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| REVIEW OF NEW SPECIFICATION OR SPECIFICATION CHANGE  | **Log No.**  FASTER - 1 |
| **Specification Section No.:** na | **Item:** FASTER Reports |
| **Originating Office:** Chief Engineer | **By:** Meyer |
| **Date Sent For Review:** January 6, 2011 | **Date Comments Due: January 26, 2011** |
| Please submit response to: STANDARDS AND SPECIFICATIONS UNIT, ROOM 290, HEADQUARTERS, DENVER |
| **Reviewer** | **Concurrent Reviews – Others Commenting** | The attached Draft Specification is submitted for your review and comments. If not returned by Date Comments Due, the draft specification will be considered to be approved unless the Specification Unit of Staff Design [(303) 757-9474, (303) 757-9402] is advised otherwise.**REMARKS:** If these proposed modifications are approved, it will result in the issuance of a new standard special provision. Support documents are attached for your information. |
|  | **Spec Committee Members:** |  |
|  | Chairman: Wassenaar | X |
|  | Region 1: Cox | **X** |
|  | Region 2: Burch | **X** |
|  | Region 3: Alexander | **X** |
|  | Region 4: Frieler | **X** |
|  | Region 5: Beller | **X** |
|  | Region 6: Koenig | **X** |
|  | Project Development: Lacey | **X** |
|  | Specifications: Brinck | **X** |
|  | Bridge: Hasan | **X** |
|  | Agreements:  | **X** |
|  | Materials: Zufall | **X** |
|  | Traffic Engineering: Matthews | **X** | REVIEWER COMMENTS:( ) Approved ( ) Disapproved ( ) ModifiedIf disapproved or modified, give reason why and show any modifications on the attached draft copy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Name/Signature Date |
|  | Maintenance: Mueller | **X** |
|  | FHWA: Urban | **X** |
|  | Attorney General: Spear | **X** |
|  | Attorney General: Morrow | **X** |
|  |  |  |
|  | **Others:** |  |
|  | Colorado Contractors Assoc.: Moody | **X** |
|  |  |  |
|  | **Technical Committees:** |  |
|  | Bridge |  |
|  | Culvert |  |
|  | Joint Co-op, CCA/CDOT |  |

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| **COLORADO DEPARTMENT OF TRANSPORTATION****SUBMITTAL OF NEW SPECIFICATION OR SPECIFICATION CHANGE** | Log No. (Assigned by Standards and Specifications Unit)FASTER - 1 |
| TO: Standards and Specifications Unit, Project Development, Suite 290 | FROM:Charles E. Meyer, Chief Engr. Office(Region, Branch or Technical Committee) |
| SPECIFICATION SECTION NO.N/A | ITEMFASTER Reports | Priority Routine[ ]  Fast[ ]  |
| Reason for this new or changed specification:For CDOT to track employment and DBE payments on FASTER projects the Contractor must report that information monthly. This proposed standard special provision implements the mechanism for obtaining those reports. |
| New or Revised Specification:See attached special provision and submittal form. |
| Note: See Procedural Directive 513.1 for a description of appropriate specification development procedures. |

 **CDOT Form 1215 10/01**

Xxxxxxxx nn, 2011

FASTER Monthly Employment Report

**NOTICE**

This is a standard special provision that revises or modifies CDOT’s *Standard Specifications for Road and Bridge Construction.* It has gone through a formal review and approval process and has been issued by CDOT’s Project Development Branch with formal instructions for its use on CDOT construction projects. It is to be used as written without change. Do not use modified versions of this special provision on CDOT construction projects, and do not use this special provision on CDOT projects in a manner other than that specified in the instructions unless such use is first approved by CDOT’s Standards and Specifications Unit. The instructions for use on CDOT construction projects appear below.

Other agencies which use the *Standard Specifications for Road and Bridge Construction* to administer construction projects may use this special provision as appropriate and at their own risk.

**Instructions for use on CDOT construction projects:**

Use this special provision on projects that are in part or wholly funded by the Funding Advancements for Surface Transportation and Economic Recovery (FASTER) legislation.

Xxxxxxxx nn, 2011

FASTER Monthly Employment Report

This project is partly or wholly funded with Funding Advancements for Surface Transportation and Economic Recovery (FASTER) legislation funds received from the higher vehicle registration fees and the State government. CDOT is recording the number of jobs supported by this project and the actual amount of Disadvantaged Business Enterprise (DBE) payments made.

The Contractor shall report the number of jobs supported, created, or sustained on this project using a *FASTER Monthly Employment Report* (Form No.\_\_\_). The data specified below shall be reported on Form No.\_\_\_\_\_. The Contractor shall ensure that each subcontractor also submits the required employment information to the Contractor in time for the Contractor to fulfill this reporting obligation. The completed Monthly Employment Report shall be submitted by email on Form No. \_\_\_\_ to the following e-mail address: Programs.ProjectAnalysis@dot.state.co.us

A copy shall be given to the Project Engineer.

To report the actual monthly amount of DBE payments made, the Contractor shall submit the actual dollar value paid to DBE firms, including the Contractor itself, if applicable. The data shall be reported on Form No.\_\_\_. The dollar amount shall be a cumulative monthly total of all payments made to DBE firms for the reporting month.

Monthly Employment Reports shall be submitted by the 25th of each month. Failure to submit the completed forms shall be grounds for a determination by the Engineer that no further progress payments are to be made until the Contractor has submitted all outstanding forms.

The Monthly Employment Report and the instructions may be found on the CDOT Forms website at

<http://www.coloradodot.info/business/designsupport/construction-specifications/2005-construction-specs/2005ssp/miscellaneous>. The Contractor shall review the instructions regularly for any changes to the reporting requirements. <http://internal/centralfiles/FormsCatalog.htm>

The Monthly Employment Report shall be completed and submitted each month from the Notice to Proceed through project acceptance.

Making the Monthly Employment Report does not relieve the Contractor and subcontractors from any other reporting requirements.

**Monthly Employment Report Instructions**

**FASTER Funded Projects**

This form provides employment information on each FASTER project. Monthly employment information on each FASTER project is used by CDOT to increase transparency in government and further show the positive impact the tax payers’ funds have through these projects. CDOT is collecting and analyzing certain employment data for each FASTER funded contract. Submission of Form No.\_\_\_\_ shall begin the month the Notice to Proceed is issued and continue until completion of the Contract. This report is required for this Contract because it is funded in whole or in part by FASTER funds. The Contractor and consultants working on this project shall provide the required information for their own workforce as well as the workforces of all subcontractors that were active on this FASTER funded project for the reporting month.

The following data shall be provided by the Contractor, each subcontractor, and each consultant working on this FASTER project. The Contractor or prime consultant working this project shall be responsible for reporting its own firm's data as well as all subcontractors' data.

**Format:** the electronic form may be found at <http://www.coloradodot.info/business/designsupport/construction-specifications/2005-construction-specs/2005ssp/miscellaneous>

<http://internal/centralfiles/FormsCatalog.htm>

All forms shall be submitted in Excel format only. The file shall be saved using the following format: 5-digit project code\_reporting month\_year (12345\_May\_2009).

**Due date:** Reports shall be submitted by the 25th of the month (estimate date) from the month the Notice to Proceed is issued , until project acceptance.

*Consultant or Local Agency submittal shall be made by the 1st of the month as established by the contract or the IGA, from the month the Notice to Proceed is issued until the contract expiration.*

**Due to:** Reports are to be filed by email with the Labor and Contract Compliance Manager at

Programs.ProjectAnalysis@dot.state.co.us

The form is to be completed as follows:

BOX 1. **Report Month:** The month and year covered by the report, as *mm/yyyy* (e.g.

 “May 2009” would be coded as “05/2009”).

BOX 2. **Contracting agency:** The name of the contracting agency. Enter “State” for

CDOT administered projects. For local agency administered projects, enter the name of the local agency.

BOX 3. **Federal-aid project number:** The State assigned federal-aid project number,

 consistent with the format reported in FMIS.

BOX 4. **State project number or identification number:** The project number or ID,

as assigned by the State consistent with the format reported in FMIS.

BOX 5. **Project location:** State where project occurs.

BOX 6. **Contractor name and address:** The name and address of the contracting or

 consulting firm shall include the name, street address, city, state, and zip

 code.

BOX 7. **Contractor DUNS number:** The unique nine-digit number issued by Dun &

 Bradstreet. Followed by the optional 4 digit DUNS Plus number. Reported as

 “*999999999.9999”*

BOX 8. **Employment data:** The Contractor or prime consultant will report all the direct,

on-the-project jobs for its workforce and the workforce of its subcontractors

active during the reporting month. **Jobs to be reported shall include all employees actively engaged in projects who work on the jobsite, in the project office, in the home office, or telework from a home or other alternative office location.** This includes any engineering personnel, inspectors, sampling and testing technicians, and lab technicians performing work directly in support of the FASTER-funded project. This does not include material suppliers such as steel, culverts, guardrail, and tool suppliers. The form requests specifically:

 a. **Subcontractor name:** The name of each subcontractor or sub-consultant

 active on the project for the reporting month.

 b. **Employees:** The number of project employees on the Contractor’s or

consultant’s workforce that month, and the number of project employees

for each of the active subcontractors for the reporting month. Do not

include material suppliers. Total field at bottom will be automatically

calculated and reported as a whole number.

 c. **Hours:** The total hours on the specified project for all employees reported on the Contractor’s or consultant’s project workforce that month, and the

total hours for all project employees reported for each of the active

subcontractors that month. Total field at bottom will be automatically

calculated and reported as a whole number.

 d. **Payroll:** The total dollar amount of wages paid by the Contractor or

consultant that month for employees on the specified project, and the total

dollar amount of wages paid by each of the active subcontractors that

month. Payroll includes only wages and does not included overhead or

indirect costs. Total field at bottom will be automatically calculated and

will be rounded to the nearest whole dollar and reported as a whole

number.

BOX 9. **DBE Actual Payments:** The Contractor or consultant will report the actual monthly cumulative total payments made to all DBE firms on the project. This should also reflect DBE payments “made” to the Contractor itself, if the Contractor or consultant is a DBE firm and included as part of the Contract DBE commitment.

Box 10. **Prepared by:**

a. **Name:** Indicate the person responsible for preparation of the form. No signature is required. By completing the form the person certifies that they are knowledgeable of the hours worked and employment status for all the employees. Contractors, consultants, and their subcontractors are responsible to maintain data to support the employment form and make it available to the State in case the State requests supporting materials.

 b. **Date:** The date that the contractor completed the employment form.

Reported as “*mm/dd/yyyy*.” (e.g. “May 1, 2009” would be coded as

“05/01/2009”).

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|  | CONSTRUCTION BULLETIN |
|  |
| **Colorado Department of Transportation** | **Faster Reporting Requirements** |
| Project Development Branch | 2010 Number \_, Page 1 of 1 |
|  | Date: ? |

***FASTER* REPORTING REQUIREMENTS**

This construction bulletin provides guidance on reporting employment on projects either partially or wholly funded by the Funding Advancements for Surface Transportation and Economic Recovery (FASTER) legislation.

The Contractor and each of his subcontractors are required by the special provision *FASTER Monthly Employment Report* to submit a monthly report on Form No. \_\_\_\_ reporting employment and DBE payments on projects funded with FASTER funds. The completed Monthly Employment Report shall be submitted by email on Form No. \_\_\_\_ to the following e-mail address: Programs.ProjectAnalysis@dot.state.co.us . The Contractor is to give a copy to the Project Engineer.

Monthly Employment Reports shall be submitted by the 25th of each month. Failure to submit the completed forms shall be grounds for a determination by the Engineer that no further progress payments are to be made until the Contractor has submitted all outstanding forms.

A copy of Form No. \_\_\_\_ and the instructions for are attached below. It can also be found on the CDOT web site at <http://internal/centralfiles/FormsCatalog.htm>.

A copy of the special provision is attached below. It can also be found on the CDOT web site at <http://www.coloradodot.info/business/designsupport/construction-specifications>.



Questions regarding the reporting requirements on *FASTER* projects should be directed to BethAnn Wieder at 303-757-9541.