

LOCAL AGENCY CONTRACT ADMINISTRATION CHECKLIST

The following checklist has been developed to ensure that all required aspects of a project approved for Federal funding have been addressed and a responsible party assigned for each task.

After a project has been approved for Federal funding in the Statewide Transportation Improvement Program, the Colorado Department of Transportation (CDOT) Project Manager, Local Agency project manager, and CDOT Resident Engineer prepare the checklist. It becomes a part of the contractual agreement between the Local Agency and CDOT. The CDOT Agreements Unit will not process a Local Agency agreement without this completed checklist. It will be reviewed at the Final Office Review meeting to ensure that all parties remain in agreement as to who is responsible for performing individual tasks.

COLORADO DEPARTMENT OF TRANSPORTATION

LOCAL AGENCY CONTRACT ADMINISTRATION CHECKLIST

Project No.	STIP No.	Project Code	Region
Project Location			Date
Project Description			
Local Agency		Local Agency Project Manager	
CDOT Resident Engineer		CDOT Project Manager	

INSTRUCTIONS:

This checklist shall be utilized to establish the contract administration responsibilities of the individual parties to this agreement. The checklist becomes an attachment to the Local Agency agreement. Section numbers correspond to the applicable chapters of the *CDOT Local Agency Manual*.

The checklist shall be prepared by placing an "X" under the responsible party, opposite each of the tasks. The "X" denotes the party responsible for initiating and executing the task. Only one responsible party should be selected. When neither CDOT nor the Local Agency is responsible for a task, not applicable (NA) shall be noted. In addition, a "#" will denote that CDOT must concur or approve.

Tasks that will be performed by Headquarters staff will be indicated. The Regions, in accordance with established policies and procedures, will determine who will perform all other tasks that are the responsibility of CDOT.

The checklist shall be prepared by the CDOT Resident Engineer or the CDOT Project Manager, in cooperation with the Local Agency Project Manager, and submitted to the Region Program Engineer. If contract administration responsibilities change, the CDOT Resident Engineer, in cooperation with the Local Agency Project Manager, will prepare and distribute a revised checklist.

NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY	
		LA	CDOT
TIP / STIP AND LONG-RANGE PLANS			
2-1	Review to ensure consistency with STIP and amendments thereto		X
FEDERAL FUNDING OBLIGATION AND AUTHORIZATION			
4-1	Authorize funding by phases (CDOT Form 418 - Federal-aid Program Data. Requires FHWA concurrence/involvement)		X
PROJECT DEVELOPMENT			
5-1	Prepare Design Data - CDOT Form 463		
5-2	Prepare Local Agency/CDOT Inter-Governmental Agreement (see also Chapter 3)		X
5-3	Conduct consultant selection/execute agreement		
5-4	Conduct Design Scoping Review meeting		
5-5	Conduct public involvement		
5-6	Conduct Field Inspection Review		
5-7	Conduct environmental processes (may require FHWA concurrence/involvement)		
5-8	Acquire right-of-way (may require FHWA concurrence/involvement)		
5-9	Obtain utility and railroad agreements		
5-10	Conduct Final Office Review		
5-11	Justify force account work by the Local Agency		
5-12	Justify proprietary items		
5-13	Document design exceptions - CDOT Form 464		
5-14	Prepare plans, specifications and construction cost estimates		
5-15	Ensure authorization of funds		X

NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY	
		LA	CDOT
	CDOT Resident Engineer		
	Provide competent, experienced staff who will ensure the Contract work is constructed in accordance with the plans and specifications		
	Construction inspection and documentation		
8-5	Approve shop drawings		
8-6	Perform traffic control inspections		
8-7	Perform construction surveying		
8-8	Monument right-of-way		
8-9	Prepare and approve interim and final Contractor pay estimates Provide the name and phone number of the person authorized for this task. _____ Phone number _____ Local Agency Representative		
8-10	Prepare and approve interim and final utility/railroad billings		
8-11	Prepare Local Agency reimbursement requests	X	
8-12	Prepare and authorize change orders		
8-13	Approve all change orders		X
8-14	Monitor project financial status		
8-15	Prepare and submit monthly progress reports		
8-16	Resolve Contractor claims/disputes		
8-17	Conduct routine, random project reviews Provide the name and phone number of the person responsible for this task. _____ Phone number _____ CDOT Resident Engineer		X
MATERIALS			
9-1	Conduct Materials Preconstruction meeting		
9-2	CDOT Form 250 - Materials Documentation Record <ul style="list-style-type: none"> • Generate form, which includes determining the minimum number of required tests and applicable material submittals for all materials placed on the project • Update the form as work progresses • Complete and distribute form after work is completed 		
9-3	Perform project acceptance samples and tests		
9-4	Perform laboratory verification tests		
9-5	Accept manufactured products Inspection of structural components: <ul style="list-style-type: none"> • Fabrication of structural steel and pre-stressed concrete structural components • Bridge modular expansion devices (0" to 6" or greater) • Fabrication of bearing devices 		
9-6	Approve sources of materials		
9-7	Independent Assurance Testing (IAT), Local Agency Procedures <input type="checkbox"/> CDOT Procedures <input type="checkbox"/> <ul style="list-style-type: none"> • Generate IAT schedule • Schedule and provide notification • Conduct IAT 		
9-8	Approve mix designs <ul style="list-style-type: none"> • Concrete • Hot bituminous pavement 		
9-9	Check final materials documentation		
9-10	Complete and distribute final materials documentation		

CONSTRUCTION CIVIL RIGHTS AND LABOR COMPLIANCE			
10-1	Fulfill project bulletin board and preconstruction packet requirements		
10-2	CDOT Form 205 - Sublet Permit Application Review and sign completed CDOT Form 205 for each subcontractor, and submit to EEO/Civil Rights Specialist		
10-3	Conduct employee interviews. Complete CDOT Form 280 - Equal Employment Opportunity and Labor Compliance Verification		
10-4	Monitor Disadvantaged Business Enterprise participation to ensure compliance with the "commercially useful function" requirements		
10-5	Conduct trainee interviews. Complete CDOT Form 200 - OJT Training Questionnaire when project utilizes on-the-job trainees		
10-6	Check certified payrolls (Contact the Region EEO/Civil Rights Specialists for training requirements.)		
10-7	Submit FHWA Form 1391 - Highway Construction Contractor's Annual EEO Report		
FINALS			
11-1	Conduct final project inspection, and complete and submit CDOT Form 1212 - Final Acceptance Report (Resident Engineer with mandatory Local Agency participation.)		X
11-2	Write final project acceptance letter		
11-3	Advertise for final settlement		
11-4	Prepare and distribute final As-Constructed plans		
11-5	Check final quantities, final plans and the final pay estimate		
11-6	Check material documentation and submit final material certification (see Chapter 9)		
11-7	Obtain CDOT Form 17 - Contractor DBE Payment Certification from the Contactor and submit to the Resident Engineer		
11-8	Process final payment		
11-9	Obtain FHWA Form 47 - Statement of Materials and Labor Used ... from the Contractor		
11-10	Complete and submit CDOT Form 950 - Project Closure		X
11-11	Retain project records for six years from date of project closure		
11-12	Retain final version of this checklist and distribute copies		

cc: CDOT Resident Engineer/Project Manager
CDOT Region Program Engineer
CDOT Region EEO/Civil Rights Specialist
CDOT Region Materials Engineer
CDOT Contracts and Market Analysis Branch
Local Agency Project Manager