

Introduction

With this July 2022 update, the manual is renamed *Local Agency Project Desk Reference (Desk Reference)*. The main purpose of this *Desk Reference* is to assist Local Agency personnel involved in the design, construction, and management of state and federally funded projects. It must be used concurrently with the [Local Agency Manual](#) webpage which was launched in 2019 to support Local Agencies that use federal aid funding to plan, design and/or build a project. The *Desk Reference* is also recommended for CDOT personnel who manage Local Agency projects.

Changes or updates to chapters 1 through 11 are indicated by a vertical bar in the margin.

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

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

Format

In the following pages, a flowchart depicts the Local Agency project process. Posted separately is a copy of the Local Agency Contract Administration Checklist (CDOT Form 1243), which is prepared once a project has been approved for Federal funding. The *Desk Reference* amplifies the flowchart and the checklist. Chapter and section numbers of the *Desk Reference* are consistent with these two exhibits.

While the checklist is used to define the actual responsibilities of the Local Agency and CDOT, the information within this *Desk Reference* is presented as if the Local Agency has been assigned the responsibility. This was done to provide a consistent presentation and should not be taken to infer that responsibility cannot be otherwise allocated.

Revisions

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

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

Major Changes from the 2020 Manual

Chapter Revision

Contents... Updates sections and page numbers

- All Adds a Roles and Responsibilities section to each chapter, explains “CDOT Project Manager” is interchangeable with “CDOT Local Agency Coordinator”, distinguishes requirements for different funding sources (Federal, State, and other federal awarding agencies), incorporates Local Agency Bulletins and Design Bulletins, as appropriate, incorporates use of compliance tracking and monitoring systems
- 1 Updates funding programs, provides links to Transportation Act (IIJA/BIL)
- 2 Refreshes text, explains 10-Year Vision Plan
- 3 Updates processes, introduces information on funds from other federal awarding agencies (US Treasury), clarifies the meaning of Outline IGA and IGA, and lists required documents needed for an IGA
- 4 Refreshes text, explains the risk-based review process prior to project phase authorization
- 5 Describes evolution of the *Project Development Manual* and incorporates information from that manual, adds clarifications regarding electronic records/electronic signatures, and discusses funding programs/project delivery requirements. Includes requirement for TC approval of IGAs over \$750,000. Lists requirement to maintain written policies and procedures for procurement of professional services or adopt CDOT’s policies. Notes the requirement to avoid conflicts of interest and maintain written standards. Lists the items required in a request for proposal, including those on Federal-aid highway funded projects for professional services. Lists the factors used in the evaluation and selection of consultants. Adds the requirement (from the IGA) for a consultant to certify compliance with requirements prior to entering into a consultant contract. Lists the requirements for using an on-call list for consultant selection. Adds the requirement to seek approval of consultants as extension of staff in a management support role on federal-aid highway projects. Provides additional information/discussion items at the Scoping, FIR and FOR meetings. Includes information on conditional clearances (for Right of Way). Includes subsurface utility engineering requirements. Incorporates bulletin information pertaining to proprietary, sole source or Local Agency furnished items, guarantee and warranty clauses, Colorado residency labor preferences, and specifications. Clarifies responsibilities of the Local Agency’s Structural Design Engineer-of-Record and CDOT staff bridge. Adds process information in the event of project delays.
- 6 Explains civil rights requirements for specific federal agencies. Indicates projects with multiple funding sources must follow the most stringent requirements and must apply these requirements to the entire project. States that the CDOT DBE Program does not apply to projects funded solely with US Treasury (Federal Recovery Funds) or non-federal (state) funds. Introduces compliance software systems, B2GNow and LCPtracker on projects/contracts advertised on or after July 1, 2022 and indicates

- applicability to projects based on funding sources. Requires use of B2GNow on professional services contracts funded with Federal-aid Highway funds advertised on or after July 1, 2022. Notes that Davis-Bacon Act requirements do not apply on non-federal (state) or Federal Recovery Fund projects. Requires enforcement of prompt payment. Notes that there are different Title VI assurances depending on funding source and requires preparation of Title VI Plan.
- 7 Separates advertisement, bid and award requirements into distinct sections for projects with Federal Funds and Projects with Non-Federal (State) funds. Explains process for rejection of the low bidder.
- 8 Clarifies requirements and submittals depending on use of compliance software systems. Notes the Contractor is required to make Good Faith Efforts to obtain additional DBE participation if a change order adds new work items or increases the total dollar amount of the Contract. Modifies the statement added to Form 90 to include state funds. Adds construction inspection and documentation responsibilities for projects with structures. Explains Construction Oversight Checklist.
- 9 Requires the CDOT Project Manager to consult with the Region Materials Engineers with question pertaining to the completion of Form 1243. Provides requirements for Materials Books. Lists submittals necessary for development of Form 250. Requires compliance with 2 CFR 200.322, *Domestic preference for procurements*, on projects with Federal Recovery Funds.
- 10 Provides link to civil rights flowcharts for each form/process. Clarifies civil rights form submittals and requirements if using compliance software systems.
- 11 Requires a final quality inspection of all structures by the Local Agency's Engineer in Responsible Charge/Structural Engineer of Record. Requires submittal of a professional services closeout report form on Federal-aid Highway projects; introduces updated Form 1212 LA. Explains record retention requirements for funding sources.
- App A Provides links to newest versions of forms
- App B Gives newer examples, includes recent of revised CDOT policies impacting LAs.
- App D Includes updated contacts and office locations
- App F Includes updated Construction Documentation letters and forms.
- App G Provides Program Information for US Treasury - American Rescue Plan Act/Coronavirus State & Local Fiscal Recovery (Federal Recovery Fund) projects, State funded MMOF projects, and includes links to a Federal Recovery Fund Reference Guide.

Notice of Needed Corrections

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

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

Email or mail to:

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- Mail: COLO DEPARTMENT OF TRANSPORTATION
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Notice of Needed Corrections:

ACKNOWLEDGMENTS

The Project Development Services Branch of the Colorado Department of Transportation thanks all our partner organizations, FHWA, MPOs/TPRs, Local Agencies, consultants, contractors, citizens, CDOT specialty staff in multiple divisions (past and present), and CDOT Local Agency Coordinators who contributed their expertise, knowledge, and time to update the original Local Agency Manual, the (2019) Local Agency Manual webpage and this 2022 Local Agency Project Desk Reference.

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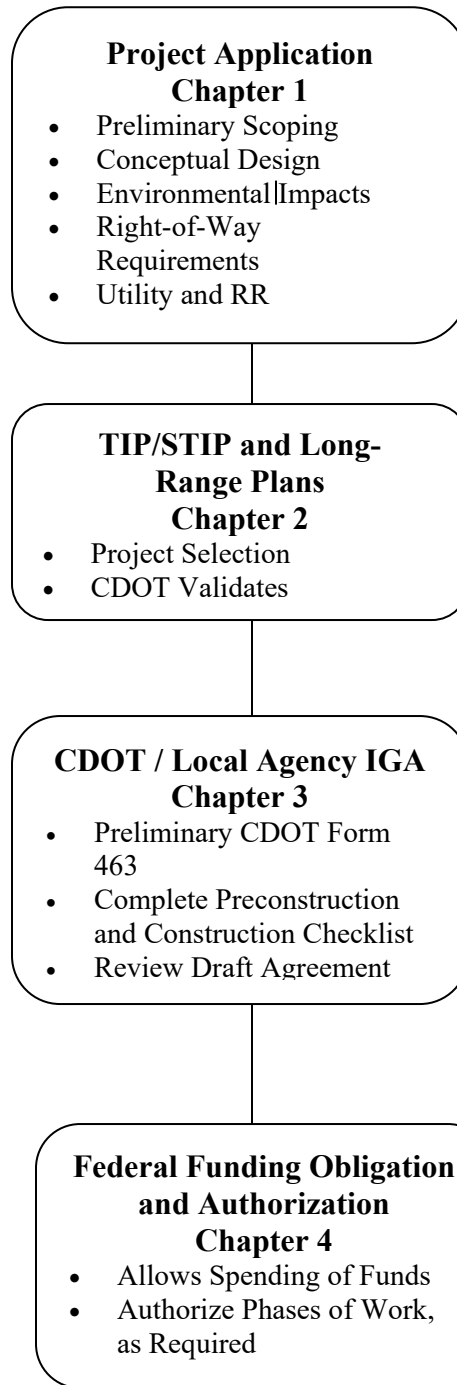
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LOCAL AGENCY PROJECT FLOWCHART



LOCAL AGENCY PROJECT FLOWCHART CONTINUED

