking, 5-15 Final Project Acceptance Letter Writing, 11-1 Final Project Billing Submittal, 11-4 Final Project Inspection, 11-1 **Final Quantities** Checking, 11-2 Finals Conduct Final Project Inspection, 11-1 Finding in the Public Interest See FIPI FIPI (Finding in the Public Interest) Appropriateness, 5-13 Approval, 5-13 FIR (Field Inspection Review) Purpose, 19 FOR (Final Office Review) Conducting, 5-7 Purpose, 5-7 Force Account Work Definition 5-13 Justification, 5-13 Rental Rates, 8-6 G Gift of Land, 5-10 н HMA Approvals, 9-6 Hot Mix Asphalt See HMA IGA (Inter-Governmental Agreement), 9 CDOT's Guidelines, 5-4 to 5-5 Development, 3-1 Encumbrance Amounts, 4-1

"Exhibit C," 3-2 Notices to Proceed, 3-2 Ordinances by Local Agency, 3-2 Preparation, 5-1 Process Flowchart, 3-4 Resolution by Local Agency, 3-2 Resolving Contractor Claims/Disputes, 8-12 Routine and Random Project Reviews, 8-12 Standard Agreements, 3-1 Independent Assurance Testing, 9-4 Independent Assurance Testing Distribution of Final Test Results, 9-5 Notification, 9-5 Indirect Charges, 3-2 Allowable Profits in Excess of Indirect Costs, 5-4 Explanation, 3-2 Inspector Qualification, 8-5 Inter-Governmental Agreements See IGA JKL Labor Compliance Davis-Bacon Act, 10-3 Introduction to Construction Labor Compliance, 10-1 Monitoring EEO/Labor Compliance, 10-1, 10-3 LA Final Data (Region 4 Form), 11-5 See Also Appendix F Local Agency Contract Administration Checklist, 3-1, 7-8, 11-5 Local Agency Reimbursement Requests Preparation, 8-10 Local Agency Responsibility Advertising for Final Settlement, 11-1 Change Orders, 8-10 Concrete and Hot Bituminous Pavement Approvals, 9-6 Construction Goal Setting, 6-2 Construction Inspection, 8-5 Consultant Goal Setting, 5-3 Designs, 5-1 Disadvantaged Business Enterprise Program, 6-1 Documentation, 8-5 Equal Employment Opportunity, 6-1, 10-1 Final Project Acceptance Letter, 11-1 Mandatory Attendance of Final Project Inspection, 11-1 Monitor Project Financial Status, 8-11 Overruns, 3-2 Preconstruction Packet, 10-1 Prepare and Submit Monthly Progress Reports, 8-12 Professional Personnel, 5-3, 8-5 Project Bulletin Board, 10-1 Project Plans Completion, 5-15 Record Retention, 5-5, 11-5 Responsible and in Charge of the Project, 5-5, 8-5 Review of DBE Payment Certification, 11-2 Uniform Act, 1-5, 5-9 Utilities, 5-11

Long-Range Plans, 2-1, 5-1 Low Bidder Rejection Approval, 7-7 Μ Manual on Uniform Traffic Control Devices (MUTCD), 8-8 Manufactured Products Acceptance, 9-3 Materials Accept Manufactured Products, 9-3 Check Final Materials Documentation, 54 **Complete and Distribute Final Materials** Documentation, 9-7 Final Independent Assurance Test Results Distribution, 9-8 Independent Assurance Testing, 9-4 Independent Assurance Test Notification, 9-5 Laboratory Verification Tests, 9-3 Materials Documentation 9-7 Materials Preconstruction Meeting, 9-1 Mix Design Approval, 9-6 Non-Specification Materials, 9-2 Project Acceptance Samples and Tests, 9-2 Sources of Material, 9-4 Metropolitan Planning Organizations See MPO Minor Contract Revisions See Change Orders Mix Designs Approvals, 9-6 Monthly Progress Reports Prepare and Submit, 8-12 Monument Right-of-Way, 8-9 MPO (Metropolitan Planning Organizations) Colorado MPOs, 1-1, 2-3 Responsibilities, 2-3 STIP Development, 2-2

Ν

National Environmental Policy Act See NEPA NEPA (National Environmental Policy Act), 1-3 Non-Specification Materials, 9-2 Notice to Proceed See NTP NTP (Notice to Proceed) Issuance, 3-2, 8-1

C

Obligation Federal Funding, 4-1 Fund Eligibility, 4-1 Quarterly Obligation Plan, 4-1 On-the-Job Training Goal Setting, 6-4 Preconstruction Packets, 10-1 Trainee Interviews, Compliance and Requirements, 10-4 Overruns Local Agency Responsibilities, 3-2

Pay Estimates

Preparation and Approval, 8-9 Payment Obligation, 3-2 Plans, Specifications and Construction Cost Estimates See PS&E Preconstruction Packet Contents, 57-58 Requirements, 10-1 Preliminary Cost Estimate See Conceptual Cost Estimate Preliminary Scoping, 1-1 Profits Allowable, 5-4 Programs, Federally and State Funded, 1-1 Project Acceptance Samples and Tests, 9-2 Project Application, 1-1 Project Closure, 11-5 Project Development Introduction, 5-1 **Project Financial Status** Monitor, 8-11 **Project Phases** Scheduling, 4-1 **Project Schedules** Submittals, 8-6 **Proprietary Items** Justification, 5-4 Project Safety, 8-1 PS&E (Plans, Specifications and Estimates) "Award" and "Record" Set, 7-8 Distribution of "Advertisement Set." 7-3 Package, 5-14, 5-15 Purpose, 5-14 Sealed by Professional Engineer, 5-15 Public Notice of Planned Construction Develop and Distribute, 8-5 Public Involvement, 5-6 Meetings, 2-3, 5-7 () Quarterly Obligation Plans, 4-1, 4-2 R Railroad

Agreements, 5-11 Billing Preparation and Approval, 8-9 Coordination, 8-7 Requirements, 1-5 Types of Involvement, 5-12 Record Keeping See Record Retention Record Retention, 18, 11-5 Rejection of Low Bidder Approval, 5-5 Request for Proposal See RFP RFP Consultant Goal Setting, 6-2 Items Included, 5-3 Right-of-Wav Acquisition, 5-8 to 5-11 Dedication, 5-9

Donation of Land, 5-10 Funding, 4-2 Gift of Land, 5-10 Monumenting, 8-9 Requirements, 1-5 Right to Receive Just Compensation for Property, 5-10 Taking of Real Property, 5-9 Routine and Random Project Reviews Conducting, 8-12 S SAFETEA-LU (The Safe, Accountable, Flexible, Efficient Transportation equity Act: A Legacy for Users), 2-1 Safety, Project, 8-1 Scope of Project Development, 2-4 Shop Drawings Approval, 8-7 Sources of Materials Approvals, 9-4 State Funded Programs, 1-1 Statewide Transportation Improvement Program See STIP STIP (Statewide Transportation Improvement Program) Amendment Guidelines, 2-4 Amendments in TPRs, 2-5 Development, 2-2 Development in TPRs, 2-3 Supervise Construction, 8-5 Т Taking of Real Property, 5-9 The Safe, Accountable, Flexible, Efficient Transportation equity Act: A Legacy for Users (see SAFETEA-LU) **Time Counts** Requirements, 8-6 TIP (Transportation Improvement Program) Amendments, 2-4 Development in MPO Areas, 2-3 Title VI, 10-1, 10-3 Assurances, 6-5 **Traffic Control Inspections** Perform, 8-8 Traffic Control Review Form, 8-8 See Also Appendix B Transportation Improvement Program See TIP

U

UDBE (Underutilized Disadvantaged Business Enterprise) Goals Set By CDOT, 5-3, 6-2 Underutilized Disadvantaged Business Enterprise See UDBE Uniform Act (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970), 1-5 Application, 5-9 Assurance to FHWA, 5-9 Compliance, 5-9 Taking of Real Property, 5-9 Titles I, II and III, 5-9 Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 See Uniform Act Utility Agreements, 5-11 Billing Preparation and Approval, 8-9 Clearances. 5-11 Conflict Determination, 5-11 Conflict Resolution, 5-11 Coordination, 8-7 Negotiation of Relocation Requirements and Payment Terms, 5-11 Requirements, 1-5 VWXYZ