



COLORADO

Department of Transportation

Division of Project Support

Materials & Geotechnical Branch
4670 Holly Street Unit A
Denver, CO 80216-6408

DATE: July 1, 2015

TO: CDOT Local Agency Coordinators

FROM: Anthony Hernandez,
Documentation Unit Materials and Geotechnical Branch

SUBJECT: Required documents from Local Agency

Local Agency, Form 250 Development Guidelines

A Form 250 cannot be developed until all of the information listed below has been received by the Documentation Unit.

- 1) An **award** set of Plans and Specifications
- 2) Bid Date
- 3) Award Date
- 4) Engineer's Estimate and or Tabulation of Bid item's (separate from plans and specs)
- 5) Project contact person(s) with phone numbers and e-mail address(s)
- 6) Name, address and phone number(s) of the Contractor to whom the project was awarded

In order to expedite the process, all documents should be mailed/delivered in one packet.

When all documents are received it is the Documentation Unit's intent to return a completed Form #250 to the appropriate personnel in 10 working days.

