

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>