

FINAL DOCUMENTATION CHECK LIST

Local Agency Project No: _____ ID# _____

Copies to CDOT as noted:

- ___ 1. **Acceptance Letter** - Original to Contractor, distribute copies to: CDOT RE, LA file.
 - ___ 2. *Needed to advertise project. (CRS 38-26-107). Timely submittal is **EMPHASIZED**. Note on letter any documentation still outstanding from contractor.*
 - ___ 3. **Notice of Final Settlement.** This is published in 2 newspapers in the county(s) that the project is located in. Copies to CDOT RE, Staff ROW, Project Development, LA file.
 - ___ 4. **Local Agency Final Construction Acceptance Certification Letter.** Original CDOT RE, copy to LA file.
 - ___ 5. **Local Agency Final Data worksheet.** Original to CDOT RE, copy to LA file.
 - ___ 6. **CDOT Form 1418** (or equivalent) - Form is embedded if using B2GNow.
 - ___ 7. **CDOT Form 1419** with Prime Contractor signature. Required on all projects. Form is embedded if using B2GNow. If subs were not used submit form with statement to that effect. Original to CDOT Region EEO. Copies to: CDOT RE, LA file.
 - ___ 8. **"Buy America"** certification. Original to LA file. Copies to CDOT Region Lab, CDOT RE.
 - ___ 9. **Final Materials Documentation Checklist.** Original to LA file. Copy to CDOT RE.
 - ___ 10. **EEO Certification Letter.** Original to LA file. Copies to CDOT RE, CDOT Region EEO.
 - ___ 11. **Change Orders** with letter of explanation.(should have been previously submitted and approved by CDOT Resident Engineer). Original to LA file. Copies to CDOT Resident Engineer, Project Development Area Engineer and ProjectWise.
 - ___ 12. Completed original **"As Constructed"** plans with acceptance date. If Manual, 1 copy to CDOT RE, unless project is on the NHS - then 2 copies to CDOT RE. 1 copy to Staff Bridge if construction includes major or minor structure. If electronic, 1 copy to CDOT RE and 1 Copy to Staff Bridge.
 - ___ 13. Completed **Local Agency Contract Administration Checklist.** Copy to CDOT RE.
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To be retained by the Local Agency:

- ___ 14. Checked certified payrolls (all Federal Aid Projects and F/A work). (CM 107.1.1.2;121.2.8). Records are in the LCPtracker system, if using.
- ___ 15. All pay item documentation (Invoices, Force Account Billings, forms, measurements, calculations).

- ___ 16. Scale & Weighers Certifications for all scales and weighers. Must be valid for project time frame.
- ___ 17. Scale tickets in envelopes, with daily totals. Include spread locations.
- ___ 18. Haul vehicle ID sheets.
- ___ 19. Field Books.
- ___ 20. Survey Documentation. (Field books with Professional Land Surveyor stamp, monumentation records)
- ___ 21. Force Account Billings.
- ___ 22. Any memos listing deleted items, work zone violations, no pay TCS or anything that affects pay/no pay items. Please include Plan Force Account items on list.
- ___ 23. Original Cross Section Sheets and/or computer-generated earthwork sheets.
- ___ 24. Copy of CDOT 473LA Letter of Certification (Materials). This is issued by the CDOT Residency Head Tester.
- ___ 25. Copy of final estimate.
- ___ 26. Copy of Final Billing request to CDOT.
- ___ 27. Copy of Final Local Agency Contract Administration Checklist.