

## 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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Traffic Control Review Form	B-88
[See CDOT Construction Manual Appendix B, Page 110.]	
<a href="http://www.dot.state.co.us/DesignSupport/ConstructionManual/Construction%20Manual%20Revisions%202004/Index%20for%20Revised%20Sections.htm">http://www.dot.state.co.us/DesignSupport/ConstructionManual/Construction%20Manual%20Revisions%202004/Index%20for%20Revised%20Sections.htm</a>	
End Date Extension Request Policy and Procedure Guide	B-91
Professional Services Closeout Report	B-91

\* = Copy to CDOT's electronic document management system (ProjectWise Explorer) per CDOT Procedural Directive 21.1

5 5<sup>th</sup> Copy JAH/TJH/AV/CDL/D.

cc. Mauer

Cooper

Marvin 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.

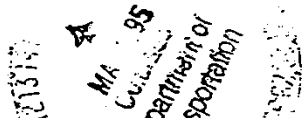
As noted in the last paragraph of the memorandum, the State can delegate authority, but not responsibility, to local entities that have the capability to perform delegated tasks. This is consistent with modifications presently being made to the CDOT/FHWA Stewardship Plan that address the local entity 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 1985

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



CDOT Region		STIP ID	STIP ID Description	STIP WBS ID	STIP WBS Description	Funding Program	Fund Source	Fund Type	STIP Phase	2021	2022	2023	2024
01	SDN6678	Region 1 Rockfall Mitigation Pool	SDN6678.007	SH74: Morrison to Evergreen	RFM	S	SHF	C	277				
	SDR5055	US 85: C-470 to Castle Rock	SDR5055.999	US 85: C-470 to Castle Rock	RPP	S	SHF	C	657				
	SDR6744	Region 1 CMAQ Pool	SDR6744.052	Denver CCTV Network Upgrade	CDR	F	AQC	C		21			
			SDR6744.057	CDOT R1 Traffic Adaptive Feasibility Study	CDR	F	AQC	M	470				
			SDR6744.058	Arvada Traffic Signal Interconnect upgrade/Expansion	CDR	F	AQC	C	619				
			SDR6744.063	Parker / Quincy Smoky Hill Intersection Improvements	CDR	F	AQC	C			3,044	2,000	
						L	L	C	640		1,627	1,000	
			SDR6744.064	Inverness Dr West Separated Bikeway	CDR	F	AQC	C	2,382		1,111		
						L	L	C	1,618		809		
			SDR6744.065	Dry Creek Rd Oper Imp: EB Lane (I-25 to Inverness Dr East)	CDR	F	AQC	C	1,000		1,665		
						L	L	C	720		416		
			SDR6744.066	SH-79 and I-70 Interchange Eastbound Ramp Improvements	CDR	F	AQC	C	800				
						L	L	C	900				
					RPP	S	SHF	C	250				
			SDR6744.067	I-76/Baseline Rd. Interchange Signalization	CDR	F	AQC	C	200		1,200		
						L	L	C	50		150		
					RPP	S	SHF	C			150		
			SDR6744.068	Havana St. Transit Improvements: Montview Blvd. to Dartmouth	CDR	F	AQC	C	540				
						L	L	C	117				
			SDR6744.069	I-25 and Dry Creek Rd. SB On-Ramp Operational Improvements	CDR	F	AQC	C	1,000	380			

Federal Funds Crosswalk												
Federal Program Funding 2022												
Formula Funding												
STIP Fund Type	Prefix	Fund (Budget)	Program	Infrastructure Investment & Jobs Act	Fixing America's Surface Transportation Codes (FAST)	Federal Participation Regular or NHS Highway %	Federal Participation Interstate Highway %	Program Type	SAP Program Pool(s) Typically Associated	Typical Match	Older FAST Codes	Older MAP-21 Codes
<b>National Hwy Performance Program (NHPP)</b>												
NHPP	NHPP	400	National Hwy Performance Program	Y001	Z0E1	82.79	91.21	Flexible	SUR, RPP, HOT, CBP, CWP, CTP, CCP, BAP, BTP, BBP, BWP, BCP, SAE, SGN, ITI, ADA, PWQ, 10A, 10C, 10M	State	2001	M001/M0E1
		400	National Hwy Performance Program/Exempt	Y002 (DAF use only)	Z0E2 (DAF use only)					State	2002	M002/M0E2
			Protective Features	Y008								
<b>Surface Transportation Block Grants (STBG)</b>												
STBG	STB	400	STBG Program - Areas with Population 5K to 49,999	Y237	Z2E1	82.79 (SAR 80%)	91.21 (SAR 80%)	Flexible	SUR, RPP, HOT, CBP, CWP, CTP, CCP, BAP, BTP, BBP, BWP, BCP, SAE, SGN, ITI, SAR, ADA, PWQ, 10A, 10C, 10M	State	2231	M231/M2E1
	STR	400	STBG-Mandatory Non-Urban <5,000	Y238	Z2E2						2232	M232/M2E2
	STR	400	Special Rule for Areas of Less Than 5,000 Population	Y234	Z2E4 (Consult OFHB)					State	2234	
	STA	400	STBG-Any Area (Flexible)	Y240	Z24E						2240	M240/M24E
	STM	400	STBG Program - Areas with Population 50K to 200K	Y236	Z2E1							
	STU	400	STBG- Urban over 200,000	Y230 (MNF can use new code)	Z23E (MNR and MPP continue use old code until gone)	82.79 (MD9 80%)	91.21(MD9 80%)	Inflexible	MDR, MPP, MNF, MDR	Local	2230	M230/M23E
<b>Bridge Off-System</b>												
STBG	BRO	400	Off-System Bridge - STBG Suballocation	Y233 (DAF use only unless for BIO)	Z2E3	80	80	Inflexible	BIO (State Match)	State	2233	M233/M2E3
			Bridge Formula Program Off-System	Y120	Z2E3	80 (up to 100% with permission from Bridge Unit)	80	Inflexible	BRO (Local Match)	Local		
<b>PROTECT</b>												
PRT		400	PROTECT Program	Y800		80	80	Inflexible	PRT	State		
		400	PROTECT Planning	Y810								
<b>Bridge Formula Program</b>												
STBG			Bridge Formula Program	Y110		82.79	91.21	Inflexible	BFP	State		
<b>Transportation Alternatives Program (TAP)</b>												
TAP	TA	400	Transportation Alternatives Program (TAP) Any Area	Y300	Z30E	80 or 82.79 (changed in 2019)	80 or 82.79 (changed in 2019)	Inflexible	TAP	Local	2300	M300/M30E
		400	TAP-5,000 and under	Y308	Z3E3						2303	
		400	TAP- Areas with Population 5K to 49,999	Y307	Z3E2	2302						
		400	TAP Areas with Population 50K to 200K	Y306	Z3E2	2302						
		400	TAP-Urban > 200,000	Y301	Z3E1	2301						
<b>Carbon Reduction Program</b>												
CRP		400	Carbon Reduction Program Any Area	Y600		82.79	82.79	Inflexible	6CR	State		M300/M30E
		400	CRP - Areas with Population 5K to 49,999	Y607						6CB, 6CC, 6CE, 6CL	Local	M302/M3E2
		400	CRP Areas with Population 50K to 200K	Y606		6CR	State	M303/M3E3				
		400	CRP-5,000 and under	Y608		6DR, 6PP, 6NF	Local	M301/M3E1				
		400	CRP-Urban > 200,000	Y601								
<b>Congestion Mitigation Air Quality (CMAQ)</b>												
AQC	AQC	400	Congestion Mitigation and Air Quality Improv	Y400	Z40E	82.79+*	82.79+*	Inflexible	CMA, CPP, CDR, CNF, CLF, CQ	Local	2400	M400/M40E
<b>Highway Safety Improvement Program (HSIP)</b>												
HSIP	SHE (or SHO local)	400	Highway Safety Improvement Program	Y530	Z53E	90	90	Inflexible	HAZ, HLZ (local)	State/Local	2530	M530/M53E
		400	Section 154 Penalty	Y531 (DAF use only)	Z5E1 (DAF use only)						2531	
		400	Section 164 Penalty	Y532 (DAF use only)	Z5E2 (DAF use only)	2532						
		400	High Risk Rural Roads	Y560	Z56E	2560						
		400	Vulnerable Road User Safety Special Rule	Y570								
		400	Flexible Funding for Specified Safety Projects	Y580								
<b>Rail Road Crossings (Section 130)</b>												
RRX	RRX	400	Railway Highway Elimination of Hazards	Y540	Z54E	90	90	Inflexible	RRC (formerly Railroad Crossing - Grade Separated)	State	2540	M540/M54E
<b>National Highway Freight Program (NHFP)</b>												
NHFP	NHFP	400	National Highway Freight Program (NHFP)	Y460	Z46E	82.79	91.21	Inflexible	FRB	State	2460	
		400	Freight Intermodal & Rail Projects	Y470 (DAF use only)	Z47E (DAF use only)					State	2470	
<b>Planning and Research</b>												
SPR	SPR	400	State Planning and Research-Map-21 "Planning"	Y550	Z55E	80**	80**	Inflexible	SPR	State	2550	M550/M55E
		400	Research, Development & Tech Transfer "Research" Safe and Accessible Transportation Options - SPR	Y560	Z56E					2560	M560/M56E	
		400	Safe and Accessible Transportation Options - SPR	Y570								
<b>Metropolitan Planning</b>												
MPL	SPR-PL	400	Metropolitan Planning - Highways	Y450	Z45E	82.79	82.79	Inflexible	MPH, MPT	Local	2450	M450/M45E
		400	Safe and Accessible Transportation Options - Metropolitan Plan	Y410	Z41E					2450	M450/M45E	
		400	Metropolitan Planning - Transit	85/Q45/H450/L450/L277E						State	M450/M45E	M450/M45E
<b>Highway Infrastructure Program and COVID Relief</b>												
G (DAF Use Only)	STM	400	STBG-Any Area >5,000 & <200,000	3AA/Q20/H200/L200/	Z920 (DAF use only)	82.79	91.21	Flexible	TBD	State	Z906 (DAF use only)	
	STR	400	STBG-Mandatory Non-Urban <5,000	33E/Q25/H250/L250/	Z921 (DAF use only)					2907 (DAF use only)		
	STA	400	STBG-Any Area (Flexible)	33D/Q24/H240/L240/	Z918 (DAF use only)	2904 (DAF use only)						
	STU	400	STBG - Urban over 200,000	33C/Q23/H230/L230/	Z919 (DAF use only)	2905 (DAF use only)						
	STA	400	Bridge Replacement & Rehabilitation	2910	Z912 (DAF use only)	2912 (DAF use only)						
	PAN	400	COVID Supplemental Any Area - PARENT CODE	2910	100	100	Inflexible	PAN	State	2913 (DAF use only)		
	PAN	400	COVID Special Authority Any Area - SUBCODE	2911*	see foot notes	100	100	Inflexible	PAN	State		
	PAN	400	COVID Supplemental > 200,000 - PARENT CODE	2912	100	100	Inflexible	PDR, PNF, PPK	Local			
	PAN	400	COVID Special Authority > 200,000 - SUBCODE	2913*	see foot notes	100	100	Inflexible	PDR, PNF, PPK	Local		
	PAN	400	Competitive Grants Program	2924	100	100	Inflexible	DIS	None			
PAN	400	Regional Infrastructure Accelerator Demonstration Program	2925	100	100	Inflexible	DIS	None				
PAN	400	National Network Pilot Program	2926	100	100	Inflexible	DIS	None				
PAN	400	National Scenic Byway Program	2927	100	100	Inflexible	DIS	None				
<b>Discretionary and Misc Programs</b>												
		400	Recreational Trails	Y940 (YR10 FMIS Only)	Z94E	80	80	Inflexible	RCT	State	2940	
		400	Recreational Trails Administration	Y941 (YR20 FMIS Only)	Z9E1	80	80	Inflexible	RCT	State	2941	
		400	Redistribution of Certain Authorized Funds	Y030 (DAF use only)	Z03E (DAF use only)	82.79*	91.21*	Flexible	DAF use only	State	2030	M03E
		400	Local Technical Assistance Program	H890/4380/438E	Z441	50	50	Inflexible	PRI	State	M4E8	M4E8
		400	DBE & OJT Supportive Services	Y290	Z480/Z490	100	100	Inflexible	CRI	State	M48E/M49E	M48E/M49E
		400	High Priority Projects Sec 117	H720/LY20	H720/LY20	80	80	Inflexible	DIS	State	HY20/LY20	HY20/LY20
		400	Transportation Improv Prj Earmarks	LY30	LY30	82.79	91.21	Inflexible	SAM, MOB, 7PE	State	LY30	LY30
		400	National Regional Significance Proj	LY40	LY40	80	80	Inflexible	DIS	State	LY40	LY40
	NCIP	400	National Corridor INF Imp Program	Q6440/H640/LY50	Q6440/H640/LY50	80	80	Inflexible		State	Q6440/H640/LY50	Q6440/H640/LY50
	HPP	400	Public Lands Hwy	18E0F130	F13E	100	100	Inflexible		State	F13E	F13E
		400	Section 112 High Priority	LY60	LY60	100	100	Inflexible	DIS, GRN	State	LY60	LY60
		400	Section 129 Earmarks	LY90	LY90	100	100	Inflexible		State	LY90	LY90
		400	Section 115 (DEMO)	H170	H170	100	100	Inflexible		State	H170	H170
		400	Section 117 Grant Sup Plan	H660	H660	100	100	Inflexible		State	H660	H660
		400	STIC	237F	237F	100	100	Inflexible	HQJ	State	237E	
		400	Benchmarking of Transportation Sector GHG Emissions	237K	237K	100	100	Inflexible	SPR	State		
		400	SHRP2	M770	M770	100	100	Inflexible	HQJ	State		
		400	Work Zone Data Exchange Demonstration (WZDx)	T120	T120	80	80	Inflexible	HQJ	State		
		400	FASTLANE/INFRA	Z430	Z430	TBD	TBD	Inflexible	DIS	State		
EVP		400	BUILD	B0C6	TBD	TBD	TBD	Inflexible	DIS	State		
		400	TIGER	B0C3	TBD	TBD	TBD	Inflexible	DIS	State		
		400	Projects in Rural Areas	Y239	80	80	Inflexible	DIS	Local / State	2233	M233/M2E3	
		400	Air Force Transporter Erector System Route Defense Access Roads	83UD	TBD	TBD	TBD	Inflexible	DIS	State/Local		
		400	National Electric Vehicle	Y130	82.79	91.21	Inflexible	EVP	State/Local			
		400	NHS Bridge Penalties	Y510	80	80	Inflexible					
		400	Interstate Pavement Condition Penalties	Y530	80	80	Inflexible					
<b>EMERGENCY RELIEF</b>												
ER	ER	400	Emergency Relief	09J0/09Q0/09T0/09V2/ER14	ER10/ER90/ER11/ER12/ER14	100 for ER 82.79 for PR	100 for ER 91.21 for PR	Inflexible	EHR, E15	State/Local	ER90/M9V0/FABIM9VE	ER90/M9V0/FABIM9VE

\* Fed Participating Rate increased to 91.21% if used on Interstate System except for adding lanes that are not HOV or auxiliary lanes  
 \*\* Federal Participating Rate increased to 100% if used on Planning with other State Cooperation  
 \* Fed Part Rate increased to 100% if rural/corridor/warping  
 \* COVID Relief "special" subcode to be used for items that would not normally qualify for STBG funding. For items that would be eligible, use the parent code.

State Funds Crosswalk		
State Program Funding updated 10/2021		
Program	State Appropriation Codes	Pool(s) Associated
Aeronautics	FAB402	AER
State HUTF (Normal State Funding)	FAB402	Eligible for most programs
Bustang Outrider	FAB411	BOP
FASTER Safety	FAB411	FSA,STL, some Asset Management Projects
FASTER Transit and Rail	FAB480	TRG
FASTER Bridge Enterprise	FAB538	SSR
FASTER Bridge Enterprise Loan	FAB540; FAB541	SSR (DAF use only)
Bridge Enterprise Bonds	FAB542; FAB544	Obsolete
Capital Construction	AB464, FAB465, FAB469 through FAB4	DAF Use Only
7th Pot Bond Funds	FAB420 through FAB438	OFMB Use Only
Senate Bill 228	FAB414	Obsolete
Senate Bill 1	FAB415	SB1
I-25 Segment 3 Loan	FAB510	HPTE Use Only
C470 Bond Proceeds	FAB511	HPTE Use Only
I-70 PPSL Loan	FAB534	HPTE Use Only
Senate Bill 97-1	FAB463	Obsolete
House Bill 1310	FAB466	Obsolete
Senate Bill 19-262	FAB262	262
MMOF - state funds only		Local MMOF Pgm: MDF, MDT (DTR
MMOF combo project pool	FAB417 (yr 1, SB2019-125, use these	MMM (Fund 400 - for combo projects)
Revitalizing Main Streets - RMS		MTT - only for the \$4.1375M from SB18-01
Senate Bill 17-267 year 1 [DNU]	FAB416	7PX, 7PT - (267 transit) - 1st Issuance
Senate Bill 17-267 year 2 [DNU]	FAB418	7PX, 7PT - (267 transit) - 2nd Issuance
Senate Bill 17-267 year 3 [CURRENT]	FAB453	7PX, 7PT - (267 transit) - 3rd Issuance
Senate Bill 17-267 year 4 (pending)	FAB454	7PX,7PT - (267 transit) - 4th Issuance
Senate Bill 17-267 interest	FAB455	7PX,7PT - (267 transit) - Interest
Settlement Funds	FAB439	STF
Transportation Services for Vulnerable Populations and Seniors	FAB476	TSV
Local Funded Only	Varies based on the local agency	LOM
Senate Bill 260 - American Rescue Plan	FAB260F	ARPA SHF: 7TH, SHV SMS (OFMB limited use, by direction only)
	FAB260FB	Burnham Yard project only
	FAB260FR	RMS
	FAB260M	MDC (Local MMOF Program), MSC (State MMOF Program)
Senate Bill 260 - General Funds (HUTF)	FAB260S	Stimulus Projects: SHV
		FSA (OFMB limited use, by direction only)
Safer Main Streets (SMS)	FAB1283	FY21 State Stimulus Funds (\$30M): SMS



**Local Agency Requirements for Electronic Records and Electronic Signatures Requirements**  
( April 2022)

	Electronic Record (Preferred)			Paper Record
	Electronic Signature		Scanned Record	Original with Wet Signature
	Type I Signature	Type II Signature		Copy
Definition	Law or regulation that dictates requirements Governed by the Bylaws and Rules of the Colorado State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors or the Department of Personnel & Administration, Office of the State Controller  Includes an attached digital authentication process that uses public key infrastructure or signature dynamics technology (encryption)  Unique to the person, capable of verification, under the individual's sole control, and linked so changes invalidate the electronic signature	Virtual fingerprint that is unique to a person or entity and used to identify the signer	Scanned copy of an Original record or a copy of a record in PDF or another format	Document with a signature by a person who physically marks a document using a pen  Copy  Reproduction of the original paper record  Scanned copy of an original paper record  Printed copy of an electronic record (Invalidates the electronic signature)
Record Type	Required on these electronic records: <ul style="list-style-type: none"> <li>Professional Engineer Seal</li> <li>Professional Land Surveyor Seal</li> <li>Change Orders</li> <li>Notary</li> <li>Agreements and Contracts with CDOT (including MOUs and MOAs)</li> </ul>	Any electronic record not requiring a Type I signature may use Type II signature	A paper record may be scanned and becomes a copy  A scanned record that requires a Type I signature or an original wet signature becomes an electronic copy	Original Paper Records that include a P.E. Seal, P.L.S. Seal, Change Orders, and notarized signatures require an original wet signature. A copy or scanned copy of these records is not an acceptable Original Record
Software	A particular software is not specified for Type I signatures  Examples of software that meets the requirements - DocuSign and AdobeSign  Examples of software that <u>DOES NOT</u> meet requirements - Adobe DC Pro and Blue Beam	Any electronic signature software  Examples of software include Adobe DC Pro, Blue Beam, DocuSign, and Adobe Sign	Electronic records with a Type I signature will contain only Type I electronic signatures. Do not mix Type I signatures with Type II signatures or wet signatures.	

**These requirements only apply to Local Agency staff and do not apply to CDOT staff.**  
 Contact the Local Agency Coordinator or the Local Agency Area Engineer if there are questions about this guidance.

LocalAgency

**Local Agency Professional Services B2GNow Contract Setup Information**

**\*\* Local Agencies—please fill this form and send it to the Civil Rights and Business Resource Department: [Mohamed.benjelloun@state.co.us](mailto:Mohamed.benjelloun@state.co.us) and [Karen.fujii-martin@state.co.us](mailto:Karen.fujii-martin@state.co.us).**

**Project Contact Information:**

CDOT:

Project Engineer Name(s):		
Email(s):		
Phone Number(s):		

**Local Agency Contact:**

Local Agency:			
Local Agency Project Manager Name:			
Email:			
Phone Number:			

**Prime Consultant Contact:**

Company Name(s):			
Consultant's Name(s):			
Consultant Address:			
Email(s):			
Phone Number(s):			

<b><u>Submittal Information:</u></b> Name Submitting: Agency: Date of Submittal:	<b><u>Office Use Only:</u></b> B2GNow Master Contract: L33 1 _____ LCRTracker set up (construction, CMGC, DB): ____
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**Local Agency Professional Services B2GNow Contract Setup Information**

The contact information will be the person that will have access and/or will track and monitor the contract in the B2GNow system. The contact from the Prime will be adding the subconsultants, vendors/suppliers to the system. The Prime and Local Agency contacts will track and monitor the DBE participation to assist in ensuring the DBE goal is met. They will also ensure that payments and audits comply with prompt payment.

<b>Required B2GNow Information for Local Agency Contracts:</b>			
Contract Name:			
Local Agency Contract Number:		5-digit S/A Project Number it is related to:	
CDOT PO/OLA # (on IGA):		Prime Consultant B2GNow Vendor #:	
Contract Value:		County:	
CDOT Region project is located in:		Contract Type:	
Ad Date:		Award Date:	
Anticipated Start Date:		Projected End Date:	
Local Agency's B2GNow Compliance Contact:		Local Agency's <del>LCP</del> tracker Compliance Contact (if applicable)	
Prime's B2GNow Compliance Contact:		Prime's <del>LCP</del> tracker Compliance Contact (if applicable)	
DBE Goal %:			
Total Budgeted Funds:		CDOT Fund \$:	
LA Fund \$:		State Fund %:	
FHWA Federal Funding %:		Other Funding % (name)	
Other Federal Funding % (name)		Other Funding % (name)	



<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input type="checkbox"/> <b>POLICY DIRECTIVE</b> <input checked="" type="checkbox"/> <b>X PROCEDURAL DIRECTIVE</b>
Subject <b>Requirements for Capital Engineering Program Records</b>		<b>21.1</b>
Effective 12/20/2021	Supersedes 6/20/19 6/1/98	Originating Office <b>Office of the Chief Engineer</b>

**I. PURPOSE**

The purpose of this Procedural Directive is to ensure that the Colorado Department of Transportation’s (“CDOT” or “Department”) active Capital Engineering Program Records are consistently managed in ProjectWise and then stored for the length of their legal retention requirements in OnBase.

It is the Department's goal to transition its records from a paper-based system to an electronic record management system for CDOT’s Capital Engineering Program.

**II. AUTHORITY**

Executive Director pursuant to § 43-1-105, C.R.S.

§ 24-80-101, *et seq.*, C.R.S.

4 CCR 730-1, Architects, Professional Engineers and Professional Land Surveyors Rules and Regulations

Procedural Directive 51.1 “Requirements for the Retention of Documents”

Procedural Directive 508.1 “Requirements for the Use of the Professional Engineer’s Seal”

**III. APPLICABILITY**

This Procedural Directive applies to all CDOT Divisions, Branches, Offices, and Regions as well as local agencies, consultants, and contractors who develop, handle, or submit records for CDOT’s Capital Engineering Program.

**IV. DEFINITIONS**

“As-Constructed Plan” (also known as an "As-Built Plan") is an award plan set which has been updated throughout construction and includes all changes and modifications that occur during the construction phase of a project.

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“Attributes” means the information or metadata about a specific record used to search for and locate a record. Examples of Attributes include: project number, state highway, mile points, segment, section, township, range, and region.

“Bentley Project Share” or “Project Share” means the Cloud-based storage and software tool hosted in the Bentley Microsoft Azure Cloud used for document collaboration.

“Capital Engineering Program” refers to all projects including but not limited to capital engineering projects, local agency, P3, Innovative, Specialty Groups, Design, Design-Build (DB) and Construction Management General Contracting projects (CMGC).

“Capital Engineering Program Records” means all records relating to the Capital Engineering Program, which includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by CDOT pursuant to law or in connection with the transaction of public business. *See* § 24-80-101(1), C.R.S. Capital Engineering Program Records also means information that is inscribed on a tangible medium or that is stored in an electronic or other medium. *See* § 24-71.3-102(13), C.R.S.

“EDMS” refers an electronic document management system such as ProjectWise and OnBase.

“OnBase” (also known as “Hyland’s Unity Client”) means the Hyland’s Unity Client application utilized by the state of Colorado for archiving records.

“PDF Archiving Standard” means a record retained in an ISO Compliant format, which refers to the ISO 19005 series of standards with PDF/A-1 approved as the minimum.

“ProjectWise” (also known as “ProjectWise Explorer”) means the ProjectWise Bentley software system utilized by the Department for managing active Capital Engineering Program Records.

“Record File Plan” means CDOT’s internal governing document developed by each Division, Program, or Unit that contains the state and federal legal retention requirements for CDOT records.

“Records Coordinator” means a person identified by the CDOT Appointing Authority or designee who, as part of their assigned job duties, acts as the Office or Division point of contact with regard to the proper management of records.

“Record Set” is a final set of design plans and specifications issued for construction which is sealed by a licensed professional engineer.

## **V. PROCEDURE**

### **A. Electronic Recordkeeping of Active Capital Engineering Program Records**

1. Upon the effective date of this Procedural Directive, all active Capital Engineering Program Records will be managed in ProjectWise as defined in current Record File



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Plans. ProjectWise is the EDMS for managing all active Capital Engineering Program Records. ProjectWise will not replace LIMS, Site Manager, Sales Force, SAP, PMWeb, or other software systems currently being used as a repository for certain documents and/or data. Record File Plans indicate the correct location for managing active Capital Engineering Program Records.

2. Record File Plans that are relevant to Capital Engineering Program projects are located on the Records Management Program's intranet page and from the hyperlink below:  
<https://drive.google.com/drive/folders/1Yh2l2xiuuBUOXi3PWYG4CORPaiuRWnZa?usp=sharing>

They include:

- Access Record File Plan
- Construction / Engineering Record File Plan
- Environmental Record File Plan
- Hydraulics Record File Plan
- Materials and Geotechnical Record File Plan
- Right-of-Way Record File Plan
- Survey Record File Plan
- Traffic Engineering
- Utilities Record File Plan
- Staff Bridge Record File Plan
- Tunnel Record File Plan

3. All active Capital Engineering Program Records set forth in the Record File Plans will be placed in ProjectWise on an ongoing basis rather than at the conclusion of the project. Phases or milestones from scoping to project closure will be established for records management purposes (for example, pre-construction, construction, post-construction).

4. Resident Engineers are responsible for ensuring that their staff are properly trained to place active Capital Engineering Program Records in the correct location and format within ProjectWise.

5. Records Coordinators are selected by their Appointing Authority to handle Capital Engineering Program Records. Their responsibilities are set forth in Procedural Directive 51.1 and in the Overview of Records Management and Records Coordinator Certification available through SAP/My Learning.

#### **B. Required Population of Project Attribute Fields**

1. Project Managers must fill out all fields which are known at the time of project creation and thereafter when modifications occur. Currently, this should be completed in the SAP system the t-code: CJ20N. Once OnTrack Phase I is complete, project metadata will be entered into that system as the originating source. Specific timing of that transition will be communicated to all staff. The project Attributes are the original source

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<p>of data and support functionality in numerous other systems and reports, including ProjectWise, OnBase, SAP, CAR, GIS, and various dashboards/reporting platforms. Gaps in project Attributes undermine CDOT's ability to have consistent project data used by all staff.</p> <p>2. On projects where consultants utilize an EDMS other than ProjectWise such as Aconex, the CDOT Program Manager and CDOT Resident Engineer will develop a phased approach and timeline to migrate records into ProjectWise on an ongoing basis. The final migration and transfer of all required documentation must be completed within forty-five (45) days of project final acceptance per 105.21(b) of the Standards &amp; Specifications for Road and Bridge Construction, or the equivalent document for P3, DB, CMGC, or innovative contracts.</p> <p>3. From the effective date of this Procedural Directive, preparation of electronic As-Constructed Plans will use the As-Constructed Plan template located in ProjectWise. This process avoids the unnecessary and cumbersome approach of downloading and printing the As-Constructed Plan template for manual update and resubmission to CDOT. For further guidance and location of the template, contact the Region Finals Administrator.</p> <p>4. Region Finals Administrators are responsible for creating three (3) electronic plan sets simultaneously and placing them in their appropriate locations in ProjectWise:</p> <p>(a) <u>Award Set</u>: issued by Project Support at the time of project award and has the watermark "Award Set" affixed to the title sheet by the Region Finals Administrator.</p> <p>(b) <u>Record Set</u> template: An Award Set of plans with the watermark "Record Set" affixed to the title sheet by the Region Finals Administrator.</p> <p>(c) <u>As-Constructed Plan</u> template: An Award Set of plans with the watermark "As-Constructed" appended to the title sheet by the Region Finals Administrator. This "template" becomes the final set of As-Constructed Plan when modified with all field revisions.</p>	
<b><u>C. Record Retention Requirements for Engineering Contracts and Task Orders</u></b>	
<p>1. Engineering Contracts Services is responsible for including in the contracts a requirement that ProjectWise will be used for managing active Capital Engineering Program Records.</p> <p>2. The Standards and Specifications Services must include the relevant requirements of this Procedural Directive in project special provisions.</p> <p>3. Resident Engineers responsible for drafting task orders must include a provision requiring compliance with this Procedural Directive. A copy of this Procedural Directive must be provided with the Notice to Proceed.</p>	
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<p>4. Unless otherwise notified by the Chief Engineer, Adobe Sign will be the software used for electronic signatures on Capital Engineering Program Records which require signatures for electronic sealing by engineers and surveyors. See PD 508.1. CDOT is implementing the use of another software program for electronic signatures on those documents which require a CDOT Controller and/or State Controller signature. For all Capital Engineering Program Records that do not require a CDOT Controller/State Controller signature or an engineer/surveyor seal but still show a signature needed, employees should refer to the current version of the appropriate manual for instructions.</p>	
<p><b><u>D. Updating Engineering, Design, Specialty Group and Construction Manuals</u></b></p>	
<p>1. All CDOT Manuals, Guidelines, Protocols, etc., will be continuously updated to include CDOT's requirements on creating and retaining Capital Engineering Program Records in electronic format. This includes but is not limited to:</p>	
<ul style="list-style-type: none"> <li>• Construction Manual</li> <li>• Design Build Manual</li> <li>• Environmental Manual</li> <li>• Field Materials Manual (FMM)</li> <li>• Landscape Architecture Manual</li> <li>• Local Agency Manual</li> <li>• Pavement Design Manual</li> <li>• Project Development Manual</li> <li>• ProjectWise Reference Manual</li> <li>• ROW Manual</li> <li>• Standards &amp; Specifications for Road and Bridge Construction <ul style="list-style-type: none"> <li>○ Note: Project Special Provisions must be incorporated into contracts thereafter</li> </ul> </li> <li>• Traffic Manuals</li> <li>• Survey Manual</li> <li>• Utility Manual</li> <li>• Bridge Design, Rating, and Detail Manuals</li> </ul>	
<p><b><u>E. Record Retention Period for Capital Engineering Program Records</u></b></p>	
<p>1. All Capital Engineering Program Records will be transferred, via an automatic process, from ProjectWise to OnBase within ninety (90) days after Form 950 has been issued. During this transfer, records will be categorized by document type and a record retention schedule will be applied. Upon the schedule date being reached for that document, the record will be destroyed and no longer available. Specifics on the retention period for any specific Capital Engineering Program Record is available through the Records Management Program's intranet page:  <a href="https://sites.google.com/state.co.us/cdothub/teams/records-management">https://sites.google.com/state.co.us/cdothub/teams/records-management</a></p>	
<p>Page 5 of 6</p>	

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2. Any Capital Engineering Program Records, whether paper or electronic, found more than ninety (90) days after the Form 950 has been issued should be sent to the appropriate Region Finals Administrator.

**VI. IMPLEMENTATION PLAN**

This Procedural Directive will be effective upon signature.

The Office of Policy and Government Relations will post this Procedural Directive on CDOT’s intranet as well as on public announcements.

Program Engineers, Resident Engineers or their delegees will be responsible for the implementation of this Procedural Directive.

Contact the Records Management Program, if needed, for any questions and additional guidance on record retention and storage.

**VII. REVIEW DATE**

This Procedural Directive will be reviewed on or before August 2026.



\_\_\_\_\_  
Shoshana M. Lew  
Executive Director

12/20/2021  
\_\_\_\_\_  
Date of Approval



<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input type="checkbox"/> POLICY DIRECTIVE <input checked="" type="checkbox"/> PROCEDURAL DIRECTIVE
<b>Subject</b>		<b>Number</b>
<b>OBTAINING AND MODIFYING PROFESSIONAL SERVICES CONTRACTS</b>		400.1
<b>Effective</b>	<b>Supersedes</b>	<b>Originating office</b>
07/12/12	400.1 9/23/91 400.4 10/18/82 400.5 8/01/86	<b>Contracts and Market Analysis Branch</b>

**I. PURPOSE**

The purpose of this Procedural Directive is to define the process to obtain experienced consultants for the State of Colorado Department of Transportation (“CDOT”). The objective is to competitively obtain professional consultant services in a cost effective and timely manner. In addition, the purpose of this Procedural Directive is to ensure all contracts between CDOT and professional consultants comply with applicable federal and state laws.

**II. AUTHORITY**

Executive Director, § 43-1-103 C.R.S.

Chief Engineer, § 43-1-110 C.R.S.

§ 24-30-1401 through § 24-30-1408 C.R.S.

State of Colorado Department of Personnel Fiscal Rule 3-1, State Contracts, [http://www.colorado.gov/dpa/dfp/sco/FiscalRules/FR\\_3-1\\_&\\_SPs\(010109\).pdf](http://www.colorado.gov/dpa/dfp/sco/FiscalRules/FR_3-1_&_SPs(010109).pdf)

23 U.S.C. § 112; 23 CFR 172.3 “The Brooks Act”

Federal Acquisition Regulations, 48 CFR § 31.201 through § 31.205

Note: for assistance locating these authorities, please contact the Office of Policy and Government Relations.

**III. APPLICABILITY**

This Procedural Directive applies to all CDOT employees involved in obtaining professional consultant services.

**IV. DEFINITIONS**

“Contract” for purposes of this Procedural Directive, shall be a legally binding agreement

SUBJECT

OBTAINING AND MODIFYING PROFESSIONAL SERVICES CONTRACTS

NUMBER

400.1

between CDOT and a professional consultant. It defines the scope, compensation and schedule of services to be provided.

“Contract Modification” shall mean any additions, deletions, or corrections to the original contract. Contract modifications must be approved by individual(s) with contract signature authority.

“Professional Services” or “Consultant” for the purposes of this Procedural Directive shall include services provided by private sector engineers, architects, landscape architects, land surveyors and industrial hygienists. Professional Services shall have the same meaning as set forth in § 24-30-1402(6), C.R.S.


## V. PROCEDURE

### A. Obtaining a Consultant.

1. Chief Engineer. The Chief Engineer is responsible for obtaining Consultant services pursuant to § 43-1-104 and 43-1-110, C.R.S. and approving Contract modifications.
2. Region Transportation Directors, Division Directors, Enterprise Board Directors and Equivalent. These CDOT employees are responsible for determining that Consultant services are necessary, determining that modifications are necessary and resolving disputes.
3. Project Managers. These CDOT employees develop the scope of services, prepare an independent government cost estimate and are responsible for the day-to-day administration of the Contract.
4. Contracts and Market Analysis Branch Manager. The Contracts and Market Analysis Branch Manager manages the units responsible for establishing and executing Professional Services Contracts.
5. Engineering Contracts Unit Program Manager. Under the supervision of the Branch Manager, the Engineering Contracts Unit Program Manager prequalifies Consultants in conformance with § 24-30-1403, C.R.S. and directly supervises Contract Officers.
6. Contract Officers. These CDOT employees assist the Project Manager by verifying that all Contract documentation is appropriate. In addition, they verify that the process complies with the internal procedures established by the Branch. Specifically, they:

- (a) Advertise a request for proposals;

SUBJECT <b>OBTAINING AND MODIFYING PROFESSIONAL SERVICES CONTRACTS</b>	NUMBER <b>400.1</b>
<p>(b) Facilitate the process of the selection of the most qualified Consultant by the Project Manager and other CDOT employees;</p> <p>(c) Facilitate the interview process to select the most qualified Consultant(s);</p> <p>(d) Prepare Contract documentation and verify compliance with applicable federal and state law;</p> <p>(e) Route the Contract for signature to the Chief Engineer, the State Attorney General, and the State Controller pursuant to § 24-30-202 C.R.S.</p> <p>7. <u>Consultant Audit Unit</u>. Under the supervision of the Branch Manager, the Consultant Audit Unit verifies that the terms of the Contract comply with the Federal Acquisition Regulations, § 31.201 through § 31.205.</p> <p>8. <u>Division of Audit</u> - This Division reports directly to the Transportation Commission and is responsible for an independent appraisal of the Contract after services have been completed pursuant to § 43-1-106 (12), C.R.S.</p>	
<p>B. <u>Modifying a Contract</u>. The procedures for modifying a Contract shall be in accordance with State of Colorado Fiscal Rule 3-1, State Contracts. All Contract modifications shall be made by a formal written amendment. Region Transportation Directors, Division Directors, Enterprise Board Directors and Equivalent determine that modifications are necessary. All modifications must be approved by the Chief Engineer and the State Controller.</p>	
<p><b>VI. IMPLEMENTATION PLAN</b></p>	
<ol style="list-style-type: none"> <li>1. The effective date of Procedural Directive 400.1 shall be upon adoption by the Executive Director.</li> <li>2. Procedural Directive 400.1 shall be administered by the Contracts and Market Analysis Branch.</li> <li>3. Procedural Directive 400.1 shall be implemented by all CDOT employees involved in obtaining Professional Services Contracts.</li> <li>4. The Office of Policy and Government Relations shall post this Procedural Directive on the CDOT intranet and in public announcements within one week of adoption.</li> </ol>	
<p style="text-align: center;">Page 3 of 4</p>	

SUBJECT OBTAINING AND MODIFYING PROFESSIONAL SERVICES CONTRACTS	NUMBER 400.1
<b>VII. REVIEW DATE</b>	
This procedural directive shall be reviewed on or before April 2017.	
 Executive Director	<u>July 12, 2012</u> Date of Approval
Page 4 of 4	



**DIVISION OF PROJECT SUPPORT MEMO 2016-1 CONSULTANT WAIVER REQUEST  
 COLORADO DEPARTMENT OF TRANSPORTATION  
 FOR LOCAL PUBLIC AGENCIES**

As stated in *Division of Project Support Memo 2016-1*, CDOT discourages the use of the same engineering consultant for both final design and construction management. The reason for this is to avoid potential conflicts of interests during construction administration. This form is to be used when the Local Agency wishes to request a waiver to be able to use the same engineering firm to perform both final design and construction management. The Local Agency must indicate how it will manage the risk associated with the potential conflicts of interest. The Local Agency will submit this form to the CDOT Region Local Agency Coordinator who will submit it to the CDOT RTD for approval.

CDOT Project Number: \_\_\_\_\_ CDOT Project Code (5 digit): \_\_\_\_\_

Name of Local Agency: \_\_\_\_\_

Project Description / Location (include State Highway No. and Milestone Points if project is on a State Highway.):

Please check the following information that is applicable to the project:

1. Project is located on:  CDOT ROW  Not on CDOT ROW
2. Estimated Cost of the Project is:  less than \$100,000;  \$100,000 - \$500,000;  
 \$500,000 - \$1,000,000;  more than \$1,000,000
3. Contract Scope of Services Includes both Design and Construction Management?  Yes  No

Local Agency requests approval of a waiver to *Division of Project Support Memo 2016-1* for a logical business/technical reason that merits consideration. Check those criteria that apply to the project and provide an explanation in the box below as to how the Local Agency will manage the potential conflicts of interest risk.

- |  |  |
|--|--|
| <input type="checkbox"/> Low Risk/Low Cost Project     | <input type="checkbox"/> Cost of new/additional consultant selection prohibitive |
| <input type="checkbox"/> Local Agency Staff on Project | <input type="checkbox"/> Low Risk construction type (non-structural)             |
| <input type="checkbox"/> Minimal traffic impact        | <input type="checkbox"/> Other: _____  |

*Attach additional sheets as needed to explain how the Local Agency plans to manage the potential conflicts of interest risk.*

I am a representative of the agency listed above, duly authorized to contractually bind the agency and sign this Request Form. My signature below constitutes formal agreement (without further signature) to certify the information contained on this form is true and accurate.

Provide the Name of Consultant Firm: \_\_\_\_\_

Name of Local Agency Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Yes  No CDOT RTD: \_\_\_\_\_ Date: \_\_\_\_\_

*COOT Regions - Send copies of approved waivers to Project Development Branch and keep signed original in project file.  
 Note: If the consultant firm has not yet been selected then the Regions should fill in "TBD upon completion of qualifications based RFP".*

**[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)

**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:

<i>[Utility Company]</i>		<i>[* - see below]</i>
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>LOCAL AGENCY SPECIFICATION REVIEW CHECKLIST</b>	<b>Project No.</b> Click or tap here to enter text.
<b>Project Name:</b> Click or tap here to enter text.	<b>Subaccount No.</b> Click or tap here to enter text.
Is this specification review for use on a specific local agency project or for use on all projects? <input type="checkbox"/> Specific Project <input type="checkbox"/> All Projects	
<b>If this review is for a specific project:</b>	
Is this a federal aid project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Which specification option is being used? <input type="checkbox"/> CDOT <i>Standard Specifications</i> , applicable CDOT standard special provisions, and applicable CDOT approved project special provisions with changes only to definitions and substitution of the local agency dispute resolution process for the CDOT dispute resolution process. <input type="checkbox"/> CDOT <i>Standard Specifications</i> , applicable CDOT standard special provisions, CDOT approved project special provisions, and approved substitutions for or revisions to Section 100 of the CDOT specifications. This option requires a revision of subsection 105.09 that provides a clear order of precedence of the Contract documents should a conflict be discovered. <input type="checkbox"/> Substitution of the Local Agencies own standard specifications or the Local Agency’s own set of custom specifications for the CDOT <i>Standard Specifications</i> .	
<b>If this review is for use on all projects:</b>	
Which of the following options is being used? <input type="checkbox"/> CDOT Standard Specifications, applicable CDOT standard special provisions, CDOT approved project special provisions, and approved substitutions for or revisions to Section 100 of the CDOT specifications. This option requires a revision of subsection 105.09 that provides a clear order of precedence of the Contract documents should a conflict be discovered. <input type="checkbox"/> Substitution of the Local Agency’s own standard specifications or the Local Agency’s own set of custom specifications for the CDOT Standard Specifications.	
<b>For all projects on which the local agency substitutes its own provisions for all or part of Division 100 of the CDOT Standard Specifications:</b>	
Identify where in the local agency’s contract documents the provisions equivalent to the following sections and subsections of CDOT’s Division 100 appear. These are the minimum to be identified. To expedite review, the local agency may list the location of additional important subsections in the Additional Information section below.	

<b>LOCAL AGENCY SPECIFICATION REVIEW CHECKLIST</b>		<b>Project No.</b> Click or tap here to enter text.
<b>Project Name:</b> Click or tap here to enter text.		<b>Subaccount No.</b> Click or tap here to enter text.
<b>CDOT Standard Specifications</b>	<b>Equivalent Local Agency Provision</b>	
Section 100 Definitions and Terms	Enter location here.	
Section 102 Bidding Requirements and Conditions	Enter location here.	
Section 103 Award and Execution of Contract	Enter location here.	
Subsection 105.03 Conformity to the Contract	Enter location here.	
Subsection 105.09 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions.	Enter location here.	
Subsection 105.14 Authority and Duties of the Project Engineer	Enter location here.	
Subsection 105.22, 105.23, 105.24 Dispute Resolution	Enter location here.	
Subsection 106.11 Buy America Requirements	Enter location here.	
Subsection 107.06. Safety, Health, and Sanitation Provisions	Enter location here.	
Subsection 107.15 Responsibility for Damage Claims, Insurance Types and Coverage Limits	Enter location here.	
Subsection 107.24 Air Quality Control	Enter location here.	
Subsection 107.25 Water Quality Control	Enter location here.	
Subsection 108.03 Project Schedule	Enter location here.	
Subsection 108.07 Workplace Violence	Enter location here.	
Subsection 108.08 Determination and Extension of Contract Time	Enter location here.	
Subsection 108.09 Failure to Complete Work on Time	Enter location here.	
Subsection 108.10 Default of Contract.	Enter location here.	
Subsection 108.11 Termination of Contract.	Enter location here.	
Subsection 109.06(e), (f), (g), and (h) Prompt Payment	Enter location here.	
	Enter location here.	

<b>LOCAL AGENCY SPECIFICATION REVIEW CHECKLIST</b>	<b>Project No.</b> Click or tap here to enter text.
<b>Project Name:</b> Click or tap here to enter text.	<b>Subaccount No.</b> Click or tap here to enter text.
The following shall be included in the advertising documents package for federal aid projects:	
CDOT Form 606 – Anti-Collusion Affidavit	Enter location here.
CDOT Form 1413 – Bidders List	Enter location here.
CDOT Form 1414 – Anticipated DBE Participation Plan	Enter location here.
Disadvantaged Business Enterprise (DBE) Requirements and the DBE goal.	Enter location here.
Minimum Wages, Colorado (appropriate SSP if project has federal aid)	Enter location here.
On the Job Training (appropriate version) and the OJT goal.	Enter location here.
FHWA Form 1273 - Required Contract Provisions, Federal-Aid Construction Contracts	Enter location here.
Davis Bacon Wage Determination	Enter location here.
<b>Additional Questions</b>	
1. Do the Contract documents contain any of the following provisions?	
Colorado Resident Labor Preference (not to be included in federal aid projects)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Colorado Bid Preference (not to be included in federal aid projects)	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Warranty (not to be included in any projects)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the contract documents contain any of these items, Identify their location in the Additional Information section below.	
2. Is CDOT listed as an additional insured on the Contractor’s general liability & automobile liability policies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are proprietary items specified? Are they justified by (1) listing 3 or more competing items, or (2) by establishing a Finding in the Public Interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>LOCAL AGENCY SPECIFICATION REVIEW CHECKLIST</b></p>	<p><b>Project No.</b> Click or tap here to enter text.</p>
<p><b>Project Name:</b> Click or tap here to enter text.</p>	<p><b>Subaccount No.</b> Click or tap here to enter text.</p>
<p><b>Additional Information:</b> Add comments here.</p>	
<p>Person Submitting This information:</p>	
<p><b>Name:</b> Click or tap here to enter text.</p>	<p><b>Signature:</b></p>

DRAFT



<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input type="checkbox"/> POLICY DIRECTIVE <input checked="" type="checkbox"/> PROCEDURAL DIRECTIVE
<b>Subject</b> REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL		<b>Number</b> 508.1
<b>Effective</b> 5/21/19	<b>Supersedes</b> 5/15/12	<b>Originating office</b> Office of the Chief Engineer

**I. PURPOSE**

The purpose of this Procedural Directive is to define procedures for the use of the Professional Engineer Seal by the Colorado Department of Transportation (CDOT) employees engaged in the practice of engineering and whose position description requires that they be licensed Professional Engineers in the State of Colorado. This Directive applies to licensed Engineers performing work on behalf of CDOT and includes procedures for processing plans prepared for CDOT by Engineering consultants, contractors and local agencies.

**II. AUTHORITY**

Executive Director pursuant to § 43-1-105, C.R.S.

§ 12-25-101 through § 12-25-119, C.R.S.

4 CCR 730-1, Bylaws and Rules of the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors, ("AES Rules") available on the Colorado Secretary of State's website under "Administrative Rules" <https://www.colorado.gov/pacific/dora/AES>

Procedural Directive 21.1 "Requirements for the Retention and Archiving of Design, Construction, Engineering, and Specialty Group Records (Paper and Electronic)"

Procedural Directive 51.1 "Requirements for the Retention of Documents"

CDOT Standards and Specifications for Road and Bridge Construction

**III. APPLICABILITY**

This Procedural Directive applies to all divisions, regions, offices and branches of CDOT. It also applies to contractor and consulting engineering firms who perform engineering work for CDOT as well as local agencies performing engineering work for CDOT.

This Procedural Directive 508.1 must be read together with the CDOT Construction Manual, the CDOT Design Manual, the CDOT Standard Specifications for Road and Bridge Construction, the ROW Manual and all other relevant CDOT Manuals, as well as CDOT's Procedural Directive 21.1 "Requirements for the Retention and Archiving of Design, Construction, Engineering, and Specialty Group Records (Paper and Electronic)" as well as PD 51.1 "Requirements for the Retention of Documents."

<p><b>SUBJECT</b></p> <p>REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL</p>	<p><b>NUMBER</b></p> <p>508.1</p>
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**IV. DEFINITIONS**

“AES Board” means the State Board of Licensure for architects, professional engineers, and professional land surveyors created in section § 12-25-106 C.R.S. See 4 CCR 730-1, Bylaws and Rules of the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors (“AES Rules”).

“Contract Modification Order” or “CMO” shall mean a written order issued to the Contractor by the Department covering contingencies, extra work, increases or decreases in contract quantities, and additions or alterations to the plans or specifications, within the scope of the Contract, and establishing the basis of payment and time adjustments for the work affected by the changes. The Contract Modification Order is the only method authorized for changing the Contract. See the CDOT Standards and Specifications for Road and Bridge Construction.

“Department” or “CDOT” means the Department of Transportation created pursuant to § 43-1-101, C.R.S.

“Engineer” shall mean a Professional Engineer licensed in the State of Colorado by the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors.

“Practice of Engineering” as defined in § 12-25-102(10), C.R.S. shall mean 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, and the observation of construction to evaluate 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.

“Record Set” shall mean the reproductions of engineering drawings, inclusive of the cover, title sheet, and the table of contents of the project special provisions and standard special provisions. The Record Set shall bear the Seals and dated signatures of the responsible Engineers.

“Responsible Charge” as defined in § 12-25-102(14), C.R.S. shall mean the personal responsibility for the control and direction of engineering work within a Professional Engineer’s scope of competence. The Engineer may only be classified as “Responsible Charge” if the Engineer is licensed pursuant to statute, unless the work involves an activity exempted pursuant to § 12-25-103, C.R.S.

“Seal” shall mean the Seal authorized by the Colorado State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors (“AES Board”) for registrants in accordance with the AES Rules. It may be a crimp type Seal, a rubber stamp type Seal, or an electronic Seal.

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“Value Engineering” shall mean a change to contract requirements proposed by the Contractor which will accomplish the project’s functional requirements at less cost or improve value or service at no increase or at a minor increase in cost. See CDOT Standards and Specifications for Road and Bridge Construction, Subsection 101.90.

## V. PROCEDURE

### A. Responsibility for Sealing Documents

1. CDOT's Sealing requirements are dictated by and adhere to the Sealing requirements for licensed engineers set forth in the AES Board Rules. See Appendix A. Sealing of CDOT documents apply to Professional Engineers, including CDOT engineers, consultants, contractors, and local agency projects with CDOT oversight.
2. On or before January 2020, all CDOT, local agency and consulting Engineers shall utilize electronic Sealing. Requests for exemptions shall be submitted to the Chief Engineer prior to mechanical Seals being utilized with the reason why an electronic Sealing cannot be used. Beginning January 2021, there will be no exemptions to the electronic Sealing requirement, except where stated in section (V)(C) below.
3. Engineering designs, including Record Sets and Contract Modification Orders, contract drawings and specifications for CDOT projects prepared by CDOT employees or by contractors or consultants who perform work for CDOT, or by local agencies who perform work for projects with CDOT oversight and/or funding or federal funding passed through CDOT, shall be Sealed in accordance with this Directive.
4. Resident Engineer. The Resident Engineer is responsible for ensuring that all documents requiring Seals are obtained within 45 days of award of the construction project, (changed from 90 days) and archived in the correct ProjectWise folder. While the CDOT Project Management Office shall electronically notify engineers of this deadline, it is the responsibility of the Resident Engineer to ensure that the Sealing of all documents is executed within this time frame.
5. Engineer in Responsible Charge. The Engineer in Responsible Charge shall Seal their respective documents for the work within their scope of work. This shall apply to all engineering disciplines including but not limited to structures, hydraulics, traffic, geology, and materials. See Appendix A.
6. The Engineer in Responsible Charge on a local agency project with CDOT oversight is required to Seal all documents within the scope of their work. They shall be responsible for depositing the Seal Record Set into ProjectWise within 45 days of the award.
7. To limit the scope of responsibility to one or more disciplines, a statement must be included adjacent to the Seal which limits responsibility to those portions of work done, such as: "My responsibility with respect to this standard plan revision is limited to \_\_\_\_\_."



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## B. Documents Requiring Seals

### 1. Record Sets

a) The CDOT Engineer in Responsible Charge shall ensure that the consultant has affixed all necessary Seals to the Record Set. 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 by placing a watermark which reads "RECORD SET" on the cover, the title sheet of the engineering drawings, and the table of contents of project special provisions and standard special provisions 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 AES Board.

b) A Record Set shall be prepared for all CDOT construction projects, including those administered by the Division of Maintenance and Operations, and be retained by CDOT as part of the official project files. CDOT's Record Sets shall consist of "11 x 17" 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 unsealed Record Set shall be placed in the appropriate folder in ProjectWise Explorer at the same time the electronic Award Set is created by the Region Finals Administrator.

c) When sealing a Record Set electronically, CDOT engineers or staff will initiate the workflow, receive the sealed document, and then load the Record Set into appropriate ProjectWise folder. At a future date, an automated workflow will replace this procedure. If sealing mechanically, consultants and contractors shall notify the CDOT Engineer in Responsible Charge that the Sealed Record Sets have been deposited in ProjectWise Explorer.

### 2. Contract Modification Orders or Change Orders

a) Plans and specifications added or modified by Contract Modification Orders ("CMO") or change orders shall be Sealed by the Engineer responsible for the new design. This may be the Engineer in Responsible Charge of design or another Engineer who accepts responsibility for the design change after coordinating with the Engineer in Responsible Charge of design. The CDOT Resident Engineer, or the Engineer in Responsible Charge of project construction, is responsible for assuring that these changes are incorporated into the "As-Constructed" plans.

b) For Value Engineering change proposals (VECP) and other designs developed by the contractor, plans and specifications shall be Sealed by the Contractor's Engineer. For Value Engineering Change Proposal (VECP) plan changes, see Section 104.07 of the CDOT Standards and Specifications for Road and Bridge Construction.

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<p data-bbox="256 426 459 457"><b><u>3. M&amp;S Standards</u></b></p> <p data-bbox="297 489 1349 768">a) Plans developed as standard plans ("M" or "S" Standards) shall be Sealed by the Engineer in Responsible Charge of developing the standard plans; i.e., Staff Bridge Engineer, Project Development Branch Manager, Standards Engineer, Traffic Specifications and Standards Engineer. In the event the designation changes for the offices or individuals listed above, the responsibility shall remain with the person and/or offices responsible for the Sealing of the standard plan. A Record Set with the Seals, and dated signatures of the Engineers in Responsible Charge of the development of the standard plans, will be maintained in the appropriate ProjectWise location. In the event the designation changes for the positions listed above, the responsibility shall remain with the office responsible for the Sealing of the standard plans.</p> <p data-bbox="337 800 695 831"><b><u>(i) M&amp;S Standard Plan Selection</u></b></p> <p data-bbox="337 831 1344 951">The Engineer in Responsible charge for project design shall Seal the M&amp;S Standards title 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."</p> <p data-bbox="337 982 735 1014"><b><u>(ii) Changes to M&amp;S Standard Plans</u></b></p> <p data-bbox="337 1014 1344 1077">If a standard plan is modified in any way, the modified standard plan sheet(s) shall be Sealed by the Engineer in Responsible Charge for design modification.</p> <p data-bbox="297 1108 1328 1171">b) Standard plans developed and issued by other Colorado entities utilized on a project shall be sealed by the entity's Engineer in Responsible Charge.</p> <p data-bbox="219 1171 695 1203"><b>C. Exclusions from Sealing Requirements</b></p> <p data-bbox="256 1234 1344 1514"><b><u>1. Manufactured Components.</u></b> Engineers may specify manufactured components (e.g., impact attenuators, products on the Approved Product List ("APL")), which are exempted by statute as part of design documents. Manufactured components for the purposes of this Procedural Directive shall consist of such items as a pump, motor, steel beam or other types of items that are manufactured in multiple units for selection and use in projects which must be designed by Engineers. Systems of manufactured components which are specific to a particular use or application must also be designed by an Engineer. The Engineer may show the manufactured component on the drawing or document and is responsible for the correct selection and specification of the manufactured component but is not responsible for the proper design and manufacture of the manufactured component.</p> <p data-bbox="256 1545 621 1577"><b><u>2. Stormwater Management Plans</u></b></p> <p data-bbox="297 1608 1344 1728">a) Stormwater Management Plans (SWMPs) and Erosion/Sediment Control Plans are excluded from the Seal requirement. Stormwater Management Plan sheets that do not contain engineering information (e.g. <u>hydrology</u>, hydraulics) are not considered "engineering drawings"; therefore, Sealing by a professional engineer is not required.</p> <p data-bbox="719 1801 841 1833" style="text-align: center;">Page 5 of 9</p>	

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b) Engineering features (e.g., ditches, storm sewer and permanent water quality facilities) required for the management of stormwater on the project shall be included in the plans on separate sheets as details with the associated information which would require Sealing in accordance with this Directive.

**D. Retention of Sealed Documents**

1. Transmittal and storage of all CDOT records set forth in this Directive shall adhere to the requirements of Procedural Directive 21.1 and CDOT's Record File Plans. The Sealed Record Set is required to be deposited in CDOT's ProjectWise Explorer. This will constitute the official record and will be retained permanently.

**VI. IMPLEMENTATION PLAN**

The effective date of Procedural Directive 508.1 shall be upon adoption by the Executive Director.

Procedural Directive 508.1 shall be administered by the Records Management Program and the HQ ProjectWise Office.

Procedural Directive 508.1 shall be implemented by all applicable divisions, branches, regions and offices of CDOT and its municipal, state and federal partners.

**VII. REVIEW DATE**

This Procedural Directive shall be reviewed on or before May 2025.

  
 \_\_\_\_\_  
 Shoshana M. Lew  
 Executive Director

5/21/19  
 \_\_\_\_\_  
 Date of Approval

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**Appendix A**  
**Relevant Sections of the AES Board Rules**

**Rule 2.2 (Definitions)**

**Responsible Charge of Engineering.** The Board shall interpret “responsible charge” of engineering, as defined in Section 12-25-102(14), C.R.S., as follows.

“Responsible charge” of engineering shall mean that degree of control an engineer is required to maintain over engineering decisions made personally or by others over which the engineer exercises supervisory direction and control authority.

(a) The degree of control necessary for an engineer to be in responsible charge shall be such that the engineer:

- (i) Personally makes engineering decisions, or personally reviews and approves proposed decisions prior to their implementation, including consideration of alternatives whenever engineering decisions that could affect the life, health, property, and welfare of the public are made. In making said engineering decisions, the engineer shall be physically present or, through the use of communication devices, be available in a reasonable period of time as appropriate.
- (ii) Judges the validity and applicability of recommendations prior to their incorporation into the work, including the qualifications of those making the recommendations.

(b) Engineering decisions that are made by, and are the responsibility of, the professional engineer in responsible charge are those decisions concerning permanent or temporary work that could create a danger to the life, health, property, and welfare of the public, such as, but not limited to, the following:

- (i) The selection of engineering alternatives to be investigated and comparison of alternatives for engineering works.
- (ii) The selection or development of design standards or methods, and materials to be used.
- (iii) The selection or development of techniques or methods of testing to be used in evaluating materials or completed works, either new or existing.

(c) As a test to evaluate whether an engineer is in responsible charge the following must be considered: An engineer who signs and Seals engineering documents in responsible charge must be capable of answering questions as to the engineering decisions made during the engineer’s work on the project in sufficient detail as to leave little doubt as to the engineer’s proficiency for the work performed. It is not necessary to defend decisions as in an adversarial situation, but only to demonstrate that the engineer in responsible charge made them and possessed sufficient knowledge of the project to make them. Examples of questions to be answered by the engineer could relate to



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<p>criteria for design, methods of analysis, selection of materials and systems, economics of alternate solutions, and environmental considerations. The individual should be able to clearly define the degree of control and how it was exercised and be able to demonstrate that the engineer was answerable within said degree of control necessary for the engineering work done.</p>	
<p>(d) The term "responsible charge" does not refer to financial liability.</p>	
<p>(e) A professional engineer who adopts, signs, and Seals work previously engineered shall perform sufficient review and calculation to ensure that all standards of practice required of licensees are met, including satisfying the relevant criteria stated in paragraphs (b) and (c) above, and shall take professional and legal responsibility for documents signed and Sealed under his/her responsible charge.</p>	
<p><b>Rule 5.00 (Professional Engineer Responsibilities)</b></p>	
<p>5.1 (Sealing Requirements for PEs)</p>	
<p>5.1.2 Seal Application. A manual or electronic Seal must be applied to either the final reproducible, the final reproduction, or the final electronic record document of all of the following:</p>	
<ul style="list-style-type: none"> <li>(a) Each sheet of engineering drawings.</li> <li>(b) The cover, title page, and table of contents of specifications bound in book form.</li> <li>(c) The title page of details bound in book form and prepared specifically to supplement project drawings.</li> <li>(d) The title or signature page of engineering reports.</li> </ul>	
<p>5.1.3 Signature and Date Required. The manual or electronic signature of the licensee and date of signature shall be affixed to the document. The signature of the licensee and date of signature shall appear through the Seal.</p>	
<p>5.1.3.1 Signature May Be Required By Public Agencies. A public agency may require a manual or electronic signature of the licensee on reproductions.</p>	
<p>5.1.4 Sealing Documents That Are Not Final. When a licensee Seals engineering documents that are not final, the status of the engineering documents must be identified as preliminary. Further qualifying descriptors may be added, e.g. "for review", "not for construction", "for bid only".</p>	
<p>5.1.5 Limiting Scope of Responsibility. When a licensee signs and Seals a document, the licensee is responsible for the entire document unless the licensee limits the Seal to one or more disciplines (e.g. civil, structural, mechanical, etc.) shown on the document. To limit the scope of responsibility for an engineering document to one or more disciplines, on the face of such document, the licensee must include a specific written statement adjacent to the Seal that accurately reflects the scope of responsibility for the document.</p>	
<p>All disciplines or aspects of the work shown on that document must be signed and Sealed by the</p>	
<p>Page 8 of 9</p>	



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person(s) in responsible charge.

## 5.2 Engineer's Certification

5.2.1 Circumstances and Applicable Actions. When a professional engineer is presented with a certification to be signed and/or Sealed, the professional engineer should carefully evaluate that certification to determine if any of the following circumstances apply:

- (a) Matters that are beyond the professional engineer's competence, training, or education.
- (b) Matters that are beyond the professional engineer's services actually provided.
- (c) Matters that were not prepared under the professional engineer's responsible charge.

If any of these circumstances apply, that engineer shall take either of the following actions:

- (i) Modify such certification to limit its scope to those matters that the professional engineer can properly sign and/or Seal.
- (ii) Decline to sign such certification.

5.2.2 Certification Defined. Certification is defined as a statement that includes all of the following:

- (a) Is signed and/or Sealed by a professional engineer representing that the engineering services addressed therein have been performed by the professional engineer or under the professional engineer in responsible charge.
- (b) Is based upon the professional engineer's knowledge, information, and belief.
- (c) Is in accordance with applicable standards of practice.
- (d) Is not a guaranty or warranty, either expressed or implied.



**COLORADO**  
 Department of Transportation  
 Division of Project Support

Staff Bridge Branch  
 2829 W. Howard Place, 3<sup>rd</sup> Floor  
 Denver, CO 80204

**Local Agency Bridge Project Checklist**

**PROJECT INFORMATION:**

Project Code#: \_\_\_\_\_ Project No. : \_\_\_\_\_ Project Description: \_\_\_\_\_  
 Highway: \_\_\_\_\_ M.P.: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ CDOT Region: \_\_\_\_\_  
 Design Submittal Status:  Conceptual  Preliminary  FIR  FOR  Final  
 Remark: \_\_\_\_\_  
 Prepared by Engineer: \_\_\_\_\_ Company: \_\_\_\_\_ Date: \_\_\_\_\_

**CONCEPTUAL DESIGN:**

Geotechnical Investigation  Hydraulics Study  Utility Survey  Conceptual S&L Sheets  
 Pre-scoping Report, if required  
 Remarks: \_\_\_\_\_

**PRELIMINARY DESIGN:**

Structure ID  Existing Structure Number, if applicable  Pre-Geotechnical Report  
 Pre-Hydraulics Report  Pre-Utility Design  Structure Layout  Pre-Stage Construction  
 Life Cycle Cost Analysis, if required  Structure Selection Report  
 Remarks: \_\_\_\_\_

**FIR:**

FIR Plans  FIR Specifications  FIR Cost Estimate, if required  
 Remarks: \_\_\_\_\_

**FOR:**

FOR Plans  FOR Specifications  FOR Cost Estimate  Final Geotechnical Report  
 Final Hydraulics Report  Revised Structure Selection Report, if required  
 Remarks: \_\_\_\_\_

**FINAL SUBMITTAL:**

PE Sealed PS & E  PE Sealed Load Rating Package  PE Sealed Design Calculations  
 PE Sealed Independent Design Check Calculations  Independent Quantity Estimate Check  
 Bridge Geometry Run  Field Information Package  Inspection Sketch for Bridges  
 PE Sealed Geotechnical Report  PE Sealed Hydraulics Report  CADD Files  Software Input Files  
 PE Sealed Structure Selection Report  IGA, if applicable  Certified Letter  
 Remarks: \_\_\_\_\_

**NOTES TO DESIGNER:**

1. See CDOT BDM, Section E in Policies and Procedures for Structures Process.
2. For more details of final submittal documents, see CDOT BDM, Section E.4 in Policies and Procedures as the following link: <https://www.codot.gov/library/bridge/bridge-manuals/lrfd-bridge-design-manual/bdm-policies-and-procedures/view>
3. This checklist should be submitted along with each submittal package by a designer.

	Project # <input style="width: 100%;" type="text"/> SubAccount# <input style="width: 100%;" type="text"/>	
<b>Final Design Submittal Checklist</b>		
This checklist is to serve as quality control/assurance of the finals submittal process as defined in the Bridge Design Manual Policy and Procedures (BDM P&P). This checklist must be signed by the Staff Bridge Unit Leader, prior to advertisement of the project or before construction for a Design-Build or CM/GC project. Checked boxes indicate files are available in Projectwise and are attributed.		
Structure Number(s): <input style="width: 100%;" type="text"/>		
<b>Construction Plans and Specifications</b>		
<input type="checkbox"/> Plan PDF		
<input type="checkbox"/> Plan Native format files		
<input type="checkbox"/> Specifications PDF	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Specifications Word document(s)	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<b>Reports</b>		
<input type="checkbox"/> Final Hydraulic Report	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Final Geotechnical Report	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> FHWA Bridge Replacement Cost Report (Design/Build Only)	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Element costs included		
<input type="checkbox"/> Bridge Unit Cost included		
<input type="checkbox"/> Final Structure Selection Report	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<b>Calculations</b>		
<input type="checkbox"/> Design Calculations (signed and sealed)	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Native format files received		
<input type="checkbox"/> Independent Design Check Calculations (signed and sealed)	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Native format files received		
<input type="checkbox"/> Rating calculations during phasing (signed and sealed)	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Quantity calculations and quantity check & comparison	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<b>Load Rating</b>		
<input type="checkbox"/> Load Rating package PDF (signed and sealed)	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Load Rating XML file	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Rating Package submitted to Rating Group	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<b>Miscellaneous Information</b>		
<input type="checkbox"/> Existing bridge plans	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Existing Shop Drawings	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Existing Working Drawings	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<b>Final Detail Letter (FDL) / Consultant Final Submittal Certification</b>		
<input type="checkbox"/> Document certifying structural plans and specifications have been prepared in accordance with CDOT's current design standards and QA/QC procedures		
<b>Inspection Sketch</b>		
<input type="checkbox"/> Inspection Sketch PDF	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Inspection Sketch Native format file	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<b>Structure Asset Management (SAM) Plan</b>		
<input type="checkbox"/> Project verified on SAM Plan (CBP Funding)	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<b>Intergovernmental Agreement(s)</b>		
<input type="checkbox"/> IGA(s) attached	<input type="checkbox"/> N/A: <input style="width: 100%;" type="text"/>	
<b>CDOT Staff Bridge Quality Assurance Sign-off</b>		
By signing this checklist Staff Bridge Unit Leader acknowledges receipt of a complete package of the Final Submittal documents and that the package is in conformance with the CDOT Bridge Design Manual requirements.		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Print Name	Signature	Date



**COLORADO**  
 Department of Transportation  
 Region 5  
 Traffic & Safety  
 3803 N. Main Avenue, Suite 100  
 Durango, CO 81301

March 7, 2019

Project #: SAR M350-023  
 Project Code: 21503  
 Location: Needham Elementary SRTS Ph2

**VIA EMAIL**

Ms. Sarah Dodson  
 Assistant Director of Transportation  
 City of Durango  
[sarah.dodson@durangogov.org](mailto:sarah.dodson@durangogov.org)

RE: Notice-to-Proceed (NTP) with Advertisement

Dear Sarah:

Please consider this letter your **Notice-to-Proceed (NTP)** with the advertisement for the construction of the Needham Elementary SRTS Ph2 Project, 21503, SAR M350-023. Please note the following advertisement requirements:

1. A minimum 3-week advertisement date is required for this project. Please inform me ahead of time of the final advertisement dates, any pre-bid meetings and/or discussion and bid opening dates.
2. The advertisement should be published in the official county newspaper where the work is being done. For small counties it is highly recommended that the advertisement also be placed in the newspapers of neighboring counties. It is also recommended that advertisement be made once in a newspaper of statewide circulation. CDOT uses the Daily Journal and occasionally the Denver Post and La Voz.
3. The CDOT project numbers must be placed in the advertisement. The CDOT project numbers should be cited along with the project number(s) established by your organization, if applicable.
4. The Disadvantaged Business Enterprise (DBE) Goal for this project is 4%, and this goal must be stated in the advertisement.
5. The On-The-Job Training (OJT) Goal for this project is 320 hours and this goal must also be stated in the advertisement.
6. Because this project is not within CDOT right-of-way, it is not necessary for the contractor to be pre-qualified by CDOT. However CDOT does recommend that the contractor be prequalified. The list of CDOT prequalified contractors may be found at <http://www.coloradodot.info/business/bidding/Prequalified%20Contractors>

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 send me the following information via email to [robert.shanks@state.co.us](mailto:robert.shanks@state.co.us) as soon as possible after you have established an apparent low bidder:

1. CDOT forms 606, 1413, and 1414 for all bidders
2. CDOT form 1416 (if the DBE goal was listed in the form 1414) and 1416 (if the DBE goal was listed in the form 1414)

Page 2 of 2  
Notice-to-Proceed with Advertisement 21503

- 3. Bid Tabulation
- 4. Project Financial Statement (see attached example with required format)

Please do not award the project until you receive concurrence from the CDOT Awards Officer, R B Simmons.

Also please do not award the project until you have received an executed copy of the IGA Option Letter that shows that the construction funds have been executed – the Option Letter has been requested but will take a few weeks to be processed and executed.

If you have any questions regarding this information please call me at 970-385-1416 or R B Simmons at 303-757-9416. R B can also be reached via email at [rb.simmons@state.co.us](mailto:rb.simmons@state.co.us).

Thank you for your cooperation and assistance in getting this project initiated. If you have any questions, please contact me at 970-385-1416.

Sincerely,



Robert Shanks  
CDOT Region 5 Off-Systems Engineer

Xc: Julie Constan, CDOT R5 Traffic Engineer  
Kelly Whaley, CDOT R5 Civil Rights Specialist  
R B Simmons, CDOT Agreements  
April Zion, City of Durango  
Steve Pavlic, SET Engineering





**COLORADO**  
Department of Transportation  
Office of the Chief Engineer

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**Engineering Contracts**

2829 W. Howard Place, Suite 329  
Denver, CO 80204

SAR M350-026

Needham Elementary Connect Phase II SRTS Project  
Project Code 21503

January 21, 2020

Attn: Devon Schmidt  
City of Durango  
949 East 2<sup>nd</sup> Avenue  
Durango, CO 81301

Dear Mr. Schmidt:

The City's award of project SAR M350-026 (21503) to Ridgway Valley Enterprises, Inc. is approved based on my review of the request for concurrence dated January 10, 2020, and supported by the associated financial statement along with the receipt of the following documents:

- 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 DBE Contract Goal Policy

The reimbursement of Federal funds for this project is subject to the requirements of the Inter-Governmental Agreement (IGA) between the City and the Colorado Department of Transportation. Any funding that may be required to complete the project beyond the funds approved under the IGA will be the responsibility of the City.

Please be sure to include a copy of FHWA Form 1273 as part of your entity's contract with the above selected contractor. Your cooperation in this matter is appreciated.

Sincerely,

RB Simmons  
CDOT Award Officer  
PH: 303-757-9416

cc: Robert Shanks, R-5  
Region EEO Officer, R-5  
Yehdego/Ngo, HQ-Accounting  
Civil Rights  
Central Files



<LOCAL AGENCY LETTERHEAD>

*Project Financial Statement and Schedule Review*

<PROJECT NAME>

Project Subaccount # <99999>

Project # <XYZ.A999-999>

Available funds:

Federal and/or CDOT Funds \$ \_\_\_\_\_

<LOCAL AGENCY> Matching Funds \$ \_\_\_\_\_

<LOCAL AGENCY> Additional funds \$ \_\_\_\_\_

(note: the local agency is responsible for any project funding shortfall which should be included on this line if known) \*

Total Funds Available \$ \_\_\_\_\_

Destination of Funds:

<CONTRACTOR NAME> \$ \_\_\_\_\_

<CONSTRUCTION MGMT. CONSULTANT> \$ \_\_\_\_\_

(note: if applicable) \*

Total Project Funds: \$ \_\_\_\_\_

(note: "Total Funds Available" and "Total Project Funds" must be exactly the same) \*

Any additional project costs / overruns shall be paid by <LOCAL AGENCY>.

Construction Project Schedule Review

The IGA Expiration Date for this project is: \_\_\_\_/\_\_\_\_/\_\_\_\_

The Construction Performance Period End Date is: \_\_\_\_/\_\_\_\_/\_\_\_\_

Can this project be completed within the period of the IGA? (Yes or No). \_\_\_\_\_

Comments:

Authorized Signature

\_\_\_\_\_

Date: \_\_\_\_\_

<LOCAL AGENCY PERSON IN RESPONSIBLE CHARGE>

Instructions to Local Agency:

Replace <TEXT> with local agency or project specific information

Delete notes (note, .....) \*

Delete these instructions

Excerpt below. See CDOT Project Manager for current Construction Oversight Checklist.

CONSTRUCTION OVERSIGHT CHECKLIST FOR LOCAL AGENCY PROJECTS - draft July 2022					
Local Agency -					
Project # /Project Name -					
Project Code -					
IGA Expiration Date from IGA or Option Letter - (Project must be closed prior to this date)					
FHWA Construction End Date (if applicable) from IGA, Exh C -					
Project file folder #	Local Agency Construction Documentation	Date Received / Reviewed by CDOT	When to submit to LA Coordinator	Reference	Comments
<b>1.0 ADMINISTRATIVE</b>					
<b>Copy Needed in CDOT Project File (X)</b> <small>CDOT may request documentation, as necessary.</small>					
1.1	Distribute Award Plans and Specifications	X	PreCon	LA Desk Reference #7.1.10 (Federal funded); #7.2.10 (State funded) 1 set of electronically sealed Plans, 11"X17", Contract Documents & Construction Specs (sealed as well; Cover page through Table of Contents), Bridge Design Manual page 11	1 set of electronically signed and sealed plans (11"X17"), Contract Documents & Construction Specs OR as allowed by the CDDT Region. For Bridge Projects, plans in both PDF and native file format. Specifications in PDF and Microsoft Word. All PDFs shall be 300 dpi, page aligned, text searchable, compressed and in conformance with ISO PDF/A-1b archival specification.
1.2	Materials Testing Schedule - <b>Form 250</b>	X			Provided by CDOT
1.3	Independent Assurance Testing Schedule - <b>Form 379</b>	X			Provided by CDOT
1.4	Notice to Proceed to the Contractor	X	PreCon		LA to send to LA Coordinator when NTP is issued
1.5	Pre-Construction Meeting	X	n/a	<a href="https://www.codot.gov/business/designsupport/bulletins_manuals/construction-manual">https://www.codot.gov/business/designsupport/bulletins_manuals/construction-manual</a>	Possible attendees if in CDOT Right of Way- Maintenance - Traffic Operations - Resident Engineer Environmental - Region Civil Rights - Inspector - Staff Bridge
	Pre-Construction Meeting Minutes	X	Following conference	LA Desk Reference #8.3.1 Preconstruction Conference	Complete copy of agenda and minutes should go out to each attendee for review
1.6	Contractor Selection of Litigation or Arbitration - <b>Form 1378</b>	X	PreCon	Standard Specification 105.24f	Verify <b>Form 1378</b> was completed. (Contractor Selection of Litigation or Arbitration)
1.7	Emergency Notification Information	X	PreCon	Template in LA filing system	Phone list of Project Personnel's contact information. If on State system LA Coordinator will distribute to applicable internal CDOT staff.
1.8	Critical path method schedule	X	PreCon	LA Desk Reference #8.3.11, Standard Specification 108.03	Must be accepted by LA PE prior to work beginning
	Monthly Baseline revision Schedule Updates with monthly Pay App.	X	Monthly	LA Desk Reference, #8.5.6 Submit Project Schedule and Conduct Progress	Updated monthly Baseline revision schedule must be provided by Contractor before payments are made.
1.9	Project Engineer and Inspector Certifications	X	PreCon	LA Desk Reference #8.5, Const. Manual Section 101.103.7	Must comply for project work inside CDOT ROW. Make copy of certifications. (PE wallet card and Inspector certifications)
1.10	Certificate of Insurance (CDOT Named as additional insured)	X	PreCon	LA Desk Reference #8.3.1.12, Standard Specifications R&B Section 107.15	Contractor Insurance Company to provide, CDOT is included in list of insured. LA PE to check expiration date.
1.11	Weekly Time Count Reports - <b>Form 262 or 263</b>	X		LA Desk Reference #8.5.3, Const. Manual 108.8.5 and 120.6.1, Appendix B 20.046	Verify Copies are in LA Project File.
1.12	Project Safety Management Plan w/ written acceptance	X	PreCon	LA Desk Reference #8.2, Standard Specification 107.06	Safety Plan is required to be project specific and accepted in writing by the Project Engineer.
1.13	Copy of Prime Contractor Contract	X	PreCon	23 CFR 633.102 (d); IGA	This is a Federal Law. If the contractor is unwilling to provide executed contract with sub, <b>CDOT staff must verify that their boiler plate contains FHWA Form 1273 as an attachment.</b> Only 1 subcontract is
1.14	Copy of 1 Subcontractor Contract	X	PreCon	<a href="https://www.ecfr.gov">https://www.ecfr.gov</a> ; IGA	
1.15	Documentation Review date: _____	X	First half of project	Audit Report 19-003	LA Coordinator confirms LA is keeping project documentation correctly and files status copy of Construction Oversight Checklist in PW.
<b>2.0 EEO</b>					
2.1	Sublet Permit Application - <b>Form 205</b>	X	PreCon	LA Desk Reference #8.3.1.2, 2018 Constr Manual 107.1.3.2	One approved <b>Form 205</b> for each subcontractor. Form must be submitted and approved by LA PE before subcontractor may go to work. Note: Embedded in B2GNow, no paper form req'd
2.2	EEO Plan - <b>Form 100</b>	X	ASAP	<a href="https://www.codot.gov/business/civilrights/compilingsubcontractor/bulletin-board">https://www.codot.gov/business/civilrights/compilingsubcontractor/bulletin-board</a>	Verify Bulletin Board is posted and accessible to Resident Engineer Subcontractor (contractual LA

**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

<p>c: Byron Tenbrink, AT&amp;T Sandra Boster, Bear Creek Water &amp; 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 Buckley, Lakewood Survey</p>	<p>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</p>
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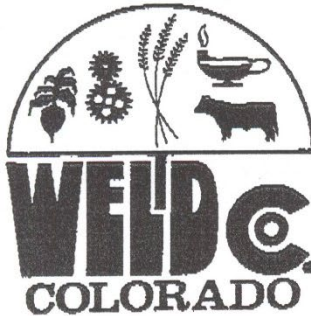
July 2022

CDOT Local Agency Project Desk Reference

-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

Name	Title	Organization	Phone Number	E-Mail Address

**PROJECT INFORMATION**

*Project:* \_\_\_\_\_ *Project Code:* \_\_\_\_\_

*Location:* \_\_\_\_\_ *MP:* \_\_\_\_\_ *to MP:* \_\_\_\_\_

*Description:* \_\_\_\_\_

*Construction Start Date:* \_\_\_\_\_ *Estimated End Date:* \_\_\_\_\_

**I. INTRODUCTORY STATEMENT**

We would like to start this Pre-Construction Conference by stating that the Colorado State Department of Transportation (CDOT) welcomes you to the Project Team.

As a team member please join us in meeting our goals to make this a successful, quality project with minimized impacts, not just meeting the schedule but driving it, and providing the most value for every dollar on this project in order to be a part in providing the best transportation system in Colorado.

Here at CDOT we work and live safely!  
We take a can-do attitude, working together to identify and solve problems.  
We are committed to quality.  
We hold ourselves to the highest moral and ethical standards.

Now these statements may all sound "trite," but the point of all these statements is that they are more than just words and as a team member with CDOT there is an expectation of excellence, integrity, respect, and success for each team member.


# EMERGENCY PHONE NUMBERS

PHYSICIAN _____	or
HOSPITAL _____	or
AMBULANCE _____	or
FIRE DEPT. _____	or
POLICE _____	or
USE CDOT Form #140 1/93	

**III. KEY PROJECT PERSONNEL & Project Administration**

<b>CDOT Personnel</b>	
<b>Project Engineer</b>	
Name: _____	
Mobile #: _____	
<b>Project Engineer</b>	
Name: _____	
Mobile #: _____	
<b>Assistant Project Engineer</b>	
Name: _____	
Mobile #: _____	
<b>Inspector</b>	
Name: _____	
Mobile #: _____	
<b>Inspector</b>	
Name: _____	
Mobile #: _____	
<b>Inspector</b>	
Name: _____	
Mobile #: _____	
<b>Maintenance Representative</b>	
Name: _____	
Mobile #: _____	
<b>Local (City and/or County) Agency Representatives</b>	
<b>(Fill in Appropriate Local Agency Name Here) Representative</b>	
Name: _____	
Mobile #: _____	
<b>(Fill in Appropriate Local Agency Name Here) Representative</b>	
Name: _____	
Mobile #: _____	
<b>(Fill in Appropriate Local Agency Name Here) Representative</b>	
Name: _____	
Mobile #: _____	
<b>Contractor Personnel</b>	
<b>Company Name:</b> _____	
Street Addr. _____	
City, State _____	
Zip _____	
<b>Project Manager</b>	
Name: _____	
Mobile #: _____	
Authorized to sign Change Orders? _____	



<b>Superintendent</b>			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
<b>Superintendent Designee # 1</b>			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
<b>Superintendent Designee # 2</b>			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
<b>Other</b>			
Name:			
Mobile #:			
Authorized to sign Change Orders?			
<b>A. Authority of the Engineer</b>			
<p>The Contractor is reminded of the requirements of subsections 105.01 and 105.14 of the Standard Specifications 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, per subsection 105.09 of the Standard Specifications. 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>			
<b>Submittal</b>	<b>Spec./ Standard</b>	<b>Due</b>	<b>Recvd?</b>
III A1 Dispute Review Board Members (Standing DRB)	105.23(l)	Pre-Con	
III A2 Form 1378 - Contractor Selection of Litigation or Arbitration	105.23(f)	Pre-Con	
 <b>FORMS</b>			
<b>B. Payment</b>			
1. Estimate cutoff date:			
2. Electronic Funds Transfer (EFT) forms are available from the Accounts Payable Office (303) 757-9569.			
3. Prompt Payment: §107.01 requires all Contractors to comply with the Prompt Payment Law (CRS 24-91-103(2)). <b>Per Standard Specification 109.06, the Contractor shall submit monthly payment confirmation through B2GNow. Failure to submit required information may result in CDOT withholding of subsequent payments.</b>			
4. Does the Contractor intend to provide securities in lieu of cash retainage to be withheld from payments?			

<p>5. 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.</p>			
<p>6. 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.</p>			
<p>7. The Contractor's drawdown schedule is required to begin work. An update is required on the first day of each month during construction. Failure to provide an update will result in a delay of the next progress payment.</p>			
Submittal	Spec./ Standard	Due	Recvd?
III B1	Monthly Payment submitted via B2GNow System	108.04(b)	Monthly
III B2	Payment/Drawdown Schedule	108.04(a)	Pre-Con
III B3	Payment/Drawdown Schedule Update	108.04(b)	Monthly, 1st day each month
<b>C. Contract Time</b>			
1. Notice to Proceed Date: _____		Anticipated Start Date: _____	
2. Time count is: _____			
3. Date project time charges begin: _____			
4. Working time restrictions noted in the plans are: _____			
5. The Contractor will work _____ days per week.			
6. The Contractor's working hours will be from _____ to _____			
7. Special concerns: _____			
<b>D. Schedules &amp; Methods Statements</b>			
1. The Contractor's schedule is required to begin work. A monthly update is required on the _____ day of the month.			
Submittal	Spec./ Standard	Due	Recvd?
III D1	Preliminary Schedule (Optional - Baseline Schedule may be submitted instead in this timeframe).	108.03(d)	Within 14 days after award.
III D2	Scheduling Software Selection	108.03(b)	Pre-Con
III D3	Baseline Schedule (Note may be submitted in 14 days of award instead of Preliminary Schedule).	108.03(e)	Within 45 days after award.
III D4	Method Statements for each Salient Feature. i.e. Paving Method, etc.	108.03(f), 105.02(b)	Prior to any work on salient feature.

III D5	Project Schedule Updates	108.03(g)	Monthly by progress paym't cut-off date	N/A
III D6	Weekly Planning Schedule (two week look ahead for planned activities)	108.03(h)	Weekly (progress meeting)	N/A

**E. Weekly Progress Meeting / Office & Lab Info**

1. Day and time of weekly progress meeting:
2. Location of weekly progress meeting:
3. Field office location:
4. Field lab location:

**F. Legal Gross Truck Weights**

Legal gross truck weights on all public roads, including within the project limits, will be controlled as follows (§105.18)

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. If material is inadvertently incorporated into the project, it will be price reduced per section 105.18.
2. Truck scale tickets will be delivered on site
3. Truck scale tickets will be collected by

Submittal	Spec./ Standard	Due	Recvd?
III F1 List of Haul Vehicles	109.01, 412.07(a)	Prior to the time of delivery	
III F2 Weigher Certifications	109.01	Prior to the time of delivery	

**H. Fuel Cost Adjustments**

On Form 85, submitted at the time of bid opening, per Revision of Section 109 Fuel Cost Adjustment, the Contractor chose to either accept or decline the Fuel Cost Adjustments for this project as follows:



- Accept Fuel Cost Adjustments
  Decline Fuel Cost Adjustments

Once bids were opened, the Contractor is not allowed to change this decision.

**I. Project First**



1. Is the Charter developed (optional)
2. Are the frequency, attending staff, and date of meetings scheduled
3. Are the tools (tracking spreadsheet, escalation matrix, etc. developed).

**J. Comments, Concerns, and Follow Up Items on Project Administration**

<b>J. Comments, Concerns, and Follow Up Items on Project Administration</b>

**IV. Civil Rights & Labor Compliance**

<b>CDOT Personnel</b>
Region Civil Rights Specialist
Name:
Mobile #:
<b>Region Civil Rights Manager</b>
Name:
Mobile #:
<b>Contractor Personnel</b>
<b>Project EEO Officer</b>
Name:
Mobile #:
<b>A. Civil Rights</b>
1. DBE Goal for this project: _____ DBE Commitment: _____
2. On the Job Training (OJT) Goal for this project: _____ Contractor to provide list of OJT trainees and their roles on the project.
3. CDOT Form 280 - EEO Interviews for this project (per month): _____ (Interviews shall be completed by CDOT Project Personnel ONLY)
4. The Contractor shall submit all documents pertaining to Civil Rights and Labor Compliance to the Project Engineer and the CDOT Region Civil Rights <b>Office</b> .

5. CDOT Form 205 - Sublet Permit Application needs to be submitted by the Contractor for each subcontractor (including Truck Drivers) working on the project.			
6. CDOT has a zero tolerance policy against sexual harassment, workplace violence, and drug or alcohol abuse. Complaints regarding these issues should be referred to the Region Civil Rights Manager. Does everyone understand this policy?		____ Yes	____ No
7. Does the Contractor have a company policy on drug and alcohol use in the workplace?		____ Yes	____ No
8. Subcontracts, including lower tiers, must physically incorporate the FHWA 1273 - Required Contract Provisions Federal-Aid Construction Contracts for all federally assisted projects. The applicable requirements of Form FHWA-1273 are incorporated by reference  <b>FORMS</b>			
<b>Submittal</b>	<b>Spec./ Standard</b>	<b>Due</b>	<b>Recvd?</b>
IV A1	Form 1391 - Federal-Aid Highway Construction Contractors Annual EEO Report  <b>FORMS</b>	Each July for the duration of the project.	Affirmative Action Reqmnts SSPs
IV A2	Supervisor EEO Orientation	Prior to the initiation of work at any job site.	Affirmative Action Reqmnts SSPs
IV A3	Project EEO Meeting	Prior to the completion of work at any job site.	FHWA 1273
IV A4	Written notification to the Director of the Office of Federal Contract Compliance Programs for any construction subcontract in excess of \$10,000.	Within 10 working days of award of any construction	Affirmative Action Reqmnts SSPs



1. Contractor and each subcontractor shall submit their certified payrolls directly into LCPTracker. Certified payrolls from the Contractor and subcontractors are to be submitted within seven days of payment. The classification name and classification code must be identified on each payroll for each employee. A unique identification number must accompany an employee's name the first time it appears on payroll. All subcontractors are to remit payrolls to the Contractor who, in turn, will check and approve payrolls for compliance prior to submittal to the Project Engineer. Failure to submit Certified payrolls, may result in the withholding of payment and/or retainage.

2. Contractor Fringe Benefit Statement shall be submitted for each individual, or for groups of people, for all employees who perform work on the project and whose wages are covered by the Davis-Bacon Related Acts. Other approved deductions shall be noted within LCPTracker, and supporting documentation shall be attached. If for any reason the fringe benefits are altered during the life of the project, the Contractor, subcontractor, or both shall submit a revised Contractor Fringe Benefit Statement to accurately reflect the changes.

**D. Submittals**



The Contractor should reference the submittal list to know which documents are submitted.

**E. Comments, Concerns, and Follow Up Items on Civil Rights and Labor Compliance**

Note: A Separate Civil Rights & Labor Compliance Mtg. may be held to review more detailed information.

**V. Specialty Units**

**A. Environmental and Wetlands**

**CDOT Personnel**

Region Environmental/Planning Manager

Name:			
Mobile #:			
<b>Contractor Personnel</b>			
<b>Erosion Control Supervisor</b>			
Name:			
Mobile #:			
1. Are any restrictions in place for this project?			
If yes, discuss restrictions:			
2. All mulch, seed, sod, plants, shrubs and other similar biological material must be free from noxious weeds to minimize their propagation.			
3. Review staked or delineated wetland areas and/or animal habitat areas.			
4. Review protected trees and shrubs and highly erodible soils.			
5. Environmental Pre-Con. Mtg. will be on the _____ day of _____.			
6. Review historical sites and markers within the limits of the project that are to be preserved.			
Submittal	Spec./ Standard	Due	Recvd?
V A1	Colorado Discharge Permit System Stormwater	107.25(d) SSP	PreCon
V A2	Temporary/Permanent Erosion Control Schedule	208.03(b)	With Project Schedule
V A3	Clean Equipment Certification	107.25(b)21	Prior to equipment arrival to site.
V A4	SWMP Notebook	208.03(d)1	Engineer provides Contractor.
V A5	Potential Pollution Source Report	107.25(b)6	Prior to Environ. PreCon
V A6	Proof of Erosion Control Supervisor satisfactory completion of CDOT authorized training program	208.03(c)	Prior to Environ.
V A7	Spill Prevention, Control, and Countermeasure Plan	208.06(c)	Prior to construc. & when revisions are made to SWMP

IV A5	DBE Participation (via B2GNow - based off Project's Utilization Plan).	CDOT	DBE Requirements SSP	Monthly & after final payment.
IV A6	Form 1420 - DBE Participation Plan Modification (Changing Form 1417) - must be approved in order to count toward the goal.	CDOT	DBE Requirements SSP	Before modification to DBE Plan
IV A7	Form 1337 - Contractor Commitment to Meet Requirements	CDOT	Job Train. P	Before training begins (PreCon)
IV A8	Form 838 - On-the-Job Trainee/Apprentice Record & OJT	CDOT	On the Job Train.	Before
IV A9	Form 832 - Trainee Status and Evaluation Report	CDOT	Job Train. P	Monthly by progress paym't cut-off date
IV A10	Form 1336 - OJT Modification Request - must be approved in order to count toward the goal.	CDOT	OJT Requirements SSP & Goal	Before modification to OJT Goal
IV A11	Form 205 - Sublet Permit Application	CDOT	10R.01	Prior to the initiation of sub work at
IV A12	Form 1432 - Commercially Useful Function Questionnaire	CDOT	DBE Requirements SSP & Goal	Prior to the release of retainage.
IV A13	Prompt Payment (via B2GNow) (based off approved Form 205(s)).	CDOT	DBE Requirements SSP & Goal	Monthly & after final payment.
IV A14	Form 1425 - Supplier List (list all materials/items the sum of which is \$10,000)	CDOT	DBE Requirements SSP & Goal	Prior to work on the project beginning
<b>B. Bulletin Board</b>				
1. Location of Project Bulletin Board:				
Items posted to the bulletin board shall be legible at all times. The latest version of the documents				
<b>C. Certified Payrolls</b>				

V A8	Concrete Washout Method Statement	208.02(j)	With updated SWMP Notebook
V A9	Weed Free Certification	208.02(a), 213.02	With Submittal for particular item

**B. Right-of-Way**

**CDOT Personnel**

**Region ROW Supervisor**

Name:

Mobile #:

1. Construction Surveying should be completed in accordance with Section 625 of the Contract Specifications. Ensure that all survey benchmarks, monumentation, and stakes are adequately

2. Review the Limits of Construction, Historical Sites and Markers within limits, and insure that

3. Are any restrictions in place for this project?

If yes, discuss restrictions:

**4. 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

Comments:

5. Visual aids can substantially complement the written documentation required by CDOT

**C. Utilities**

**CDOT Personnel**

**Region Utilities Engineer**

Name:

Mobile #:

**Utility Personnel - And Discussion of Restrictions or Conflicts**

**Electric:**

Company:

Name:

Mobile #:

**Gas:**

Company:

Name:

Mobile #:

**Telephone:**

Company:

Name:

Mobile #:

<b>Water:</b>
Company:
Name:
Mobile #:
<b>Sewer:</b>
Company:
Name:
Mobile #:
<b>Cable:</b>
Company:
Name:
Mobile #:
<b>ITS:</b>
Company:
Name:
Mobile #:
<b>Railroad:</b>
Company:
Name:
Mobile #:
<b>Irrigation:</b>
Company:
Name:
Mobile #:
<b>Other:</b>
Company:
Name:
Mobile #:

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<b>D. Materials</b>
CDOT Personnel
<b>Quality Assurance Supervisor/Head Tester</b>
Name:

Mobile #:
<b>Project Tester</b>
Name:
Mobile #:
<b>Region Materials Engineer</b>
Name:
Mobile #:
<b>Contractor Personnel</b>
<b>Quality Assurance Personnel</b>
Name:
Mobile #:
Name:
Mobile #:
<b>Agenda Items</b>
1. The Contractor should reference the submittal list and the CDOT Approved Product List (APL) to know which documents are required to be submitted. The APL list can be accessed at <a href="#">[link]</a>
2. Mix Designs and Material Samples




Required mix designs are shown on the submittals list. Any unapproved materials will not be placed on the project. The Contractor shall reference the "Special Notice to Contractors" (CDOT Field Materials Manual) for information concerning timely submittal of material samples.

3. Land Reclamation Pit

The Contractor shall comply with the requirements of the Land Reclamation Permit, including pit limits.

Comments:

4. Test Data  
Test data will be available for the Contractor's review on a daily basis. CDOT Form 626 - Field Lab


5. COCs and CTRs  
a. COCs and CTRs must contain all eleven items shown in Standard Specific 


*"I hereby certify under penalty of perjury that the material listed in this Certificate of*  
b. Certified Invoices must contain the following statement with an original signature and  
*"We certify, by photocopy of this invoice, that the quantity of material/rental or lease/specialty*

6. Salvable Materials  
Salvable materials that become the property of CDOT must be carefully removed in sections and

7. Buy America  
The Contractor is required to follow all requirements outlined in the contract regarding Buy

Comments:

Submittal	Spec./ Standard	Due	Recvd?
V D1 List of Proposed Material Suppliers, Form 1425 	106.01	PreCon & updated two weeks prior to delivery or fabrication for each material.	
V D2 Source of Undesignated Materials	106.02(b)	Before used on the project for each particular item	
V D3 Pipe Material to be used	624.02	PreCon	
V D4 What Structural Plate Material will be used - Aluminum or	510.02	PreCon	
V D5 Waterstops and Expansion Joints - manufacturer and model number of the designated devices.	518.04, 518.05, 518.07	PreCon	
V D6 Lighting Materials & equipment	613.02(i)	PreCon	
V D7 Concrete Mix Design	601.05	For Approval Prior to Placement	
V D8 Certified Cement Test Reports	106.13, 601.05, 701.01	Prior to use of Cement.	
V D9 Certified Fly Ash Test Reports	106.13, 601.05, 701.01	Prior to use of Fly Ash.	

V D10	Flow fill Mix Design	206.02(a)	For Approval Prior to Placement
V D11	Concrete Quality Control Plan	106.06(a)1	PreCon
V D12	Form 46 - Concrete Truck Mixer Inspection Certification	601.07(c)3	When each concrete truck is delivering to the site.
			
V D13	Scale Certifications	109.01	When each truck is delivering to the site.
V D14	HMA Mix Design	401.02(a)1	For Approval Prior to Production of the Material
V D15	HMA Quality Control Plan	106.05(a)1	PreCon
V D16	HMA Segregation Quality Control Plan	403.02 PSP	For Approval Prior to
V D17	NCHRP 350 Certification for Work Zone Devices	630.09	Before used on the project for each particular item
V D18	COCs	106.12	Prior to the installation of the
V D19	CTRs	106.13	Prior to the installation of the material.
V D20	Paint Certification	708.00	Prior to use on the project.
V D21	Quality Control Plan for Embankment	203.03(a)	For Approval Prior to Placement

V D22	Buy America Certification	106.11	Prior to the permanent incorporation of steel or iron on the project.
<b>E. Hydraulics</b>			
<b>CDOT Personnel</b>			
<b>Region Hydraulics Engineer</b>			
Name:			
Mobile #:			
<b>F. Staff Bridge</b>			
<b>CDOT Personnel</b>			
<b>Staff Bridge Unit Leader</b>			
Name:			
Mobile #:			

Bridge Construction Engineer			
Name:			
Mobile #:			
1. Are any restrictions in place for this project?			
If yes, discuss restrictions:			
2. Fabrication Quality Assurance Inspection required from Staff Bridge?			
Submittal	Spec./ Standard	Due	Recvd?
V F1	The Erection Plan, Precast Bridge Girders and Falsework - Review from CDOT Bridge Fabrication Unit Provide either 1 week prior to the Pre-Erectio Confrnce or 2 weeks prior to fabrication.	509.27, 601.11, 618.14	Earliest of before Pre-Erec. Con. or fabrication.
V F2	Written documentation of daily inspections of the erected girders and other permanent and temporary bridge elements until the deck concrete has attained the Field Compressive Strength.	509.27, 601.11, 618.14	Within 24 hours following each inspection.
V F3	Shop drawings for all prestressed components.	618.04	With the
V F4	Shop drawings, design calculations and load data for review of Type III bearing devices.	512.17	With the Erection
<b>G. Comments, Concerns, and Follow Up Items on Specialty Units:</b>			

**VI. Safety**


<b>CDOT Personnel</b>
<b>Region Safety Officer</b>
Name:
Mobile #:
<b>Contractor Personnel</b>
<b>Safety Officer</b>
Name:

Mobile #:			
<b>A. Submittals</b>			
1. The Contractor should reference the submittal list to know which documents are required to			
2. The Contractor shall conduct field safety meetings (also known as Toolbox or Tailgate meetings) at the frequency specified in the Plan, which shall be at least once per week.			
3. The Contractor shall fill out the Notification for Serious Accident or Event on Construction			
4. The Contractor will be allowed to resume operations only after providing written			
Comments:			
<b>Submittal</b>	<b>Spec./ Standard</b>	<b>Due</b>	<b>Recvd?</b>
VI A1	Health and Safety Plan (HASP) - including First Aid/Hospital/EMT Statement	250.03(c)	For Approval Prior to
VI A2	Form 140 - Emergency Phone Number Cards to be posted at the job site.	included in this agenda	PreCon
VI A3	Project Safety Management Plan	107.06(a)	Prior to construc.
VI A4	Safety "Toolbox" Meeting Schedule	107.06(a)4	Prior to construc.
VI A5	PPE Statement	107.06(e), 250.03(d)2F	Prior to construc.
<b>B. Construction Zone Traffic Control</b>			
<b>Contractor Personnel</b>			
<b>Traffic Cntrl Contr. Company Name:</b>			
Street Addr.			
City, State			
Zip			
<b>Traffic Control Supervisor</b>			
Name:			
Mobile #:			
1. Contractor's Superintendent and all others serving in a similar capacity are required to			
2. NCHRP 350 Requirements shall be met and fully implemented.			
<b>Submittal</b>	<b>Spec./ Standard</b>	<b>Due</b>	<b>Recvd?</b>
VI B1	Superintendent & TCS Traffic Control Certifications and CDOT or Alternate Training Certifications for all personnel	630.11	PreCon

VI B2	NCHRP, Test Level 3 Certification for all Traffic Control Devices (as required) to be used on the project.	630.10(a)	PreCon with initial TMP
<b>C. Transportation Management Plan (TMP)</b>			
<b>CDOT Personnel</b>			
<b>Region Public Information Officer</b>			
Name:			
Mobile #:			
<b>Contractor Personnel</b>			
<b>Public Information Officer</b>			
Name:			
Mobile #:			
1. Is this project considered a <i>significant project</i> ? (See <i>CDOT Work Zone Safety and Mobility Rule Procedures Document</i> - Published July 2014			
If so, has the TMP been submitted?			
The Contractor shall prepare a TMP for each phase of the project, as required.			
<b>Submittal</b>		<b>Spec./ Standard</b>	<b>Due</b> <b>Recvd?</b>
VI C1	Transportation Management Plan (TMP) - Initial Plan provided at PreCon	630.10	For Approval Prior to each construc. phase
VI C1a	Traffic Control Plan (TCP)	630.10(a)	with TMP
VI C1b	Transportation Operations Plan (TO)	630.10(b)	with TMP & weekly
VI C1c	Public Information Manager (PIM) & Plan (PIP)	630.10, PSP 626.01	PreCon with initial TMP
VI C1c(1)	Stakeholder list	PSP 626.01	with PIP
VI C1c(2)	Specific Stakeholders needing ongoing communication	PSP 626.01	with PIP
<b>Other Stakeholders</b>			
<b>Organization:</b>			
Name:			
Address:			
Mobile #:			
<b>Organization:</b>			
Name:			
Address:			



Mobile #:			
<b>Organization:</b>			
Name:			
Address:			
Mobile #:			
<b>D. Method of Handling Traffic (MHT) - Initial submittal required at PreCon</b>			
1. Does the MHT contain a detailed diagram showing the location of all traffic control devices?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Does the MHT show the method, length, and time duration for lane closures?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Does the MHT show the location of flaggers and time duration of flagging operation?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Does the MHT contain a tabulation of all traffic control devices?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Does the MHT address details of a mobile pavement marking zone (as required by the contract)		<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Does the MHT list supporting references?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. Does the MHT show an access maintenance plan showing access for all properties?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. Does the MHT show areas where equipment will be stored, vehicles parked, and construction signs and materials will be stored?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. Does the MHT have a plan for maintaining and controlling pedestrian, bicycle, and other non-vehicular traffic?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
10. Are verifications needed by survey of horizontal or vertical clearances?		<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO

Comments:			
Submittal	Spec./ Standard	Due	Recvd?
VI D1	Method of Handling Traffic (MHT) to implement the TCP - Initial MHT with the TMP provided at PreCon	630.10(a)	For Approval Prior to each construc. phase
VI D2	Construction Traffic Information Signs	Drawing S-630-1 note:6	After Award
<b>E. Construction Signing</b>			
1. All signing shall conform to the latest adopted version of the MUTCD, including the Colorado			
2. Is there any construction signing on the project that is not the responsibility of the Contractor? If yes:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>F. Speed Limits/Uniform Traffic Control</b>			
1. The Form 568 has been approved based on plans and specifications for a reduction of speed to _____ MPH.		<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Uniform Traffic Control (UTC) will be utilized on this project.		<input type="checkbox"/> YES	<input type="checkbox"/> NO
- The Contractor shall conform to and submit a copy of the local jurisdiction's policy			
Submittal	Spec./ Standard	Due	Recvd?
VI F1	Form 568 - Authorization and Declaration of Temporary Speed Limits	630.13, Drawing S- --- 1 note.3	By Project Engineer with Project Schedule Review
			
<b>G. Restrictions (Performed by Project Engineer)</b>			
1. Oversize/Overweight Vehicles			
Is a restriction needed for oversize/overweight vehicles on this project?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If oversize/ overweight or vertical/horizontal restrictions are required, the <u>Project Engineer</u> shall			
Start of Closure:		Width:	
End of Closure:		Length:	
Restriction:		Highway No:	
Closure/Detour:		Beginning Milepost:	

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Town:	Ending Milepost:
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JUL-12-2006 12:41 FROM-CDOT GREELEY TRAF

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T-258 P.007/012 F-632



ENGINEERING DEPARTMENT

Post Office Box 190  
Fort Collins, Colorado 80522-190

(970) 498-700  
FAX (970) 498-986

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 over a dark 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 30 E  
 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		15,952.86
[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 350,000.00

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:

Joe Temple Signature Title PROJECT MANAGER Date 5/18/06



JUL-12-2006 12:42

FROM-CDOT GREELEY TRAF

+9703502256

T-258

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	500.00	\$ 1,000.00	11	5.5	\$ 5,500.00	11	550.0%	5,500.00
202	Removal of Asphalt Mat	220	SY	6.00	\$ 1,320.00	368	1.76393864	\$ 2,328.00	368	176.4%	2,328.00
202	Removal of End Anchorage	1	EA	500.00	\$ 500.00	1	1	\$ 500.00	1	100.0%	500.00
203	Unclassified Excavation	760	CY	12.00	\$ 9,120.00	760	1	\$ 9,120.00	760	100.0%	9,120.00
203	Borrow	576	CY	20.00	\$ 11,520.00	798	1.3874281	\$ 15,960.00	798	138.8%	15,960.00
206	Structure Excavation	1145	CY	9.00	\$ 10,305.00	1145	1	\$ 10,305.00	1145	100.0%	10,305.00
206	Struct Backfill (Special)	120	CY	92.00	\$ 23,040.00	720	1	\$ 23,040.00	720	100.0%	23,040.00
206	Shoring	185	LF	150.00	\$ 27,750.00	145	0.7837838	\$ 21,750.00	145	78.4%	21,750.00
207	Topsoil	320	CY	6.00	\$ 1,920.00	320	1	\$ 1,920.00	320	100.0%	1,920.00
208	Erosion Bales (Wood Free)	40	EA	20.00	\$ 800.00	8	0.2	\$ 160.00	8	20.0%	160.00
208	Concrete Washout Structure	550	LF	2.00	\$ 1,100.00	550	1	\$ 1,100.00	550	100.0%	1,100.00
208	Reset Fence	140	LF	30.00	\$ 4,200.00	0	0	\$ -	0	0.0%	0.00
210	Reset Gate (Special)	1	EA	2,500.00	\$ 2,500.00	0	0	\$ -	0	0.0%	0.00
212	Reset Guardrail Type 3	150	LF	8.00	\$ 1,200.00	125	0.83333333	\$ 1,000.00	125	83.3%	1,000.00
213	Seeding (Native)	0.4	AG	2,500.00	\$ 1,000.00	0.8	1.5	\$ 1,500.00	0.8	150.0%	1,500.00
216	Soil Reinft Blanket (SRC)	675	SY	2.00	\$ 1,350.00	600	0.88888889	\$ 1,200.00	600	88.9%	1,200.00
304	ABC (Class 5)	492	TON	30.00	\$ 14,760.00	374.48	0.7611585	\$ 11,234.70	374.48	76.1%	11,234.70
419	HBP/Gr S(A)/75(P-064-22)	61	TON	95.00	\$ 5,795.00	125.68	2.0604918	\$ 1,200.00	125.68	206.0%	1,200.00
420	Geotextile (E.C.) (Class A)	520	SY	3.00	\$ 1,560.00	400	0.7692308	\$ 1,200.00	400	76.9%	1,200.00
506	Riprap 124"	430	CY	84.00	\$ 36,120.00	231	0.5372093	\$ 19,404.00	231	53.7%	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	2550	LB	2.00	\$ 5,100.00	2630	1	\$ 5,060.00	2630	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	8 x 8 FT CBC (Process)	90	LF	475.00	\$ 42,750.00	90	1	\$ 42,750.00	90	100.0%	42,750.00
605	inlet Type G (5 FT)	1	EA	2,600.00	\$ 2,600.00	1	1	\$ 2,600.00	1	100.0%	2,600.00
606	Geocomp Drain without Pipe	56	SY	12.00	\$ 672.00	56	1	\$ 672.00	56	100.0%	672.00
606	GR Type 3 (8-3 Post Spa)	88	LF	66.00	\$ 5,808.00	113	1.2840909	\$ 6,328.00	113	128.4%	6,328.00

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%

Project Number: 7006  
 Project Description: Blue Sky Trail Underpass (Fad Aid Project No. STE C060-045, 15278)  
 Contractor: Mountain Constructors, Inc.  
 Pay Estimate Number: NO. 5  
 From: FINAL  
 To:

7006 Pay Estimates.xls

05/10/2006



CMO #	Description	Original Contract	Pay Application #	Previous	Current	Total To Date
606	End Anchorage Type 3J	EA 1,600.00	2	1	\$ 3,200.00	\$ 3,200.00
606	End Anchorage Type 3K	EA 1,400.00	2	2	\$ 2,800.00	\$ 2,800.00
608	End Anchorage (SRT)	EA 2,000.00	1	1	\$ 2,000.00	\$ 2,000.00
607	Fence (Temporary)	LF 6.00	0	0	\$ -	\$ 0.00
607	Fence Bw W/ Trl Wood Posts	LF 8.00	214	1,845,456	\$ 1,712.00	\$ 1,712.00
607	Fence SW W/ Trl Wood Posts	LF 8.00	58	0.58	\$ 464.00	\$ 464.00
607	12' Gate (Metal)	EA 500.00	2	2	\$ 1,000.00	\$ 1,000.00
607	End Post	EA 160.00	2	2	\$ 320.00	\$ 320.00
608	Corner & Line Brace Post	EA 200.00	4	1	\$ 800.00	\$ 800.00
613	Rubber Mat	SF 5.00	720	1	\$ 3,600.00	\$ 3,600.00
620	Lighting	LS 7,200.00	1	1	\$ 7,200.00	\$ 7,200.00
630	Sanitary Facility	EA 500.00	1	1	\$ 500.00	\$ 500.00
630	Const. Traffic Control	LS 24,000.00	1	1	\$ 24,000.00	\$ 24,000.00
630	Flagging	HI 24.00	182.5	0.226125	\$ 4,380.00	\$ 4,380.00
630	Concrete Barrier (Temp)	LF 22.00	252	1.0723404	\$ 5,544.00	\$ 5,544.00
630	Traffic Signal (Portable)	Day 200.00	42	1	\$ 8,400.00	\$ 8,400.00
638	Mobilization	LS 32,000.00	1	1	\$ 32,000.00	\$ 32,000.00
<b>Contract Item Totals</b>					\$ 381,536.00	\$ 381,536.00
					\$ 395,090.25	\$ 395,090.25

CMO #	Description	Pay Application #	Previous	Current	Total To Date
2	Structure Backfill (Flowfill)	2	1	\$ 413.71	\$ 413.71
1	Seal and Prep Joints Incls CBC	3	1	\$ 2,600.00	\$ 2,600.00
3	Additional Culvert Installation	3	1	\$ 2,645.00	\$ 2,645.00
0		0	0	\$ -	\$ 0.00
0		0	0	\$ -	\$ 0.00
0		0	0	\$ -	\$ 0.00
0		0	0	\$ -	\$ 0.00
0		0	0	\$ -	\$ 0.00
0		0	0	\$ -	\$ 0.00
0		0	0	\$ -	\$ 0.00
0		0	0	\$ -	\$ 0.00
0		0	0	\$ -	\$ 0.00
0		0	0	\$ -	\$ 0.00
<b>C.M.O. Item Totals</b>				\$ 5,458.71	\$ 5,458.71
<b>Project Totals</b>				\$ 340,548.96	\$ 340,548.96

05/10/2006 7005 Pay Estimates.xls



**SUMMARY**



Original Contract Amount	\$ 361,536.00	10% of Contract Cost To Date (Exclusive of Mobilization)	\$ 30,864.90
Total of CMO's Paid To Date	\$ 5,458.71	6% of Original Contract Amount	\$ 18,076.80
Revised Contract Amount	\$ 360,994.71	Maximum Retainage	\$ 18,076.80
		Previous Amount Retained	\$ 18,076.80
		Retainage Amount This Period	\$ -
Total of Contract Items Paid To Date	\$ 335,090.26	Total Amount Earned To Date	340,548.96
Total of C.M.O.'S Paid To Date	\$ 5,458.71	Less Previous Amount Earned	\$ 340,548.96
Project Cost To Date	\$ 340,548.96	Plus Retainage	18,076.80
		Payment Due This Estimate	\$ 18,076.80

**Recommended For Payment**

Project Number: 7005  
 Project Description: Blue Sky Trail Underpass (Fed Aid Project No. STE C060-045, 15278)

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      Date: \_\_\_\_\_

<b><u>CDOT REIMBURSEMENT REQUEST FORM</u></b>			
<b><u>SECTION I - CONTRACT INFORMATION</u></b>			
Local Agency:	<b>Springwood</b>	Project Number:	<b>ABC-D123-456</b>
Address:	<b>1428 Elm Street, Springwood, CO 80552</b>	Project Code:	<b>12345</b>
Employer (FEIN) ID Number:	<b>12-3456789</b>	Project Location:	<b>1428 North Genesee Ave, Springwood, Colorado</b>
Reimbursement No.:	<b>1</b>	Invoice Date:	<b>12/17/2018</b>
% Completed:	<b>20</b>	LA Invoice No.:	
Current Billing Period	From: <b>11/1/2018</b> To: <b>11/30/2018</b>		
BASIC and/or SUPPLEMENTAL CONTRACT TOTAL:		\$	<b>1,000,000.00</b>
82.79 %	Federal Share:	\$	<b>827,900.00</b>
0 %	State Share:	\$	<b>-</b>
17.21 %	Local Agency Share:	\$	<b>-</b>
	Prior Billing Amount:	\$	<b>123,385.00</b>
	Amount Remaining:	\$	<b>876,615.00</b>
<b><u>SECTION II - INCURRED COSTS</u></b>		<b><u>Current This Period</u></b>	<b><u>Total to Date</u></b>
Design Costs - see attachment		\$ -	\$ -
Construction Costs - see attachment		\$ -	\$ -
<b>TOTAL COSTS CURRENT PERIOD:</b>		<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL COSTS TO DATE:</b>			<b>\$ -</b>
<b><u>SECTION III - BILLING</u></b>			
<b>TOTAL BILLING CURRENT PERIOD</b>		\$	-
Minus Local Agency Overmatch		\$	-
Minus Local Agency Matching Share	17.21 %	\$	-
<b>Amount payable to Local Agency</b>		\$	-
<b>I certify that the billed amounts are actual and in agreement with the contract terms.</b>			
Signature	Title	Project Engineer	Date: 1/1/2019

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 / ProjectWise Explorer

## 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 in accordance with the IGA.

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

## DEPARTMENT OF TRANSPORTATION

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

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, appearing to read "Peggy Golden", written over a dark rectangular redaction box.

Peggy Golden  
Senior Landscape Architect









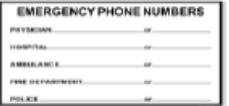









cc: Project Development  
Projects & Grants  
Business Office  
Region Lab





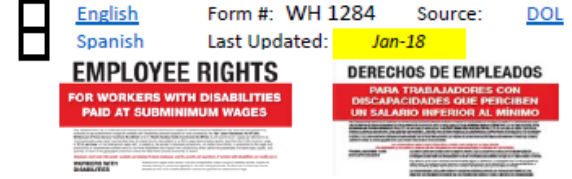

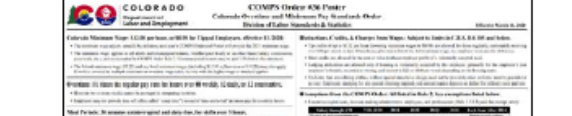



Area Engineer  
Resident Engineer  
Finals Engineer

### 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.



<b>Construction Bulletin Board</b> <b>Required Postings</b> <b>CHECKLIST</b>		Project No.:	Project Code (SA#):
 		Project Location/Name:	
<span style="background-color: yellow;">Yellow = most recent changes</span>		Date of Inspection:	Follow-up Insp:
<p><b>Colorado Notice of Paydays</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: N/A Source: <a href="#">CDLE</a> Last Updated: <i>not specified</i></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p> 		<p><b>Colorado Notice to Employer of Injury</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: WC50 Source: <a href="#">CDLE</a> Last Updated: <i>Rev. 5/99</i></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px;"> <p><b>WARNING</b></p> <p>IF YOU ARE INJURED ON THE JOB, WRITTEN NOTICE OF YOUR INJURY MUST BE GIVEN TO YOUR EMPLOYER WITHIN FOUR WORKING DAYS AFTER THE ACCIDENT.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>AVISO</b></p> <p>SI SE LASTIMA EN EL TRABAJO, DEBE DARLE UN AVISO POR ESCRITO A SU EMPLEADOR DENTRO DE CUATRO DIAS LABORABLES DEL ACCIDENTE, SEGUN A LA</p> </div> </div>	
<p><b>Colorado Anti-Discrimination Laws</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: N/A Source: <a href="#">CO DORA</a> Last Updated: <span style="background-color: yellow;">Jul-19</span></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p>  <p><i>NOTE: This poster as of 7/2019 replaces the need to post the pregnant workers fairness act poster separately. Spanish versions will become available</i></p>		<p><b>Colorado Employment Security Act</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: prev. 502 Source: <a href="#">CDLE</a> Last Updated: <span style="background-color: yellow;">Rev 4/29/19</span></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p> <div style="display: flex; justify-content: space-around;">   </div>	
<p><b>EEO is the Law</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: EEOC-P/E-1 Source: <a href="#">US EEOC</a> Last Updated: <i>Rev 11/09</i> *2 pages each</p> <p><input type="checkbox"/> <a href="#">Spanish</a></p> 		<p><b>EEO is the Law Supplement</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: N/A Source: <a href="#">US DOL</a> Last Updated: <span style="background-color: yellow;">Rev 09/15</span></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p>  <p><i>Mandatory Supplement to EEOC P/E-1 (Revised 11/09) "EEO is the Law" Poster.</i></p>	
<p><b>Emergency Phone Numbers</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: CDOT 0140 Source: <a href="#">CDOT</a> Last Updated: <i>Rec 01/93</i></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p>  <p><input type="checkbox"/> Signed/Filled Out</p>		<p><b>Notice to Unions or Other Hiring Agencies Non-Discrimination in Employment Notice</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: CDOT 0465 Source: <a href="#">CDOT</a> Last Updated: <i>Rev 10/94</i></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p>  <p><input type="checkbox"/> Signed/Filled Out</p>	
<p><b>Penalty for False Statements</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: 1022 Source: <a href="#">FHWA</a> Last Updated: <i>Rev May 2015</i></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p> <div style="display: flex; justify-content: space-around;">   </div>		<p><b>Job Safety and Health</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: 3165 Source: <a href="#">OSHA</a> Last Updated: <span style="background-color: yellow;">2019</span></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p> <div style="display: flex; justify-content: space-around;">   </div>	
<p><b>Family Medical Leave Act</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: WH 1420 Source: <a href="#">FHWA</a> Last Updated: <i>Rev 04/16 * (2013 still good)</i></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p> <div style="display: flex; justify-content: space-around;">   </div>		<p><b>Fair Labor Standards Act - Minimum Wage Poster</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: WH 1088 Source: <a href="#">DOL</a> Last Updated: <i>Rev 07/16</i></p> <p><input type="checkbox"/> <a href="#">Spanish</a></p> <div style="display: flex; justify-content: space-around;">   </div>	

<p><b>Notice: Equal Opportunity Employer</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: Form 0388 Source: <a href="#">CDOT</a> Last Updated: Rev 10/93</p> <p><input type="checkbox"/> Signed/Filled Out</p> <p>Number of Subs: ____ *ALL SUBS SHOULD BE LISTED</p> 	<p><b>Company EEO Policy</b></p> <p><input type="checkbox"/> English Form #: N/A Source: <a href="#">FHWA</a> Last Updated:</p> <p>According to the FHWA 1273 II, Nondiscrimination 3d, and 41 CFR 60-4.3 7f, "Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees"</p>
<p><b>Colorado Worker's Compensation</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: WC49 Source: <a href="#">CDLE</a> <a href="#">Spanish</a> Last Updated: Rev 05/19</p> <p>Colorado Department of Labor and Employment GOVERNMENT WORKERS COMPENSATION Colorado Workers' Compensation Information</p> <p>Colorado Department of Labor and Employment GOVERNMENT WORKERS COMPENSATION Información De Indemnización Por Accidentes Laborales De Colorado</p> 	<p><b>Employee Polygraph Protection Act</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: WH 1462 Source: <a href="#">FHWA</a> <a href="#">Spanish</a> Last Updated: Rev 2016</p> <p>DERECHOS DEL EMPLEADO LEY PARA LA PROTECCIÓN DEL EMPLEADO CONTRA LA PRUEBA DEL POLÍGRAFO</p> <p>EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests unless for pre-employment screening or during the course of employment.</p> 
<p><b>Pay Transparency</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: Source: <a href="#">FHWA</a> <a href="#">Spanish</a> Last Updated: Dec-16</p> <p>PAY TRANSPARENCY NONDISCRIMINATION PROVISION</p> <p>TRANSPARENCIA EN EL PAGO DISPOSICIÓN SOBRE NO DISCRIMINACIÓN</p> 	<p><b>Employee Rights for Workers with Disabilities Paid at Special Min Wages</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: WH 1284 Source: <a href="#">DOL</a> <a href="#">Spanish</a> Last Updated: Jan-18</p> <p>EMPLOYEE RIGHTS FOR WORKERS WITH DISABILITIES PAID AT SUBMINIMUM WAGES</p> <p>DERECHOS DE EMPLEADOS PARA TRABAJADORES CON DISCAPACIDADES QUE PERCIBEN UN SALARIO INFERIOR AL MÍNIMO</p> 
<p><b>Families First Coronavirus Response Act</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: WH1422 Source: <a href="#">DOL</a> <a href="#">Spanish</a> Applies April 1, 2020 to December 31, 2020</p> <p>EMPLOYEE RIGHTS FOR THE FAMILY FIRST CORONAVIRUS RESPONSE ACT</p> <p>DERECHOS DEL EMPLEADO DEBIDO AL PLAN DE RESPUESTA AL CORONAVIRUS</p> 	<p><b>COMPS Order #36 Poster</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: Source: <a href="#">CDLE</a> <a href="#">Spanish</a> Last Updated: Mar-20</p> <p>COMPS Order #36 Poster Colorado Division of Labor Standards &amp; Statistics</p> 
<p><b>Your Rights Under USERRA</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: N/A Source: <a href="#">US DOL</a> Last Updated: April 2017 Pub</p> <p>YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES JOBS RECOVERY AND REEMPLOYMENT RIGHTS ACT</p> 	<p><b>Davis Bacon Wage Decision</b></p> <p><input type="checkbox"/> <a href="#">Davis Bacon Wage Decision Posted</a></p> <p>Number of Pages Posted: ____</p> <p>Other information:</p>
<p>The gray/shaded forms are only required on FEDERAL Projects or projects with Federal Requirements*</p>	
<p><b>Employee Rights under the Davis Bacon Act</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: WH 1321 Source: <a href="#">FHWA</a> <a href="#">Spanish</a> Last Updated: Rev 10/17</p> <p>DERECHOS DEL EMPLEADO BAJO LA LEY DAVIS-BACON</p> <p>EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT</p> <p>PARA OBREROS Y MECÁNICOS EMPLEADOS EN PROYECTOS DE CONSTRUCCIÓN FEDERAL O CON ASISTENCIA FEDERAL</p> <p>FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS</p> 	<p><b>Employee Rights Under the National Labor Relations Act</b></p> <p><input type="checkbox"/> <a href="#">English</a> Form #: Source: <a href="#">DOL</a> <a href="#">Spanish</a> Last Updated: 2019</p> <p>EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT</p> <p>DERECHOS DE LOS EMPLEADOS SEGUN LA LEY NACIONAL DE RELACIONES DEL TRABAJO</p> 



**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	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
Section Score (Sum X Wt)		<b>0</b>

Section Score (Sum X Wt)

**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	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
Section Score (Sum X Wt)		<b>0</b>

Section Score (Sum X Wt)

**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	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
0	0	1
Section Score (Sum X Wt)		<b>0</b>

Section Score (Sum X Wt)

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
Section Score (Sum X Wt)	<b>0</b>	<b>9</b>

**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
Section Score (Sum X Wt)	<b>0</b>	<b>30</b>

**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
Section Score (Sum X Wt)	<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%

## End Date Extension Request Policy and Procedure Guide



End Date Extension  
Policy and Procedure

## Professional Services Closeout Report

<https://www.codot.gov/business/civilrights/compliance/prof-services/ps-pgs>



Professional Services  
Closeout Report.xlsx