**CDOT Local Agency Web Resource**

**Flowchart 9: Construction Process**

**Local Agency Checklist**

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|  | **Date Completed** | **Action** |
|  |  | **LPA designates employee in responsible charge and licensed Professional Engineer to supervise construction** |
|  |  | **Supervise construction** |
|  |  | **Review contractor’s schedule** |
|  |  | **Maintain diaries and time count reports** |
|  |  | **Form FHWA 1273 and CDOT Form 205** |
|  |  | **Monitor construction/civil rights compliance** |
|  |  | **Review and approve shop drawings** |
|  |  | **Ongoing oversight of DBE participation** |
|  |  | **Materials testing** |
|  |  | **Perform/monitor surveying and monumentation** |
|  |  | **Pay documentation, force account work and change orders** |
|  |  | **Prepare progress reports, reimbursement requests and financial status** |
|  |  | **Perform traffic control inspections** |
|  |  | **Resolve contractor claims and disputes** |