**CDOT Local Agency Web Resource**

**Flowchart 2: LPA Procurement of Engineering Services using FAHP Funds (services related to construction project)**

**Local Agency Checklist**

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| --- | --- | --- |
|  | **Date Completed** | **Action** |
|  |  | **LPA prepares project phase estimate** |
|  |  | **Project phase estimate to CDOT** |
|  |  | **DBE goal determination** |
|  |  | **Is the fee for engineering or surveying services >$100K or is the estimated construction cost >$1.0M?** |
|  |  | **LPA prepares draft RFP for review** |
|  |  | **Draft RFP to CDOT** |
|  |  | **Does RFP comply with Brooks Act?** |
|  |  | **LPA advertisement period for RFP** |
|  |  | **LPA selects and ranks firms** |
|  |  | **LPA negotiates with consultant and drafts consultant contract** |
|  |  | **LPA solicits qualified firms** |
|  |  | **LPA selects qualified firm** |
|  |  | **CDOT reviews draft consultant contract** |
|  |  | **LPA resolves RFP comments** |
|  |  | **LPA executes consultant contract and issues notice to proceed** |
|  |  | **Consultant management and reimbursement** |
|  |  | **LPA reimbursement process** |