

Local Agency Contract Meeting Agenda

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| Date: |  | Local Agency:  |  | Project Manager:  |  |
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| Project: |  | Project Number: |  | Sub-Account:  |  |
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| CDOT Project Manager:  |  |

1. Introductions
2. Scope and Timeline
3. Project Financial Status
4. Local Agency Manual (<http://www.codot.gov/business/designsupport/bulletins_manuals/2006-local-agency-manual>) \*Note: the manual is in the process of being updated. If you have questions contact the PM\*
	1. Project Flowchart
	2. Contract Administration Checklist (Form 1243)
5. Process Overview/Schedule
	1. Kickoff/Contract Meeting (Today)
	2. Scoping (Environmental Meeting)
	3. RFP for consultants
	4. Field Inspection Review (30% Design)
	5. Final Office Review (90% Design)
	6. Construction Advertisement
	7. Pre-Construction Meeting
	8. Project Review Meeting
6. Contract Process
	1. From LA:
		1. Professional Engineer & phone number
		2. Scope of Work (refer to guidelines and example)
		3. Cost Estimate
		4. Contract name, address & phone number
		5. Planned construction AD date
	2. A-133 Audit Report (Non-Federal entities that expend >$750,000 per fiscal year in Federal Funds shall have a single or program specific audit conducted for that year) \*Proposed OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards\*
	3. Consultant Task Percentage spreadsheet (for DBE)
7. Design Process
	1. Project eligible for reimbursement? If so, Consultant or In-House?
	2. CDOT templates, plans and tab sheets [https://www.codot.gov/business/designsupport](https://www.codot.gov/business/designsupport%20)
	3. CDOT specs

[CDOT Construction Specifications](https://www.codot.gov/business/designsupport/cdot-construction-specifications)

* + 1. Project Specification Assembly Tool (PSAT)
	1. Survey must be tied to HARN
1. Clearances
	1. All clearance requests are sent through the PM to the specialty units
	2. Environmental – CDOT initiates (Form 128: <https://www.codot.gov/library/forms/cdot0128.pdf>)
	3. ROW – Need certification letter from LA and applicable ROW docs (See B-20 & B-21)
		1. ROW manual: <http://www.codot.gov/business/manuals/right-of-way>
		2. FHWA tracking/reporting forms
	4. Utilities – Need certification letter from LA (Refer to B-29)
	5. Railroad
	6. Potential new Operations Clearance for on-system projects with ITS elements
2. Construction Process
	1. Construction Advertisement is ready once DBE/OJT goals are set, IGA is in place, Plans and Specs are approved and Concurrence to Advertise is given
	2. ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_is the CDOT’s Construction PM. Contact the PM once Concurrence to Award is given to schedule the pre-construction meeting
3. Manuals – LA Manual, Spec book, M&S Standards, Design manual, Materials manual
	1. CDOT landscaping guidelines
	2. Art in CDOT ROW
4. Project tracking – NAVIGATE
5. FHWA Supercircular
	1. <http://www.fhwa.dot.gov/cfo/2cfr200guidance.cfm>