

ADOBE Sign Log-in Instructions for the CDOT Forms 473/474-23

The Materials Advisory Committee as well as the E-Signature Guidance on signatures has approved the use of the new CDOT Adobe Sign Form 473/474 starting 1 July 2021. The Independent Assurance Testers have been given the authority to initiate the Adobe Sign Form 473/474.

Please review the updated version of the CDOT ESignature Guidance which includes the guidance for the Adobe Sign Forms 473/474:



CDOT Guidance on ESignatures

Why pay to sign a document if you do not have to?

Breakdown of Records Regulated By Outside Agencies		All Other Records
<p style="text-align: center; color: red;">DocuSign</p> <ul style="list-style-type: none"> Used to sign ALL records governed by the State Controller's office Examples: contracts and grants Access regulated by statute and the AG's Office ENotary and EStamp State wide platform <p>Costs:</p> <ul style="list-style-type: none"> CDOT is charged for every "envelope" workflow CDOT is not charged until the first signature, but if at some point the "envelope" is rejected or voided, CDOT is charged. About \$4.00 per envelope <p>Contracts:</p> <ul style="list-style-type: none"> Controller's Office manually creates an "envelope" with workflow for signatures <p>Permits:</p> <ul style="list-style-type: none"> An "envelope" is created automatically when a permit is initiated at regional level <p>More Info:</p> <ul style="list-style-type: none"> For videos and training information go to the Learning Lab 	<p style="text-align: center; color: blue;">Adobe Sign</p> <ul style="list-style-type: none"> Used on ALL Record Sets and records that require a professional stamp (Professional Engineering, Architect, and Surveyor Stamps) Regulated by DORA Has ability to easily sign and accept large records that require a professional stamp Engineering CMO (CDOT Form 90) Final Material Certification and Explanation of Exceptions (CDOT Form 473 & 474) Used only on Speed Memo (CDOT Form 105) that documents instructions to Contractor for work formalized later with a change order (Construction Manual 120.4) See Construction Bulletin for updates <p>Costs:</p> <ul style="list-style-type: none"> Charged at initiation of the "Packet", whether it reaches completion or is voided/rejected About \$4.00 per packet <p>Record Sets:</p> <ul style="list-style-type: none"> Capability of ESealing Large Record Sets by multiple Professional Engineers <p>More Info:</p> <ul style="list-style-type: none"> SAP Elearning class: Adobe Sign/Consultants SAP Elearning class: Adobe Sign/Local Agency SAP Elearning class: Smart Scanning and Digital Signatures 	<p style="text-align: center; color: green;">Adobe DC, SAP, OnBase, BlueBeam, etc.</p> <ul style="list-style-type: none"> Used on forms and records that require approval only <p style="text-align: center; color: green;">FREE- THERE IS NO CHARGE FOR SIGNATURES OR APPROVALS</p> <p>Adobe DC:</p> <ul style="list-style-type: none"> For budget and accounts payable records, please see CEC Guidance on Acceptable Signatures For all other records that are regulated by the State Controller, please seek guidance and approval prior to E-signing Prepping of document must be done in order for document to be routed for signature. Click here for more info. Examples when to use Adobe DC: various EForms To set up a signature in Adobe DC see SAP Elearning video "Smart Scanning and Electronic Signature" <p>OnBase:</p> <ul style="list-style-type: none"> Accounts Payable, Invoices, Expense Reports, and Various EForms No signature is required Single click approval For videos and training information on Onbase go to the Learning Lab <p>SAP:</p> <ul style="list-style-type: none"> Approval No signature is required Example: Time Approval
<p style="color: blue;">Still have questions about which application to use?</p> 	<p style="color: blue;">Contact the Records Management Program: DOT_Records_Mgmt@state.co.us</p>	<p style="color: blue;">Not sure if your record requires approval or a legal signature?</p> 

The CDOT Adobe Sign 473/474 form has been created to maintain an efficient and creditable method of managing and collecting the CDOT Project documents required to finalize a CDOT project. The Central Lab has developed the CDOT Adobe Sign 473/474 Workflow, and with the following registered document initiators for each region that will initiate the CDOT Adobe Sign 473/474 form.

A CDOT Adobe 473/474 instructional video is also available at:

<https://www.codot.gov/business/designsupport/materials-and-geotechnical>

Users in Group

You have 12 total users (12 are active).

 Search



Name 	Email	Status	Last Login
Brian M Kelly	Brian.M.Kelly@state.co.us	ACTIVE	02/16/2021
Charles Z Smith	charles.z.smith@state.co.us	ACTIVE	03/16/2020
Cheryle Clark	cheryle.clark@state.co.us	ACTIVE	08/27/2020
Craig Wieden	Craig.Wieden@state.co.us	ACTIVE	08/03/2020
Darren Phipps	Darren.Phipps@state.co.us	ACTIVE	10/06/2020
Edward Trujillo	edward.trujillo@state.co.us	ACTIVE	02/19/2021
Jennifer Kelly	jennifer.kelly@state.co.us	ACTIVE	09/29/2020
Lisa Wisner	lisawisner@state.co.us	ACTIVE	07/10/2020
Melody Perkins	melody.perkins@state.co.us	ACTIVE	03/31/2020
Patrick [R5] Murphy	Patrick.Murphy@state.co.us	ACTIVE	
Paul Davila	paul.davila@state.co.us	ACTIVE	
Todd Mayhew	Todd.Mayhew@State.co.us	ACTIVE	09/01/2020

The Region Group member will initiate the Adobe Sign 473/474 form and will receive the final signed copy of the form with an Audit Form that follows the form through the signing process. The registered Group members have been trained and understand the initiating process.

Group Member Instructions

Open the following link to get started.

<https://secure.echosign.com/public/login>

Adobe Sign

Sign In To Your Account

Email:

Password:

Remember Me

Sign In

[I forgot my password](#)

Don't have an Adobe Sign Account?
[Sign up for a free trial](#)

Adobe Sign works in the systems you already use.

Learn more

Enter your CDOT E-Mail address no password is needed then check the "Remember Me" check box, Place your cursor on the Password block, and hit "ENTER" on your keyboard.

Adobe Sign

Sign In To Your Account

Email:

Password:

Remember Me

[Sign In](#)

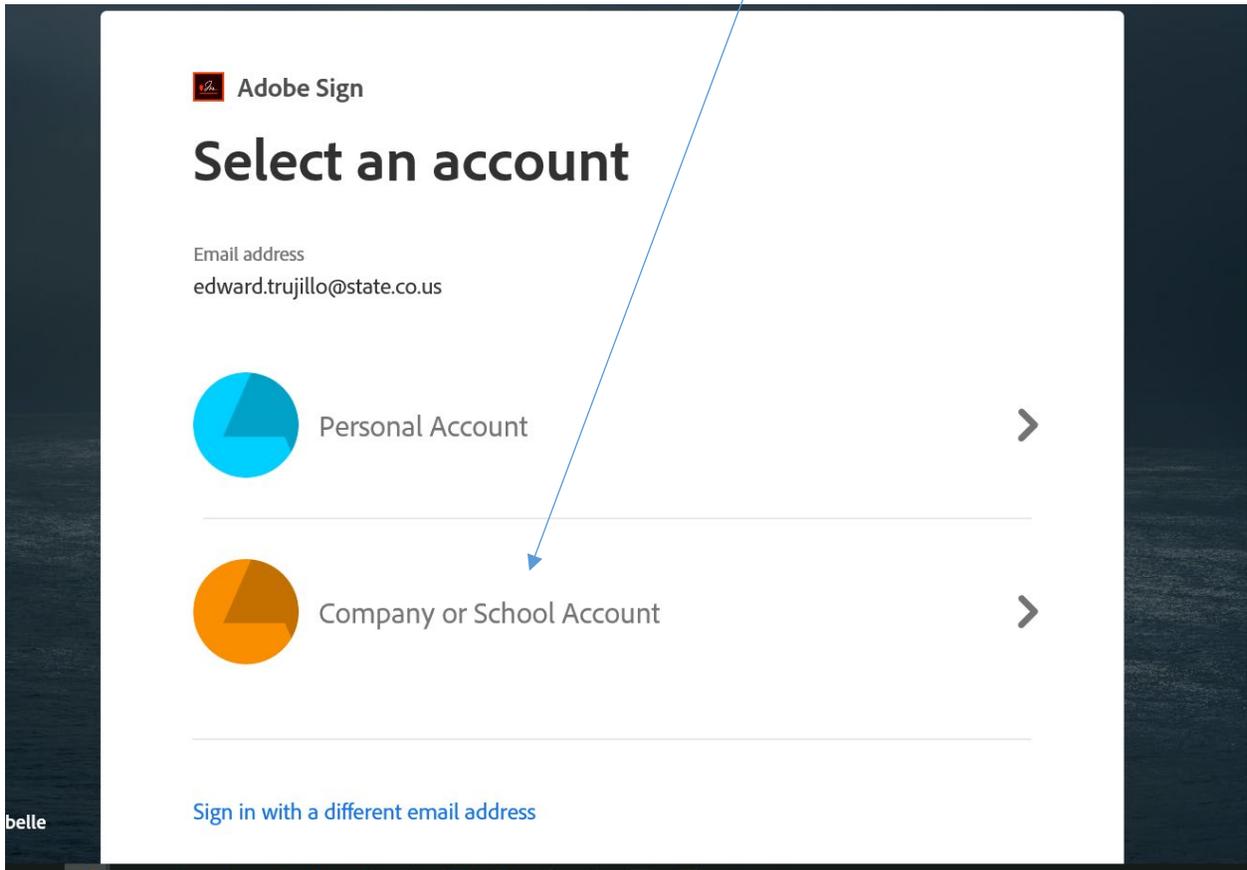
[I forgot my password](#)

Adobe Sign works in the systems you already use.

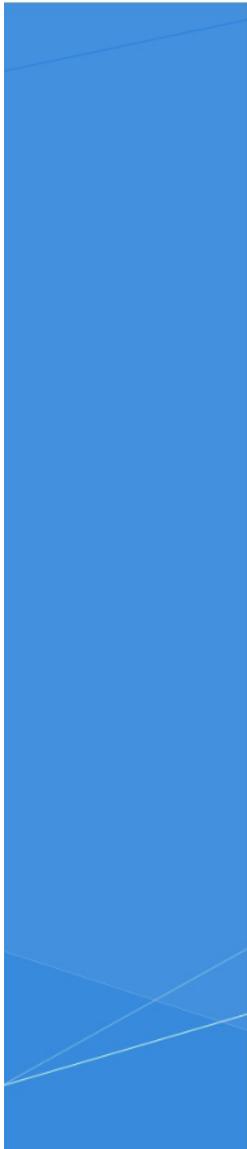
[Learn more](#)

Don't have an Adobe Sign Account?
[Sign up for a free trial](#)

Choose "Company or School Account"



Enter your organizational account as follows and Sign in:



State of Colorado - SSO Portal

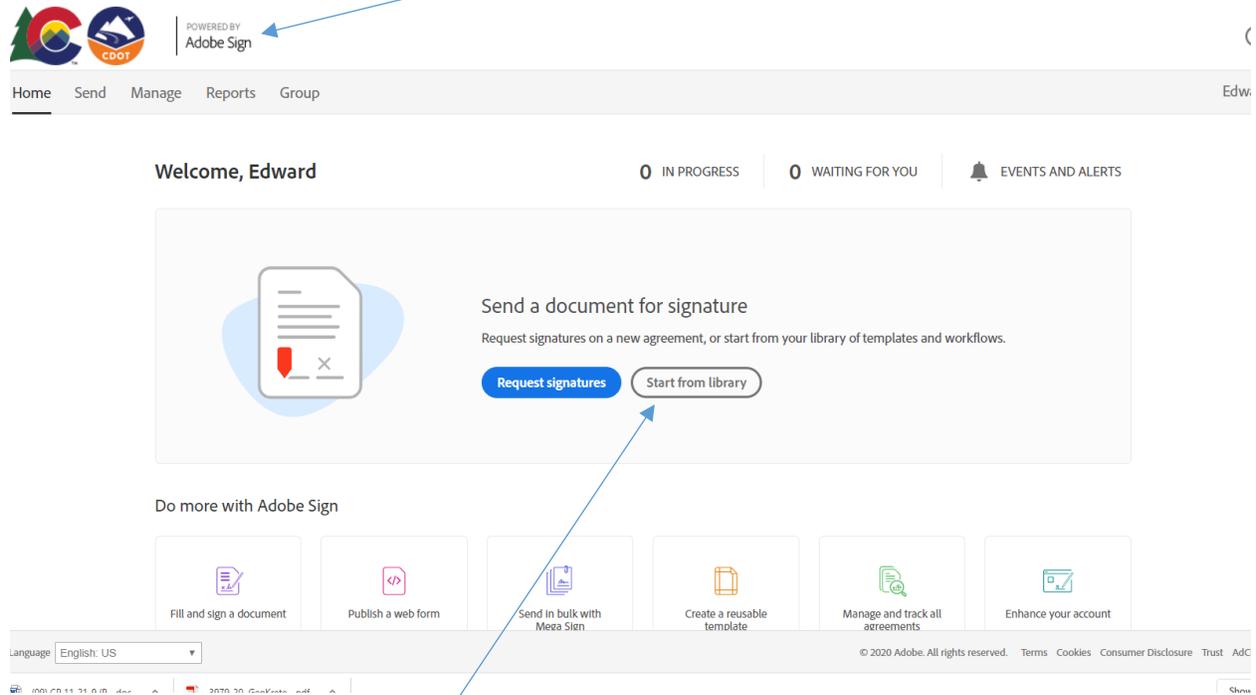
Sign in with your organizational account

 ✕

Sign in

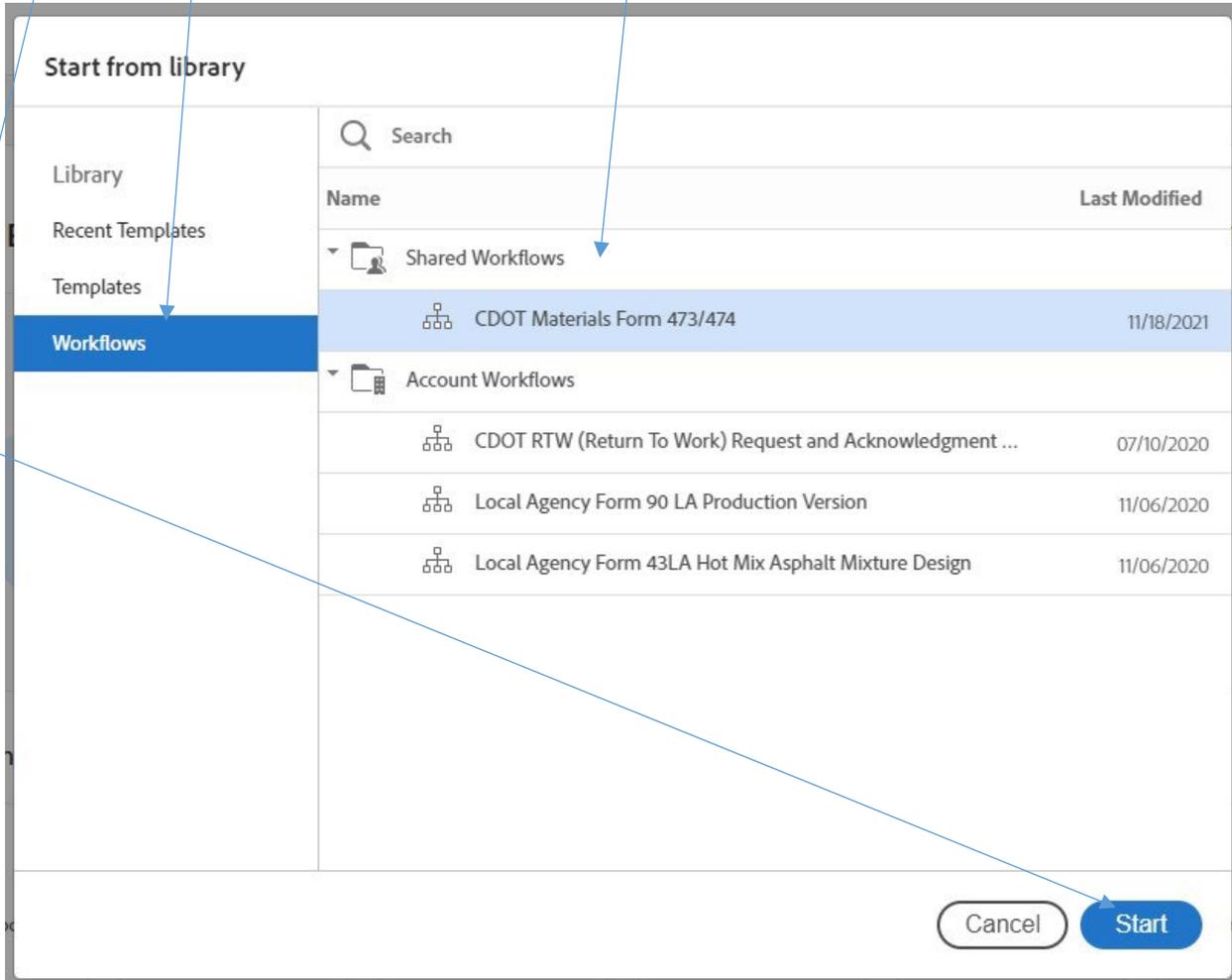
© 2013 Microsoft

You now have access to Adobe Sign, verify that the CDOT Logo is visible that will tell you that you have accessed the Adobe Sign program correctly.



Click on "Start from library" Box

Click on "Workflows" Then the shared workflows will be available for your use, click on the available workflow in this case it will be "CDOT Materials Form 473/474". Highlight the workflow and click on "Start"



Enter the e-mails in order of the list that has been given, starting with the Independent Assurance (IA) or registered group member responsible for initiating the Adobe Sign 473/473 form.

NOTE 1: If there is no Consultant Professional Engineer on the CDOT project then enter IA email to continue.

POWERED BY Adobe Sign

Home Send Manage Reports Group Edward

Construction Form 473/474

How this workflow works
Use this workflow to initiate the Form 473/474 automated routing for completion and signatures. Cut and paste each email address into the email location under the "Recipients" label, select a "Set Reminder" notification, and select Send to activate the workflow. Remember to add CCs (just below email address fields) for anyone not part of the form completion process but who needs an automatic copy of the executed document.

less

Guided Help

CDOT Materials Form 473/474

How this workflow works
Use this workflow to initiate the Form 473/474 automated routing for completion and signatures. Cut and paste each email address into the email location under the "Recipients" label, select a "Set Reminder" notification, and select Send to activate the workflow. Remember to add CCs (just below email address fields) for anyone not part of the form completion process but who needs an automatic copy of the executed document.

more

Recipients

IA (Independent Assurance Program)*

Myself	Email	
--------	-------	--

RME (Region Materials Engineer)*

Enter recipient email	Email	
-----------------------	-------	--

Project Tester*

Enter recipient email	Email	
-----------------------	-------	--

Consultant Professional Engineer*

Enter recipient email	Email	
-----------------------	-------	--

PE (Project Engineer)*

Enter recipient email	Email	
-----------------------	-------	--

RE (Resident Engineer)*

Enter recipient email	Email	
-----------------------	-------	--

Finals Material Coordinator or Finals Administrator*

Enter recipient email	Email	
-----------------------	-------	--

CC | Hide

Cc

Enter CC's emails

Enter CC e-mail of persons not on the workflow list but that should get the signed document.

CC | Hide

Cc

Enter CC's emails

Document Name *

Message Template ▾

Project Number

Options

Set Reminder

Message *

Please complete and or sign/seal each form where indicated.

Files

Construction
Materials CDOT
473/474 *



Construction Materials Form 4
73/474 FINAL FY-21 FMM

Send

The (*) are required but should already be filled out with the appropriate information. Enter Project Number under Document Name. When all is completed click "Send" The Adobe Sign 473/474 form has been initiated and sent out to start the form signing process.

Independent Assurance Tester Instructions

The Adobe Sign form will arrive in your e-mail:



Open the e-mail and click on "Review and Sign"

Signature requested on "Form 473/474 test" Inbox x

Brian M Kelly <adobesign@adobesign.com>
to me ▾



Brian M Kelly requests your signature on
Form 473/474 test

[Review and sign](#)

Please complete and or sign/seal each form where indicated.

BRIAN M KELLY
Brian.M.Kelly@state.co.us

After you sign **Form 473/474 test** the agreement will be sent to smendoza@vivideg.com, brian.m.kelly@state.co.us, brian.m.kelly@state.co.us, **Brian M Kelly** and 1 others. Then, all parties will receive a final PDF copy by email.

The Adobe Sign 473/474 form will be opened The Independent Assurance Tester will be the first person to enter information onto the Adobe Sign 473/474 form and the instructions will move you through the form when you have completed the form click on "Start" and fill out the blocks highlighted in Yellow. (The red * indicates a mandatory entry).

ptions ▾ Form 473/474 Next required field 8

Start

COLORADO DEPARTMENT OF TRANSPORTATION		Contract ID *	Project No. *
Final Materials Certification Checklist		Region *	Location *
The Independent Assurance Sampling Schedule for this project has been substantially followed and the test results of the IA samples are in reasonably close agreement with the project acceptance (QA) sample test results. Exceptions to this statement have been previously commented on and documented when the test results were reported or are explained on an attached sheet.			
Independent Assurance (IA) samples were tested with independent equipment unless noted on CDOT Form 474 - Explanation of Exceptions, see attached.			
Project Materials Lab Inspected by: *	Date of Inspection: *	Method of Acceptance for Item 403	
*	*	Project	
1) IA Summary Report (Form #379), attached with IA Explanation of Exceptions.....			Yes
* Click to Atta... IA Attachments		IA Tester	
		Click here to sign	
Region Materials Engineer Comments:			

COLORADO DEPARTMENT OF TRANSPORTATION		Contract ID *	Project No. *
Final Materials Certification Checklist		Region *	Location *
The Independent Assurance Sampling Schedule for this project has been substantially followed and the test results of the IA samples are in reasonably close agreement with the Owner Acceptance (OA) sample test results. Exceptions to this statement have been previously commented on and documented when the test results were reported or are explained on an attached sheet.			
Independent Assurance (IA) samples were tested with independent equipment unless noted on CDOT Form 474 - Explanation of Exceptions, see attached.			
Project Materials Lab inspected by: *	Date of inspection: *	Method of Acceptance for Item 403 *	
*	*	Select...	
1) IA Summary Report (Form 379), attached with IA Explanation of Exceptions *			Select...
IA Attachments and Supporting Documents		IA Tester *	
* IA 379	* 474 IA Exceptions	* IA Comparison Report	* Signature

Additional Attachments for the IA have been added:

- 1) IA Form 379, 2) IA 474 Letter of Exceptions, 3) IA Comparison Report

The "Next" flag will tell you that there is more to complete before you can move forward to the next item on the Adobe Sign 473/474 form. When you are ready to attach the CDOT Form 379 click on the "IA attachments" box. Follow the instructions when attaching the CDOT Form 379. You are now ready to sign as the IA Tester

Options ▾ Form 473/474 Next required field 1

COLORADO DEPARTMENT OF TRANSPORTATION		Contract ID 12345	Project No. NH521-01-010
Final Materials Certification Checklist		Region 1	Location I-25 Northbound Lanes

The Independent Assurance Sampling Schedule for this project has been substantially followed and the test results of the IA samples are in reasonably close agreement with the project acceptance (QA) sample test results. Exceptions to this statement have been previously commented on and documented when the test results were reported or are explained on an attached sheet.
Independent Assurance (IA) samples were tested with independent equipment unless noted on CDOT Form 474 - Explanation of Exceptions, see attached.

Project Materials Lab Inspected by: Date of Inspection: Method of Acceptance for Item 403:

1) IA Summary Report (Form #379), attached with IA Explanation of Exceptions.....

IA Tester

Region Materials Engineer Comments:

Final IA Review Region Materials Engineer

Project Tester - Document all shortages of tests, missing COC/CTR's and explain all quality level incentives/disincentives, price reductions

Click on the "IA Tester" signature box. I recommended choosing "Type" to sign your name so that your signature will have a date and time that is was signed. Then Click on "Apply"

Options ▾ Required fields completed

Type Draw Image Mobile

Adobe Sign

Edward Trujillo

Clear

Close Apply

Region Materials Engineer Comments:

Final IA Review Region Materials Engineer

Project Tester - Document all shortages of tests, missing COC/CTR's and explain all quality level incentives/disincentives, price reductions

The Independent Tester has completed their section to complete the section **"Click to Sign"**

COLORADO DEPARTMENT OF TRANSPORTATION
Final Materials Certification Checklist

Contract ID 12345 Project No. NH521-01-010
Region 1 Location I-25 Northbound Lanes

The Independent Assurance Sampling Schedule for this project has been substantially followed and the test results of the IA samples are in reasonably close agreement with the project acceptance (QA) sample test results. Exceptions to this statement have been previously commented on and documented when the test results were reported or are explained on an attached sheet.
Independent Assurance (IA) samples were tested with independent equipment unless noted on CDOT Form 474 - Explanation of Exceptions, see attached.

Project Materials Lab Inspected by: IA Personnel Name
Date of Inspection: 01/25/21
Method of Acceptance for Item 403: Project

1) IA Summary Report (Form #379), attached with IA Explanation of Exceptions. [Click to change](#) Yes

IA Tester: Edward Trujillo

FILE: cdot. x IA Attachments

Region Materials Engineer Comments:

Final IA Review Region Materials Engineer

By signing, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

[Click to Sign](#)

You will receive this message and the Adobe Sign 473/474 will be sent to the Region Materials Engineer for signature.

You're all set

You finished signing "Form 473/474".

Next, edward.trujillo@state.co.us will sign.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Region Materials Engineer Instructions

The Region Materials Engineer will receive an e-mail from Adobe Sign.



To continue click on "Review and Sign"

Signature requested on "Form 473/474" 

Edward Trujillo <adobesign@adobesign.com>
to me ▾

An email body screenshot. At the top left are the Colorado state logo and the CDOT logo. The main text says: "Edward Trujillo requests your signature on **Form 473/474**". Below this text is a blue rounded rectangular button with the text "Review and sign". A blue arrow points from the underlined "Review and Sign" text in the previous block to this button. Below the button is a horizontal line, followed by the text: "Please complete and or sign/seal each form where indicated." Below that is another horizontal line, followed by the text: "EDWARD TRUJILLO" and "edward.trujillo@state.co.us". Below that is a third horizontal line, followed by the text: "After you sign **Form 473/474**, the agreement will be sent to edward.trujillo@state.co.us, edward.trujillo@state.co.us, edward.trujillo@state.co.us, edward.trujillo@state.co.us and 2 others. Then, all parties will receive a final PDF copy by email. As you prepare to sign this agreement, please note that the document asks for the following document to be attached:"

The Region Materials Engineer can enter "comments".

Form 473/474

Region Materials Engineer Comments:

Final IA Review Region Materials Engineer
Click here to sign

Region Materials Engineer Comments:

RME Attachment

Final IA Review Region Materials Engineer*

Additional Attachment block has been added for the RME. Attach any missing documents as needed.

Click on the "Region Materials Engineer" signature box. I recommended choosing "Type" to sign your name so that your signature will have a date and time that it was signed. Then Click on "Apply"

Sign

Edward Trujillo

Type Draw Image Mobile

Close Apply

To complete the Region Materials Engineer section click on the "signature block" and sign.

The screenshot shows the Adobe Sign interface for CDOT Form 473/474. The form is titled "Form 473/474" and includes a "Next required field" indicator. The "Region Materials Engineer Comments" section is visible, with a "Click to Sign" button and a "Click here to sign" button. A blue arrow points from the text above to the "Click here to sign" button. A yellow "Next" button is also visible on the left side of the form.

The Region Materials Engineer has completed their section to complete the section

"Click to Sign"

The screenshot shows the Adobe Sign interface for CDOT Form 473/474, indicating that "Required fields completed". The "Region Materials Engineer Comments" section is now filled with a signature, "Ed Trujillo". A blue arrow points from the text above to a "Click to Sign" button at the bottom of the form. The form also includes a "Click to change" button and a "Click to Sign" button at the bottom right.

You will receive this message and the Adobe Sign 473/474 will be sent to the Project Tester to complete the Tester Section



 **You're all set**

You finished signing "Form 473/474".

Next, edward.trujillo@state.co.us will sign.

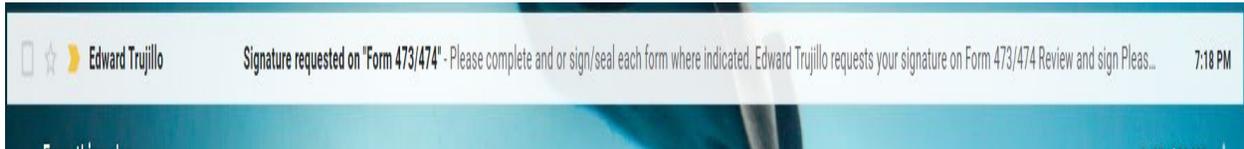
We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.



To download a copy of the form for your records click [here](#).

Project Tester Instructions

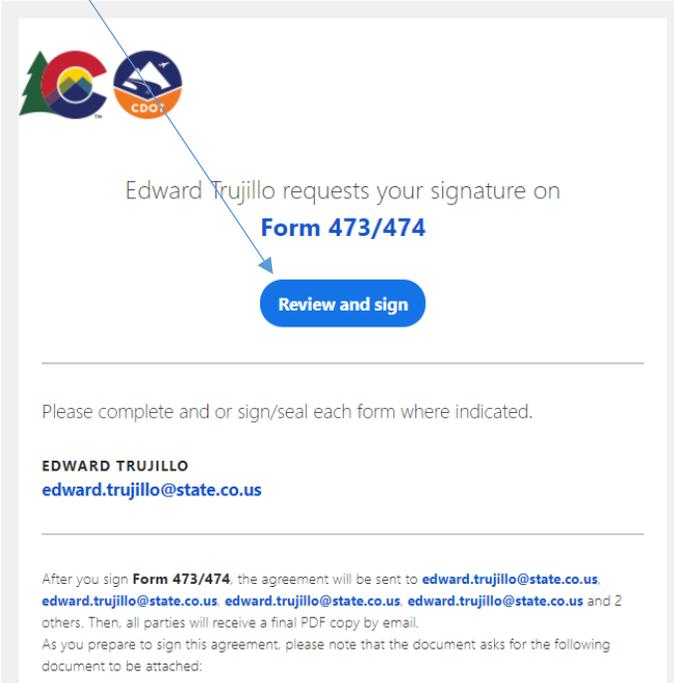
The Project Tester will receive an e-mail from Adobe Sign.



To continue click on "Review and Sign"

Signature requested on "Form 473/474" 

Edward Trujillo <adobesign@adobesign.com>
to me ▾



The email content features the Colorado state logo and the CDOT logo at the top left. The main text reads "Edward Trujillo requests your signature on **Form 473/474**". Below this text is a prominent blue button with the text "Review and sign". A blue arrow originates from the underlined text "Review and Sign" in the instruction above and points directly to this button. Below the button, there is a horizontal line, followed by the text "Please complete and or sign/seal each form where indicated." Below that is another horizontal line, followed by the name "EDWARD TRUJILLO" and the email address "edward.trujillo@state.co.us". A final horizontal line is followed by a paragraph of smaller text: "After you sign **Form 473/474**, the agreement will be sent to edward.trujillo@state.co.us edward.trujillo@state.co.us edward.trujillo@state.co.us and 2 others. Then, all parties will receive a final PDF copy by email. As you prepare to sign this agreement, please note that the document asks for the following document to be attached:"

The Adobe Sign 473/474 form will be opened The Project Tester will be the next person to enter information onto the Adobe Sign 473/474 form and the instructions will move you through the form when you have completed the form click on "Start" and fill out the blocks highlighted in Yellow. (The red * indicates a mandatory entry)

Form 473/474

Project Tester - Document all shortages of tests, missing COC/CTR's and explain all quality level incentives/disincentives, price reductions and include supplemental documents as required on the CDOT Form 474 - Final Materials Certification Explanation of Exceptions.

- 2) CDOT Form 474 - Final Materials Certification Explanation of Exceptions with supplemental documentation as required.
- 3) Completed OIA and Certification Checklists.
- 4) Completed Random Sampling Schedules (all required elements).....
- 5) Quality Control Notebooks (digital) for all required items.
- 6) Evaluation of Materials testing, Form 1324.....
- 7) Buy America monthly summary reports.....
- 8) Price Reduction Documentation and CAR Quality Level Reports - Incentive / Disincentive documents.

Project Tester:

Project Acceptance Date: *

This is to Certify that: OIA Sampling & Testing Checklist, Certification Checklist and IA Checklist have met the minimum required testing. Explanation of Exceptions and Buy America summaries are complete. All documentation has been reviewed and placed in ProjectWise in the path: ContractID/Construction/Materials.

This is to Certify that: The results of the tests on the 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 results of the Independent Assurance sampling and testing. This form is complete, includes all attachments, and has

Note 2: Choose "Yes" to add a document if needed or choose "No" the attachment will not be required.

The "Next" flag will move you through the Adobe Sign 473/474 form. "Pop up instructions" will guide you as you complete the form.

Form 473/474

CDOT Form 473SMM 09/20

Contract ID:	12345	Region:	1
Project Acceptance Date:			
Project Number:	NH521-01-010		
Project Location:	I-25 Northbound Lanes		
Contractor:	*		
Project Final Documentation Completion Date:	*		

Select between these 5 radio buttons for the type of project and testing requirements for the project and click past the other selections when prompted

Next

<input type="radio"/> Owner Acceptance	<input type="radio"/> Local Agency
<input type="radio"/> Innovative Contract	<input type="radio"/> Other
<input type="radio"/> CDOT Maintenance	

Electronic signature of Project Tester

CDOT or Consultant Company Name: *

CDOT Project Sampling and Testing by Consultant: YES NO

Project Tester completes all sections highlighted in yellow.

Enter the "Contractor's Name".

The "Next" flag will move you through the form.

CDOT Form 473/474

Colorado Department of Transportation Final Materials Certification		Contract ID:	12345	Region:	1
Explanation of Exceptions		Project Acceptance Date:			
<input checked="" type="radio"/> Owner Acceptance		Project Number:	Enter the Contractor's name		
<input type="radio"/> Innovative Contract <input type="radio"/> Local Agency		Project Location:	Brannon		
<input type="radio"/> CDOT Maintenance <input type="radio"/> Other		Contractor:	Brannon		
Electronic signature of Project Tester <i>Eddie Trujillo</i>		Project Final Documentation Completion Date:	01/30/2021		
CDOT Project Sampling and Testing by Consultant: YES <input checked="" type="radio"/> NO <input type="radio"/>		CDOT or Consultant Company Name:	Rocksol Company		
CAR - Quality Level Reports					
FINAL CAR report	Data Reviewed by:	Data Checked by:			
<input type="checkbox"/> Asphalt Quality Level					

The project tester enters "Date of Project Final Documentation Completion".

Click "Next" to continue.

CDOT Form 473/474

Colorado Department of Transportation Final Materials Certification		Contract ID:	12345	Region:	1
Explanation of Exceptions		Project Acceptance Date:			
<input checked="" type="radio"/> Owner Acceptance		Project Number:	NH571-01-010		
<input type="radio"/> Innovative Contract <input type="radio"/> Local Agency		Project Location:	I-25 Northb		
<input type="radio"/> CDOT Maintenance <input type="radio"/> Other		Contractor:	Brannon		
Electronic signature of Project Tester <i>Eddie Trujillo</i>		Project Final Documentation Completion Date:	01/30/2021		
CDOT Project Sampling and Testing by Consultant: YES <input checked="" type="radio"/> NO <input type="radio"/>		CDOT or Consultant Company Name:	Rocksol Company		
CAR - Quality Level Reports					
FINAL CAR report	Data Reviewed by:	Data Checked by:			
<input type="checkbox"/> Asphalt Quality Level					

Project Tester complete all sections in yellow the "Next" flag will move you through the form.

Colorado Department of Transportation
Final Materials Certification
Explanation of Exceptions

<input checked="" type="radio"/> Owner Acceptance	Contract ID: 12345	Region: 1
<input type="radio"/> Innovative Contract	Project Acceptance Date:	
<input type="radio"/> CDOT Maintenance	Project Number: NH521-01-010	
Click to change Agency	Project Location: I-25 Northbound Lanes	
Electronic signature of Project Tester	Contractor: Brannon	
* Click here to sign	Project Final Documentation Completion Date: 01/30/2021	
CDOT Project Sampling and Testing by Consultant: YES <input checked="" type="radio"/> NO <input type="radio"/>	CDOT or Consultant Company Name: Rocksol Company	
CAR - Quality Level Reports		
FINAL CAR report	Data Reviewed by:	Data Checked by:
<input type="checkbox"/> Asphalt Quality Level		

Project Tester chooses either "CDOT" or "The Consultant Company Name".

Click "Next" to continue.

Colorado Department of Transportation
Final Materials Certification
Explanation of Exceptions

<input checked="" type="radio"/> Owner Acceptance	Contract ID: 12345	Region: 1
<input type="radio"/> Innovative Contract	Project Acceptance Date:	
<input type="radio"/> CDOT Maintenance	Project Number: NH521-01-010	
Local Agency	Project Location: I-25 Northbound Lanes	
Other	Contractor: Enter either CDOT or the Consultant Company Name	2021
Electronic signature of Project Tester	CDOT or Consultant Company Name: Rocksol Company	
<i>Eddie Trujillo</i> <small>(Date made - Feb 10, 2021)</small>		
CDOT Project Sampling and Testing by Consultant: YES <input checked="" type="radio"/> NO <input type="radio"/>		
CAR - Quality Level Reports		
FINAL CAR report	Data Reviewed by:	Data Checked by:
<input type="checkbox"/> Asphalt Quality Level		

Project Tester Select either "Yes or No" for Consultant Project Sampling

Click "Next" to continue.

The screenshot shows the Adobe Sign interface for CDOT Form 473/474. The form is titled "Colorado Department of Transportation Final Materials Certification" and includes an "Explanation of Exceptions" section. A tooltip is visible over the "CDOT Project Sampling and Testing by Consultant" field, which has radio buttons for "YES" (selected) and "NO". A yellow "Next" button is highlighted on the left side of the form. The interface also shows a "Next required field" indicator with the number 8.

Colorado Department of Transportation		Contract ID:	12345	Region:	1
Final Materials Certification		Project Acceptance Date:			
Explanation of Exceptions		Project Number:	NH521-01-010		
<input checked="" type="radio"/> Owner Acceptance		Project Location:	I-25 Northbound Lanes		
<input type="radio"/> Innovative Contract	<input type="radio"/> Local Agency	Contractor:	Brannon		
<input type="radio"/> CDOT Maintenance		Documentation Completion Date:	01/30/2021		
Electronic sig <i>Eddie Trujillo</i> <small>(do not edit)</small>		Company Name:	Company		
CDOT Project Sampling and Testing by Consultant:		YES <input checked="" type="radio"/>	NO <input type="radio"/>		
CAR - Quality Level Reports					
FINAL CAR report	Data Reviewed by:		Data Checked by:		
<input type="checkbox"/> Asphalt Quality Level					

Project Tester Checkmark either "Asphalt Quality Level or Concrete Quality Level" or Both depending on the project.

Click the "Next" flag to continue.

CAR - Quality Level Reports		
FINAL CAR report	Data Reviewed by:	Data Checked by:
<input type="checkbox"/> Asphalt Quality Level	Signature	Signature
Asphalt Quality Level Comments:		
<input type="checkbox"/> Concrete Quality Level	Signature	Signature
Concrete Quality Level Comments:		

Add comments as needed.

Project Tester adds the "Explanation of Exceptions".

Additional Attachments boxes have been added to allow the tester to attach the "Letter of Exceptions" or any missing documents.

Note: Due to limited space type in only your Explanation of Exceptions. "do not copy and paste into the comments section".

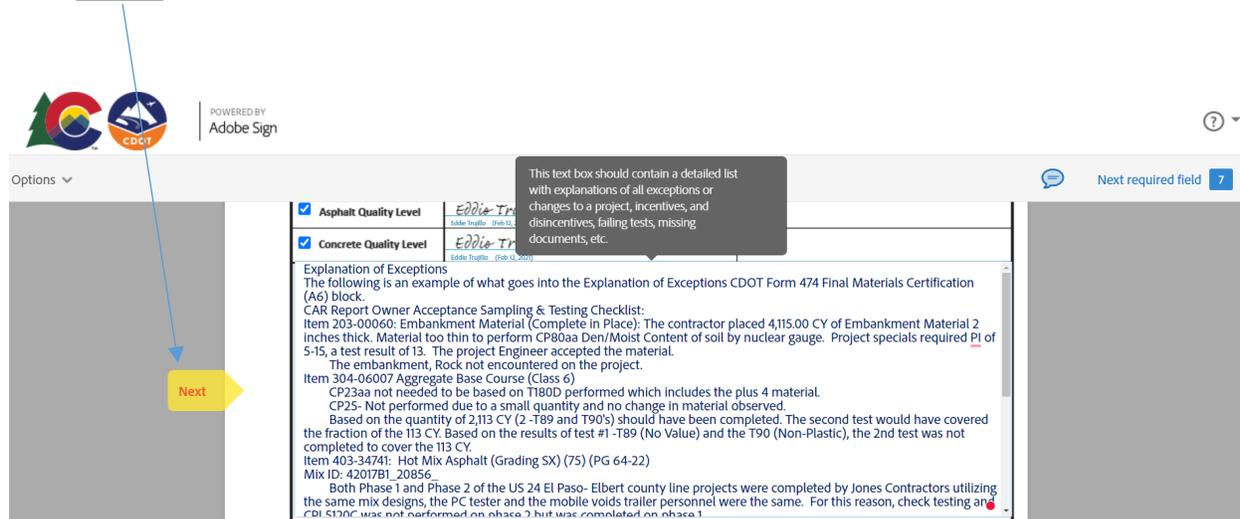
Attachment boxes have been added for the tester to attach a copy of the "Letter of Exceptions"

Click "Next" to continue.



Example of Explanations of Exceptions.

Click "Next" to continue.



474 Attachment with Explanation of Exceptions Example:

Colorado Department of Transportation Final Materials Certification Explanation of Exceptions		Contract ID: 19219	Region: 3	Page 1 of 1
		Project Acceptance Date: 04/19/2022		
<input checked="" type="checkbox"/> Owner Acceptance <input type="checkbox"/> Independent Assurance <input type="checkbox"/> Innovative Contract <input type="checkbox"/> Local Agency <input type="checkbox"/> CDOT Maintenance <input type="checkbox"/> Other		Project Number: STE C480-008		
		Project Location: Pinon Causeway to Village Dr.		
		Contractor: Kryptonite Construction		
		Project Final Documentation Completion Date: 04/12/2022		
Electronic signature of Project Tester John Doe Digitally signed by John Doe Date: 2022.05.09 14:53:24 -06'00'		Enter "CDOT" or "Consultant Company Name" CDOT		
CDOT Project Sampling and Testing by Consultant: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
CAR - Quality Level Reports				
FINAL CAR report		Data Reviewed by:		Data Checked by:
Asphalt Quality Level	Electronic Signature: [Redacted]			Electronic Signature: [Redacted]
Concrete Quality Level	Electronic Signature: [Redacted]			Electronic Signature: [Redacted]
CAR Report Owner Acceptance Sampling & Testing Checklist: Item 203-00060: Embankment Material (Complete in Place): The contractor placed 4,115.00 CY of Embankment Material 2 inches thick. Material too thin to perform CP80aa Den/Moist Content of soil by nuclear gauge. Project specials required a PI of 5-15, a test result of 13. The Project Engineer accepted the material. The embankment, Rock not encountered on the project. Item 304-06007 Aggregate Base Course (Class 6) CP23aa not needed to be based on T180D performed which includes the plus 4 material. CP25- Not performed due to a small quantity and no change in material observed. Based on the quantity of 2,113 CY (2 -T89 and T90s) should have been completed. The second test would have covered the fraction of the 113 CY. Based on the results of test #1 -T89 (No Value) and the T90 (Non-Plastic), the 2nd test was not completed to cover the 113 CY.				
Project Engineer Comments I have reviewed the Letter of Exceptions and found everything in order.				
		Project Engineer Signature Project Engineer Digitally signed by Project Engineer Date: 2022.05.09 14:44:51 -06'00'		
Consultant Firm Professional Engineer Comments:				
Instructions: Signature of Project Tester or Project Engineer shall be signed after explanations are complete. Hand signed document is not acceptable, only electronic signatures. 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 on exemptions to the electronic Sealing requirement, except where stated in section (V) (C) of the CDOT Policy Directive 508.1, REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL See FMM Documentation chapters - After Construction - for more information All CAR - Quality Level Reports must be Final Report with no errors.		Consultant Firm Professional Engineer Electronic Signature [Redacted] Consultant Firm Professional Engineer Electronic Stamp		

Previous editions of this form are obsolete and may not be used

CDOT Form 474 02/2022

When you are ready to attach documents click on the "attachments" boxes. Follow the instructions when attaching the project documents. (See NOTE 2, on page 20).

Click "Next" to continue.

The screenshot shows the Adobe Sign interface for Form 473/474. The document content includes text about CP44 testing and asphalt quality level reports. A yellow arrow points to a "Next" button on the left side of the form. Another yellow arrow points to a "Click to Attach" button in the attachment section. A tooltip above the "Next" button reads: "Please attach the Owner Acceptance Checklist (not over 5 MB)". The attachment section contains several "Click to Attach" buttons for various documents like "Owner Acceptance Checklist", "Reduction Documentation", etc.

When the project tester has completed the CDOT Adobe Sign Form 473/474 "Click to Sign" to move the document to the next level.

This screenshot shows the "Project Tester Attachments" section of the Adobe Sign form. It displays a list of attached files, including "Doc2.docx" and "Doc1.docx". Below the attachments is a section for "Consultant Firm PE Comments". At the bottom of the form, there is a "Click to Sign" button. A yellow arrow points to this button. The form also shows a "Required fields completed" status and a "Saved" notification.

The Tester Completed Section will move forward to the Project Engineer or Consultant Engineer for review, Stamp and Signature.

Project Engineer or Consultant Engineer Stamp and Signature Instructions

The Project Tester will receive an e-mail from Adobe Sign.



To continue click on "Review and Sign"

Signature requested on "Form 473/474" 

Edward Trujillo <adobesign@adobesign.com>
to me ▾

A screenshot of the main body of the signature request email. At the top left, there are two logos: the Colorado state logo and the CDOT logo. The main text reads "Edward Trujillo requests your signature on **Form 473/474**". Below this text is a prominent blue button with the text "Review and sign". A blue arrow originates from the underlined text "Review and Sign" in the instruction above and points directly to this button. Below the button, there is a horizontal line, followed by the text "Please complete and or sign/seal each form where indicated." Below that is another horizontal line, followed by the sender's name "EDWARD TRUJILLO" and email address "edward.trujillo@state.co.us". A final horizontal line is followed by a paragraph of text: "After you sign **Form 473/474**, the agreement will be sent to edward.trujillo@state.co.us, edward.trujillo@state.co.us, edward.trujillo@state.co.us, edward.trujillo@state.co.us and 2 others. Then, all parties will receive a final PDF copy by email. As you prepare to sign this agreement, please note that the document asks for the following document to be attached:"

Project Engineer or Consultant Engineer will verify documents, enter "comments" if needed and enter "stamp and electronic signature". Click on "Acknowledge Receipt" to move the document to the next level.

The screenshot displays the Adobe Sign interface for CDOT Form 473/474. At the top, there are logos for CDOT and Adobe Sign. The document content includes a 'Consultant Firm PE Comments' section with a text area for 'Enter Comments Here'. Below this is a section for 'Instructions' regarding electronic signatures and sealing requirements. A callout box provides instructions on where to place an e-Seal. At the bottom, there is a section for 'COLORADO DEPARTMENT OF TRANSPORTATION' with fields for 'Contract ID' and 'Project No.', and an 'Acknowledge Receipt' button.

NOTE:

The Electronic Engineering Seal must be purchased at a professional vender. The image files they produce meet each state's Board rule requirements as to size and composition. The PE will get either 3 or 4 image files which can be used and are spectacularly clear and precise. The JPEG and PNG files are accepted by Adobe Sign but the PDF is not because it is actually not an image file, as such. Once received, all that has to be done is to combine a script signature with the seal image provided by the Acorn vender. Having the signature appear through the seal is also a Board Rule requirement. There is video training for that too. The training for consultant PE's is available via TETP.

Recommended professional vender: [Acornsales.com](https://www.acornsales.com)

Transportation Engineering Training Program: <https://www.codot.gov/programs/tetp>

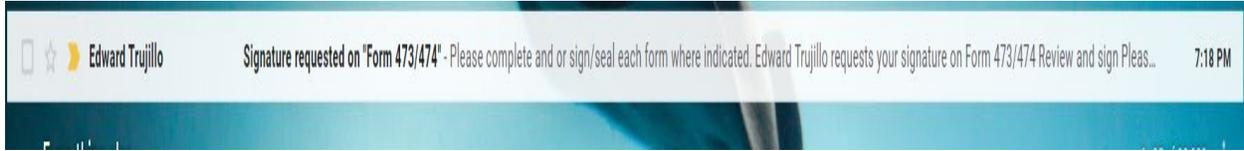
The seal Image file size which is used to seal **MUST BE** 1.625" or 1-5/8" square as per Board rules. That means that the "seal" must be that size. That is the default image size of the seal "box border" for the seal in Adobe.

Placement of the seal image must be the correct size, then it will import perfectly since **BOTH** are the same size. If the seal image used contains too much white space around the image of the seal, Adobe Sign sees the extra white space as part of the image and therefore will shrink an "oversized" image to fit the Board Rule requirement, hence the Nickel sized seal. All this is covered in the training videos.

Rotation: Adobe Sign cannot rotate an image the way Adobe DC can. It just imports the native orientation of the image file as presented. That means if an image is created with say, an iPhone whose relative screen image is say 16X4 and the phone is held horizontally for the photo, it will likely be rotated within the photo file image itself. How the image is created, its size, and orientation are all key. Typically just "snapping a picture" without any regard to its composition or orientation can and will yield unpredictable results.

Project Engineer Instructions

The Project Engineer will receive an e-mail from Adobe Sign.



To continue click on "Review and Sign"

Signature requested on "Form 473/474"   

Edward Trujillo <adobesign@adobesign.com>
to me ▾

A screenshot of the main body of the email. At the top left are the logos for the state of Colorado and CDOT. The main text says "Edward Trujillo requests your signature on **Form 473/474**". Below this text is a blue button with the text "Review and sign". A blue arrow from the text "Review and Sign" in the previous block points to this button. Below the button, there is a horizontal line, followed by the text "Please complete and or sign/seal each form where indicated." Below that is another horizontal line, followed by the name "EDWARD TRUJILLO" and the email address "edward.trujillo@state.co.us". At the bottom, there is more text: "After you sign **Form 473/474**, the agreement will be sent to edward.trujillo@state.co.us, edward.trujillo@state.co.us, edward.trujillo@state.co.us and 2 others. Then, all parties will receive a final PDF copy by email. As you prepare to sign this agreement, please note that the document asks for the following document to be attached:"

Project Engineer will "certify the O/A Sampling and Testing Checklist, Certification Checklist and IA Checklist have met the requirements and check the boxes".

Click "Next" to continue.

Options ▾ Form 473/474 Next required field 5

5) Quality Control Notebooks (digital) for all required items.

6) Evaluation of Materials testing, Form 1324.

7) Buy America monthly summary reports.

8) Price Reduction Documentation and CAR Quality Level Reports - Incentive / Disincentive documents.

Project Acceptance Date: Project Tester:

This is to Certify that: O/A Sampling & Testing Checklist, Certification Checklist and IA Checklist have met the minimum required testing. Explanation of Exceptions and Buy America summaries are complete. All documentation has been reviewed and placed in ProjectWise in the path: ContractID/Construction/Materials.

This is to Certify that: The results of the tests on the 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 results of the Independent Assurance sampling and testing. This form is complete, includes all attachments, and has been reviewed and accepted.

Project Engineer: Resident Engineer:

Region Finals Materials Documentation Coordinator or the Region Finals Administrator has verified items 1-8. O/A Sampling Checklist, Certification Checklist, IA Checklist and all documentation is complete. Check for COMP status on Summary of Samples (All) Report.

All items have been properly documented, attached to this form, and will be placed in ProjectWise according to the Record File Plan.

Region Finals Materials Documentation Coordinator or the Region Finals Administrator Click to Attac...

CDOT Form 473SMM 09/20

Project Engineer can "attach" missing documents **if needed** (Not Required) and Sign Electronically to continue the Project Engineer Section of the document.

Options ▾ Form 473/474 Required fields completed

Project Acceptance Date: Project Tester:

This is to Certify that: O/A Sampling & Testing Checklist, Certification Checklist and IA Checklist have met the minimum required testing. Explanation of Exceptions and Buy America summaries are complete. All documentation has been reviewed and placed in ProjectWise in the path: ContractID/Construction/Materials.

This is to Certify that: The results of the tests on the 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 results of the Independent Assurance sampling and testing. This form is complete, includes all attachments, and has been reviewed and accepted.

Project Engineer: Resident Engineer:

Region Finals Materials Documentation Coordinator or the Region Finals Administrator has verified items 1-8. O/A Sampling Checklist, Certification Checklist, IA Checklist and all documentation is complete. Check for COMP status on Summary of Samples (All) Report.

All items have been properly documented, attached to this form, and will be placed in ProjectWise according to the Record File Plan.

Region Finals Materials Documentation Coordinator or the Region Finals Administrator Click to Attac...

CDOT Form 473SMM 09/20

Project Engineer will "verify the CAR reports" and sign electronically here. When signature is completed continue by "Click to Sign" to move the document forward.

Form 473/474

Project Final Documentation Completion Date: 01/20/2022

Electronic signature of Project Tester: Eddie Trujillo
Eddie Trujillo (P# 21, 501, 19-49 MST)

CDOT or Consultant Company Name: Rocksol Company

CDOT Project Sampling and Testing by Consultant: YES NO

CAR - Quality Level Reports	
FINAL CAR report	Data Reviewed by:
<input checked="" type="checkbox"/> Asphalt Quality Level	<u>Eddie Trujillo</u> <small>Eddie Trujillo (P# 21, 501, 19-49 MST)</small>
<input checked="" type="checkbox"/> Concrete Quality Level	<u>Eddie Trujillo</u> <small>Eddie Trujillo (P# 21, 501, 19-49 MST)</small>

Explanation of Exceptions
 The following is an example of what goes into the Explanation of Exceptions CDOT Form 474 Final Materials Certification (No Rock).
 CAR Report Owner Acceptance Sampling & Testing Checklist:
 From 205-0000: Embankment Material (Complete in Place): The contractor placed 1,115.00 CY of Embankment Material 2 inches thick. Material too thin to perform CP#6aa Dev/Moist Content of soil by nuclear gauge. Project specials required 1% of 5.15, a test result of 1.3. The project Engineer accepted the material.
 The embankment, Rock not encountered on the project.
 From 304-0007 Aggregate Base Course (Class 6)
 CP#2a not needed to be based on T800 performed which includes the plus 4 material.
 CP#2b: Not performed due to a small quantity and no change in material observed.
 Based on the quantity of 2,133 CY (2" 700 and 700%) should have been completed. The second test would have covered the fraction of the 1.13 CY. Based on the results of test #1 - T89 (No Value) and the T90 (Non-Plastic), the 2nd test was not completed to cover the 1.13 CY.
 From 400-3414: Hot Mix Asphalt (Grading 50) (TS) (PG 64-22)
 Mix ID: 4202781_2695c.
 Both Phase 1 and Phase 2 of the US 24 EB Phase - Elbert county line projects were completed by Jones Contractors utilizing the same mix designs, the PC checker and the mobile voids trailer personnel were the same. For this reason, check testing and CP#5.20C was not performed on phase 1 but was completed on phase 2.
 The project was Voids Acceptance, 7,238 tons were placed on a thin 88 leveling course (1.5 inches). Project Specials specified the leveling course to be a Pay Factor of 1 for the mat density and longitudinal joints, CP 44, 15 tests completed. Joint cores were not taken. SMI sample (SMI#1976682727) used to document 7,238 tons for CP#44, Pay Factor of 1. Flood plain area required 92 tons to be placed. 2" CP-44 test was completed in this area. 1,344 tons were placed with a 2 inch mat over a milled surface, 2" CP#4's were taken due to the small area of placement. A total of 6,219 tons were placed and tested using CP#4.
 A total of 15,078 tons were placed and tested using CP#1 and CP#2.
 The Asphalt Quality level report for 4202781_2695c, 1 Mat Density, 1 compaction test section (CP#2) representing 500 tons, 3 processes representing 23787 tons.
 -Process 1: representing 947 tons, placed in the flood plain.
 -Process 2: representing 15,823 tons placed, 2 inch middle mat.
 -Process 3: Pay Factor of 1 representing 7,238 tons placed, 1-1/2 inch leveling course.
 SMI# Grading 50 (TS) (PG 64-22) total tons placed 2,287.
 Asphalt content tested using CP#5.12b, CP#6 and CP#6C not used.
 CP#5.20C was completed on phase 1.

By signing, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

Click to Sign

You're all set

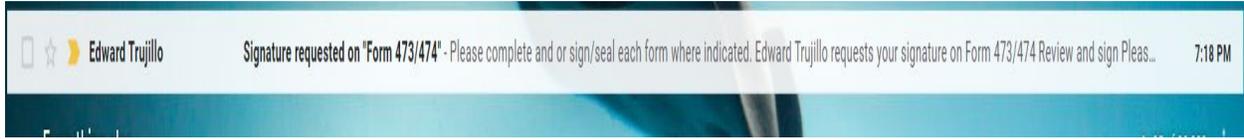
You finished signing "Form 473/474".

Next, edward.trujillo@state.co.us will sign.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Resident Engineer Instructions

The Resident Engineer will receive an e-mail from Adobe Sign.



To continue click on "Review and Sign"

A screenshot of an email body. The subject is 'Signature requested on "Form 473/474"'. The sender is 'Edward Trujillo <adobesign@adobesign.com> to me'. The main content features the Colorado state logo and the CDOT logo. Below the logos, it says 'Edward Trujillo requests your signature on **Form 473/474**'. A blue button labeled 'Review and sign' is highlighted with a blue arrow pointing to it from the text above. Below the button, there is a horizontal line, followed by the text 'Please complete and or sign/seal each form where indicated.' Below that is the name 'EDWARD TRUJILLO' and the email address 'edward.trujillo@state.co.us'. At the bottom, there is a paragraph of text: 'After you sign **Form 473/474**, the agreement will be sent to edward.trujillo@state.co.us, edward.trujillo@state.co.us, edward.trujillo@state.co.us, edward.trujillo@state.co.us and 2 others. Then, all parties will receive a final PDF copy by email. As you prepare to sign this agreement, please note that the document asks for the following document to be attached:'

Resident Engineer will review the forms and attached documents and electronically sign the document to move it to the Finals and Document Administrators. The Resident Engineer section is now complete "Click to Sign" to move the document forward.

Options

Form 473/474

Required fields completed

Project Acceptance Date: 01/26/2021

Project Tester: Eddie Trujillo

This is to Certify that: O/A Sampling & Testing Checklist, Certification Checklist and IA Checklist have met the minimum required testing. Explanation of Exceptions and Buy America summaries are complete. All documentation has been reviewed and placed in ProjectWise in the path: ContractID/Construction/Materials.

This is to Certify that: The results of the tests on the 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 results of the Independent Assurance sampling and testing. This form is complete, includes all attachments, and has been reviewed and accepted.

Project Engineer: Edward Trujillo

Resident Engineer: Edward Trujillo

Region Finals Materials Documentation Coordinator or the Region Finals Administrator has verified items 1-8. O/A Sampling Checklist, Certification Checklist, IA Checklist and all documentation is complete. Check for COMP status on Summary of Samples (All) Report.

All items have been properly documented, attached to this form, and will be placed in ProjectWise according to the Record File Plan.

Region Finals Materials Documentation Coordinator or the Region Finals Administrator

Click to Attac...

CDOT Form 473SMM 09/20

Colorado Department of Transportation	Contract ID:	12345	Region:	1
Final Materials Certification	Project Acceptance Date:	01/26/21		

By signing, I agree to both this agreement and the Consumer Disclosure. My use of Adobe Sign is governed by the Adobe Terms of Use.

Click to Sign

POWERED BY Adobe Sign

✓ You're all set

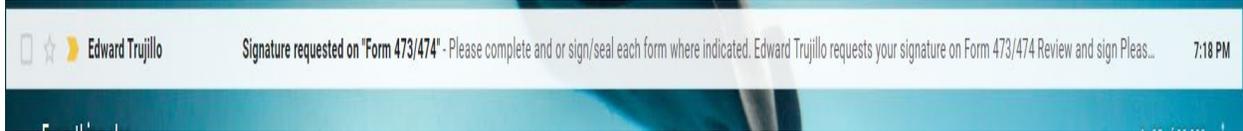
You finished signing "Form 473/474".

Next, edward.trujillo@state.co.us will sign.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Region Finals Materials Documentation Coordinator or the Region Finals Administrator Instructions

The Coordinators or Administrators will receive an e-mail from Adobe Sign.



To continue click on "Review and Sign"

Signature requested on "Form 473/474"   

Edward Trujillo <adobesign@adobesign.com>
to me ▾

A screenshot of an email body. At the top left, there are logos for the state of Colorado and CDOT. The main text says 'Edward Trujillo requests your signature on **Form 473/474**'. Below this text is a blue button with the text 'Review and sign'. A blue arrow points from the underlined text in the previous block to this button. Below the button, there is a horizontal line, followed by the text 'Please complete and or sign/seal each form where indicated.' Below that is another horizontal line, followed by the text 'EDWARD TRUJILLO' and 'edward.trujillo@state.co.us'. At the bottom, there is more text: 'After you sign **Form 473/474**, the agreement will be sent to edward.trujillo@state.co.us, edward.trujillo@state.co.us, edward.trujillo@state.co.us, edward.trujillo@state.co.us and 2 others. Then, all parties will receive a final PDF copy by email. As you prepare to sign this agreement, please note that the document asks for the following document to be attached:'

The Coordinators or Administrators will verify 473/474 and that all documents have been placed in Project/Wise according to the Record File Plan.

The "Check Boxes" should be checked to continue with signing and completing the document.

"Attach" any missing documents then Electronically Sign to complete the document.

Click "Next" to continue.

Options Form 473/474

POWERED BY Adobe Sign

This is to Certify that: O/A Sampling & Testing Checklist, Certification Checklist and IA Checklist have met the minimum required testing. Explanation of Exceptions and Buy America summaries are complete. All documentation has been reviewed and placed in ProjectWise in the path: ContractID/Construction/Materials.

This is to Certify that: The results of the tests on the 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 results of the Independent Assurance sampling and testing. This form is complete, includes all attachments, and has been reviewed and accepted.

Resident Engineer: Edward Treville

Form 211

Please verify Items 1-8 Form 473 by placing checkmark in the box

Next

Region Finals Materials Documentation Coordinator or the Region Finals Administrator has verified Items 1-8. O/A Sampling Checklist, Certification Checklist, IA Checklist and all documentation is complete. Check for COMP status on Summary of Samples (All) Report.

All items have been properly documented, attached to this form, and will be placed in ProjectWise according to the Record File Plan.

Region Finals Materials Documentation Coordinator or the Region Finals Administrator

Click here to sign

Click to Attac...

CDOT Form 473SMM 09/20

Colorado Department of Transportation

The Coordinators or Administrators section is now complete "Click to Sign" to finalize the document. "Attach" any missing documents if needed before final signature is entered.

POWERED BY Adobe Sign

Options ▾ Form 473/474 Required fields completed ✓

This is to Certify that: O/A Sampling & Testing Checklist, Certification Checklist and IA Checklist have met the minimum required testing. Explanation of Exceptions and Buy America summaries are complete. All documentation has been reviewed and placed in ProjectWise in the path: ContractID/Construction/Materials.

This is to Certify that: The results of the tests on the 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 results of the Independent Assurance sampling and testing. This form is complete, includes all attachments, and has been reviewed and accepted.

Project Engineer: Resident Engineer:

Region Finals Materials Documentation Coordinator or the Region Finals Administrator has verified items 1-8. O/A Sampling Checklist, Certification Checklist, IA Checklist and all documentation is complete. Check for COMP status on Summary of Samples (All) Report.

All items have been attached to this form, and will be placed in ProjectWise according to the Record File Plan. [Click to change](#)

Region Finals Materials Documentation Coordinator or the Region Finals Administrator: [Click to Attach...](#)

Contract ID:	12345	Region:	1
Project Acceptance Date:	01/26/21		

CDOT Form 473SMM 09/20

By signing, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

[Click to Sign](#)

POWERED BY Adobe Sign

✓ You're all set

You finished signing "Form 473/474".

Next, edward.trujillo@state.co.us will sign.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

The document is now complete. The CDOT Adobe Sign 473/474 will be sent to the Initiator where they will be able to view the Audit Report and distribute copies as required.

Initiators, click on "Form 473/474" to highlight in blue. Then click on "View" to initiate the audit report.

Open the audit report to view the Form 473/474 history and distribute along with the completed 473/474.

The screenshot displays the Adobe Sign interface. At the top, there are logos for CDOT and Adobe Sign, along with a navigation menu (Home, Send, Manage, Reports, Group) and a user profile (Edward). Below the navigation is a search bar with fields for 'Search Full Text', 'Title', 'Status', and 'Participant email'. There are also filter options for 'Filter by Name or Company', 'Filter by Document Status', and 'Filter by Document Owner'. The main area shows a list of documents with columns for Name, Company, Document Title, and Date. One document, 'Form 473/474' by Edward Trujillo, is highlighted in blue. To the right, a preview of the document is shown, including a header with 'Form 473/474', a 'From' field (Edward Trujillo), and a 'To' field (Edward Trujillo, Ed Trujillo, Eddie Trujillo). Below the preview are buttons for 'View', 'Share', 'Protect', 'Remind', 'History', and 'Notes'. Two blue arrows point from the text above to the highlighted document and the 'View' button.

Name	Company	Document Title	Date
Waiting For Me to Sign (0)			
Draft (1)			
Web Form	edit	CDOT Form 474 Adobe Sign 2020	02/25/2020
Out for Signature (1)			
lesie.kochis@state.co.us		Form 473/474	07/22/2020
Signed (28)			
Edward Trujillo		Form 473/474	02/12/2021
Ed Trujillo	American Eagle Leatherworks, Inc.	[DEMO USE ONLY] [DEMO USE ONLY] CDOT Form 24...	08/24/2020
Ed Trujillo	American Eagle Leatherworks, Inc.	[DEMO USE ONLY] [DEMO USE ONLY] Form 473 Text	08/20/2020

NOTE: Copy of Audit Report the date and time are in Greenwich Mean Time (GMT) subtract 9 hours to get Mountain Standard Time.

Form 473/474

Final Audit Report 2021-02-13

Created:	2021-02-13
By:	Edward Trujillo (edward.trujillo@state.co.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdYmSPzom6_11wve1Z4Gs6xgcNu1boR4w

"Form 473/474" History

- Document created by Edward Trujillo (edward.trujillo@state.co.us)
2021-02-13 - 2:18:29 AM GMT - IP address: 63.225.17.34
- Document emailed to Edward Trujillo (edward.trujillo@state.co.us) for signature
2021-02-13 - 2:18:32 AM GMT
- Email viewed by Edward Trujillo (edward.trujillo@state.co.us)
2021-02-13 - 2:18:41 AM GMT - IP address: 66.102.6.60
- Edward Trujillo (edward.trujillo@state.co.us) uploaded the following supporting documents:
 - Form 379
2021-02-13 - 2:25:44 AM GMT
- Document e-signed by Edward Trujillo (edward.trujillo@state.co.us)
Signature Date: 2021-02-13 - 2:25:44 AM GMT - Time Source: server- IP address: 63.225.17.34
- Document emailed to Ed Trujillo (edward.trujillo@state.co.us) for signature
2021-02-13 - 2:25:46 AM GMT
- Email viewed by Ed Trujillo (edward.trujillo@state.co.us)
2021-02-13 - 2:25:52 AM GMT - IP address: 66.102.6.47
- Document e-signed by Ed Trujillo (edward.trujillo@state.co.us)
Signature Date: 2021-02-13 - 2:30:26 AM GMT - Time Source: server- IP address: 63.225.17.34
- Document emailed to Eddie Trujillo (edward.trujillo@state.co.us) for signature
2021-02-13 - 2:30:28 AM GMT
- Email viewed by Eddie Trujillo (edward.trujillo@state.co.us)
2021-02-13 - 2:30:34 AM GMT - IP address: 66.102.6.59

POWERED BY
Adobe Sign

 Eddie Trujillo (edward.trujillo@state.co.us) uploaded the following supporting documents:

-  Buy America
-  Certificate Checklist
-  Form 1324
-  Owner Acceptance Checklist
-  Q/C Notebooks
-  Random Sampling Schedules
-  Reduction Documentation and CAR Quality Level Reports - Incentive / Disincentive documents

2021-02-13 - 2:49:45 AM GMT

 Document e-signed by Eddie Trujillo (edward.trujillo@state.co.us)
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-  Form 211

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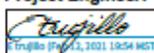
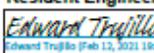
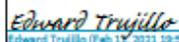
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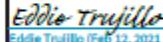
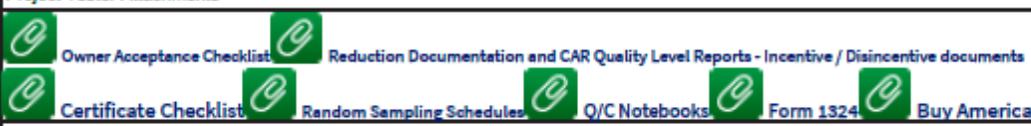
 Document e-signed by Edward Trujillo (edward.trujillo@state.co.us)
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 Agreement completed.
2021-02-13 - 2:58:21 AM GMT

EXAMPLE OF Completed and Signed CDOT 473 with Attachments

COLORADO DEPARTMENT OF TRANSPORTATION Final Materials Certification Checklist		Contract ID 12345	Project No. NH521-01-010
		Region 1	Location I-25 Northbound Lanes
The Independent Assurance Sampling Schedule for this project has been substantially followed and the test results of the IA samples are in reasonably close agreement with the project acceptance (QA) sample test results. Exceptions to this statement have been previously commented on and documented when the test results were reported or are explained on an attached sheet. Independent Assurance (IA) samples were tested with independent equipment unless noted on CDOT Form 474 - Explanation of Exceptions, see attached.			
Project Materials Lab Inspected by: IA Personnel Name	Date of Inspection: 01/25/21	Method of Acceptance for Item 403 Project	
1) IA Summary Report (Form #379), attached with IA Explanation of Exceptions.....			<input checked="" type="checkbox"/> Yes
 Form 379 IA Attachments		IA Tester  Edward Trujillo (Feb 12, 2021 19:07 MST)	
Region Materials Engineer Comments: Enter Comments Here			
			Final IA Review Region Materials Engineer  Ed Trujillo (Feb 12, 2021 19:30 MST)
Project Tester - Document all shortages of tests, missing COC/CTR's and explain all quality level incentives/disincentives, price reductions and include supplemental documents as required on the CDOT Form 474 - Final Materials Certification Explanation of Exceptions.			
2) CDOT Form 474 - Final Materials Certification Explanation of Exceptions with supplemental documentation as required.			<input type="checkbox"/> Yes
3) Completed O/A and Certification Checklists.....			<input type="checkbox"/> Yes
4) Completed Random Sampling Schedules (all required elements).....			<input type="checkbox"/> Yes
5) Quality Control Notebooks (digital) for all required items.....			<input type="checkbox"/> Yes
6) Evaluation of Materials testing, Form 1324.....			<input type="checkbox"/> Yes
7) Buy America monthly summary reports.....			<input type="checkbox"/> Yes
8) Price Reduction Documentation and CAR Quality Level Reports - Incentive / Disincentive documents.....			<input type="checkbox"/> Yes
Project Acceptance Date: 01/26/2021		Project Tester:  Eddie Trujillo (Feb 12, 2021 19:49 MST)	
This is to Certify that: O/A Sampling & Testing Checklist, Certification Checklist and IA Checklist have met the minimum required testing. Explanation of Exceptions and Buy America summaries are complete. All documentation has been reviewed and placed in ProjectWise in the path: ContractID/Construction/Materials. <input checked="" type="checkbox"/>			
This is to Certify that: The results of the tests on the 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 results of the Independent Assurance sampling and testing. This form is complete, includes all attachments, and has been reviewed and accepted. <input checked="" type="checkbox"/>			
Project Engineer:  Trujillo (Feb 12, 2021 19:54 MST)		Resident Engineer:  Edward Trujillo (Feb 12, 2021 19:56 MST)	
<input checked="" type="checkbox"/> Region Finals Materials Documentation Coordinator or the Region Finals Administrator has verified items 1-8. O/A Sampling Checklist, Certification Checklist, IA Checklist and all documentation is complete. Check for COMP status on Summary of Samples (All) Report.			
<input checked="" type="checkbox"/> All items have been properly documented, attached to this form, and will be placed in ProjectWise according to the Record File Plan.			
Region Finals Materials Documentation Coordinator or the Region Finals Administrator  Edward Trujillo (Feb 12, 2021 19:58 MST)			

Example of Completed, Signed and Stamped 474 with Attachments;

Colorado Department of Transportation Final Materials Certification Explanation of Exceptions		Contract ID:	12345	Region:	1
		Project Acceptance Date:	01/26/21		
		Project Number:	NH521-01-010		
<input checked="" type="radio"/> Owner Acceptance		Project Location:	I-25 Northbound Lanes		
<input type="radio"/> Innovative Contract <input type="radio"/> Local Agency		Contractor:	Brannon		
<input type="radio"/> CDOT Maintenance <input type="radio"/> Other _____		Project Final Documentation Completion Date:	01/30/2021		
Electronic signature of Project Tester  Eddie Trujillo (Feb 12, 2021 19:49 MST)		CDOT or Consultant Company Name: Rocksol Company			
CDOT Project Sampling and Testing by Consultant: YES <input checked="" type="radio"/> NO <input type="radio"/>					
CAR - Quality Level Reports					
FINAL CAR report		Data Reviewed by:		Data Checked by:	
<input checked="" type="checkbox"/> Asphalt Quality Level		 Eddie Trujillo (Feb 12, 2021 19:49 MST)		 Etrujillo (Feb 12, 2021 19:54 MST)	
<input checked="" type="checkbox"/> Concrete Quality Level		 Eddie Trujillo (Feb 12, 2021 19:49 MST)		 Etrujillo (Feb 12, 2021 19:54 MST)	
Explanation of Exceptions The following is an example of what goes into the Explanation of Exceptions CDOT Form 474 Final Materials Certification (A6) block. CAR Report Owner Acceptance Sampling & Testing Checklist: Item 203-0000: Embankment Material (Complete in Place): The contractor placed 4,115.00 CY of Embankment Material 2 inches thick. Material too thin to perform CP80aa Den/Moist. Content of soil by nuclear gauge. Project specials required PI of 5-15, a test result of 13. The project Engineer accepted the material. The embankment, Rock not encountered on the project. Item 304-0007 Aggregate Base Course (Class G) CP23aa not needed to be based on T1800 performed which includes the plus 4 material. CP25- Not performed due to a small quantity and no change in material observed. Based on the quantity of 2,113 CY (2 - T89 and T90's) should have been completed. The second test would have covered the fraction of the 113 CY. Based on the results of test #1 - T89 (No Value) and the T90 (Non-Plastic), the 2nd test was not completed to cover the 113 CY. Item 403-3474: Hot Mix Asphalt (Grading SX) (TS) (PG 64-22) Mix ID: 42017B1_20856_ Both Phase 1 and Phase 2 of the US 24 (E) Paso- Elbert county line projects were completed by Jones Contractors utilizing the same mix design, the PC tester and the mobile voids trailer personnel were the same. For this reason, check testing and CPL5120C was not performed on phase 2 but was completed on phase 1. The project was Voids Acceptance, 7,028 tons were placed on a thin IR leveling course (1.5 inches), Project Specials specified the leveling course to be a Pay Factor of 1 for the mat density and longitudinal joints, (CP 44, 15 tests completed). Joint cores were not taken, SMM sample (SMITH JPL19G002717) used to document 7,028 tons for CP44L, Pay Factor of 1. Flood plain area required 947 tons to be placed. 2- CP-44 test was completed in this area. 1,244 tons were placed with a 2-inch mat over a milled surface, 2- CP44's were taken due to the small area of placement. A total of 9,219 tons were placed and tested using CP44. A total of 15,078 tons were placed and tested using CP81 and CP82. The Asphalt Quality Level report for (42017B1_20856_) Mat Density, 1 compaction test section (CP82) representing 500 ton, 3 processes representing 23797 tons. -Process 1: representing 947 tons, placed in the flood plain. -Process 2: representing 15,022 tons placed, 2-inch middle mat. -Process 3: Pay Factor of 1 representing 7,028 tons placed, 1-1/2 inch leveling course. HMA (Grading SX) (TS) (PG 64-22) total tons placed 24,297. Asphalt content tested using CPL5120. CP85 and CP85C not used. CPL5120C was completed on phase 1.					
Project Tester Attachments					
 Owner Acceptance Checklist Reduction Documentation and CAR Quality Level Reports - Incentive / Disincentive documents Certificate Checklist Random Sampling Schedules Q/C Notebooks Form 1324 Buy America					
Consultant Firm PE Comments: Enter Comments Here					
Instructions: Signature of Project Tester or Project Engineer shall be signed after explanations are complete. Hand signed document is not acceptable, only electronic signatures. 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 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) of CDOT Procedural Directive 508.1, REQUIREMENTS FOR THE USE OF THE PROFESSIONAL ENGINEER'S SEAL See FMM Documentation chapters - After Construction - for more information All CAR - Quality Level Reports must be Final Report with no errors.				Consultant Firm PE Electronic Signature  Edward Trujillo (Feb 12, 2021 19:51 MST) Consultant Firm PE Electronic Stamp as per PD 508-1: 	