

# 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 Registration Form and 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/business/designsupport>

## Major Changes from the 2002 Manual

### Chapter Revision

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

- 1 .....Has a more comprehensive list of federal and state funded projects.
- 2 .....Has 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.
- 3 .....Notes that State constructed LA projects may budget LA overmatch to the project.
- 4 .....Explains budgets vs. encumbrances vs. obligation and authorization of different phases in the project.
- 5 .....Describes 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.
- 6 .....Notes that Title VI assurances must be included in contracts.
- 7 .....Defines bid package, advertisement period, and area; gives schedule for award phase documents.
- 8 .....Refers 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.
- 9 .....Notes 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.
- 10 .....Notes Title VI and EJ can get help from Title VI Coordinator, including complaints; EEO and Labor Compliance Verification interviews meet monthly goals.
- 11 .....Lists 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.

## Registration Form and Notice of Needed Corrections

Complete and return this Registration Form to receive revisions to the 2006 *CDOT Local Agency Manual*. CDOT employees are not required to submit this form since updates will be posted under Public Announcements or by e-mail to Resident Engineers.

Mail or fax to:

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DENVER CO 80222-3406

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Notice of Needed Corrections: \_\_\_\_\_  
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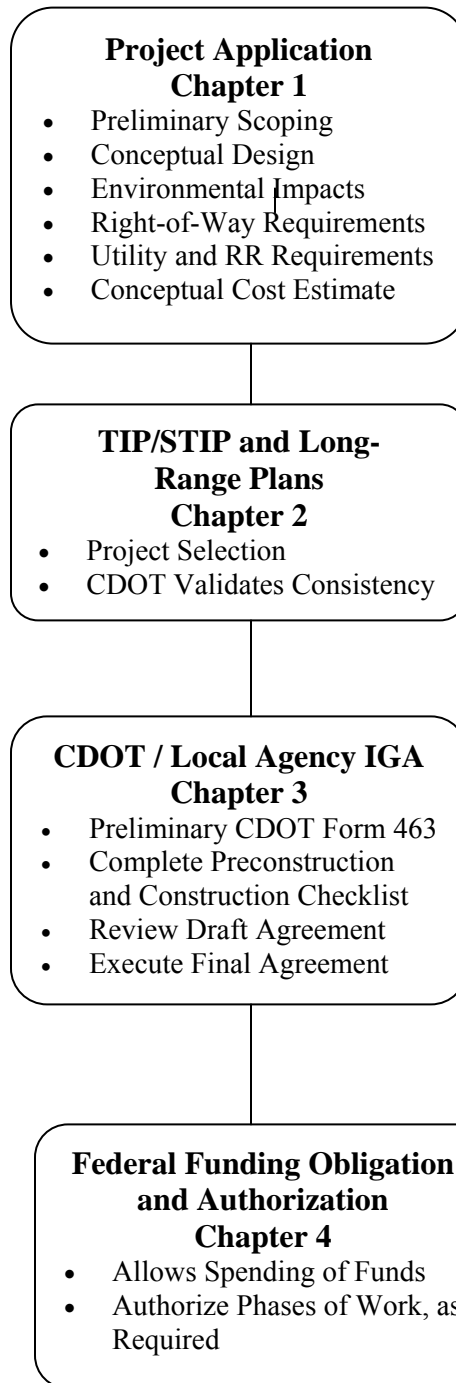
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## LOCAL AGENCY PROJECT FLOWCHART



## LOCAL AGENCY PROJECT FLOWCHART CONTINUED

