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 Co	de	Region
					riogioni
Project Location				Date	
·]····					
Project Description					
· · ·					
Local Agency	Local A	gency Project Manager			
		geney i rejeet manager			
CDOT Resident Engineer	CDOT I	Project Manager			
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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	_	ONSIBLE ARTY
		LA	CDOT
TIP / S	STIP AND LONG-RANGE PLANS		
2-1	Review to ensure consistency with STIP and amendments thereto		X
FEDE	RAL FUNDING OBLIGATION AND AUTHORIZATION		
4-1	Authorize funding by phases (CDOT Form 418 - Federal-aid Program Data. Requires FHWA		Х
	concurrence/involvement)		
PROJ	ECT DEVELOPMENT		
5-1	Prepare Design Data - CDOT Form 463		
5-2	Prepare Local Agency/CDOT Inter-Governmental Agreement (see also Chapter 3)		Х
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		Х

NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY	
		LA	CDOT
PROJ	ECT DEVELOPMENT CIVIL RIGHTS AND LABOR COMPLIANCE		
6-1	Set Underutilized Disadvantaged Business Enterprise (UBDE) goals for consultant and		
6-2	construction Contracts (CDOT Region EEO/Civil Rights Specialist) Determine applicability of Davis-Bacon Act		X
0-2	This project is is not exempt from Davis-Bacon requirements as determined by the functional classification of the project location (Projects located on local roads and rural minor collectors may be exempt.)		~
	CDOT Resident Engineer Date		
6-3	Set On-the-Job Training goals. Goal is zero if total construction is less than \$1 million (CDOT		X
	Region EEO/Civil Rights Specialist)		
	Ensure the correct Federal Wage Decision, all required Disadvantaged Business Enterprise/On-the-Job Training special provisions and FHWA Form 1273 are included in the Contract (CDOT Resident Engineer)		x
ADVE	RTISE, BID AND AWARD		
7-1	Obtain approval for advertisement period of less than three weeks		
7-2	Advertise for bids		
7-3	Distribute "advertisement set" of plans and specifications		
7-4	Review worksite and plan details with prospective bidders while project is under advertisement		
7-5	Open bids		
7-6	Process bids for compliance		Т
	Check CDOT Form 715 - Certificate of Proposed Underutilized DBE Participation when the low bidder meets UDBE goals		x
	Evaluate CDOT Form 718 - Underutilized DBE Good Faith Effort Documentation and determine if the Contractor has made a good faith effort when the low bidder does not meet DBE goals		x
	Submit required documentation for CDOT award concurrence		
7-7	Concurrence from CDOT to award		Х
7-8	Approve rejection of low bidder		X
7-9	Award Contract		
7-10	Provide "award" and "record" sets of plans and specifications		
CONS	TRUCTION MANAGEMENT		
8-1	Issue Notice to Proceed to the Contractor		
8-2	Conduct conferences:		•
	Preconstruction (Appendix B)		
	Presurvey		
	Construction staking		
	Monumentation		
	Partnering (Optional)		
	Structural Concrete Pre-Pour (Agenda is in CDOT Construction Manual)		
	Concrete Pavement Pre-Paving (Agenda is in CDOT Construction Manual)		
	HBP Pre-Paving (Agenda is in CDOT Construction Manual)		
8-3	Develop and distribute Public Notice of Planned Construction to media and local residents		
8-4	Supervise construction A Professional Engineer (PE) registered in Colorado, who will be "in responsible charge of		
	construction supervision."		
	Local Agency Professional Engineer or Phone number		

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.		
	Local Agency Representative Phone number		
8-10	Prepare and approve interim and final utility/railroad billings		
8-11	Prepare Local Agency reimbursement requests	Х	
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		
	Provide the name and phone number of the person responsible for this task.		X
	Provide the name and phone number of the person responsible for this task. CDOT Resident Engineer Phone number		x
MATE	CDOT Resident Engineer Phone number		X
MATE 9-1	CDOT Resident Engineer Phone number		
	CDOT Resident Engineer Phone number ERIALS Conduct Materials Preconstruction meeting CDOT Form 250 - Materials Documentation Record		
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9-1 9-2	CDOT Resident Engineer Phone number ERIALS Conduct Materials Preconstruction meeting CDOT Form 250 - Materials Documentation Record CDOT Form 250 - Materials Documentation Record • 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		
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9-1 9-2 9-3 9-4	CDOT Resident Engineer Phone number ERIALS Conduct Materials Preconstruction meeting CDOT Form 250 - Materials Documentation Record • 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 Perform project acceptance samples and tests Perform laboratory verification tests Accept manufactured products Inspection of structural components:		
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9-1 9-2 9-3 9-4 9-5 9-6	CDOT Resident Engineer Phone number Image: Second Secon		
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9-1 9-2 9-3 9-4 9-5 9-6 9-7	CDOT Resident Engineer Phone number ERIALS Conduct Materials Preconstruction meeting CDOT Form 250 - Materials Documentation Record 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 Perform project acceptance samples and tests Perform laboratory verification tests Accept manufactured products Inspection of structural steel and pre-stressed concrete structural components Bridge modular expansion devices (0" to 6" or greater) Fabrication of bearing devices Approve sources of materials Independent Assurance Testing (IAT), Local Agency Procedures CDOT Procedures COT Procedures Approve mix designs Conduct IAT Approve mix designs Concrete Concrete		
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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	
FINA		X
11-1	Conduct final project inspection, and complete and submit CDOT Form 1212 - Final	X
	Acceptance Report (Resident Engineer with mandatory Local Agency participation.)	
11-2	Write final project acceptance letter	
11-3	Advertise for final settlement	
-	Advertise for final settlement Prepare and distribute final As-Constructed plans	
11-4	Prepare and distribute final As-Constructed plans Check final quantities, final plans and the final pay estimate	
11-3 11-4 11-5 11-6	Prepare and distribute final As-Constructed plans Check final quantities, final plans and the final pay estimate Check material documentation and submit final material certification (see Chapter 9)	
11-4 11-5 11-6	Prepare and distribute final As-Constructed plans Check final quantities, final plans and the final pay estimate Check material documentation and submit final material certification (see Chapter 9) Obtain CDOT Form 17 - Contractor DBE Payment Certification from the Contactor and	
11-4 11-5 11-6 11-7	Prepare and distribute final As-Constructed plans Check final quantities, final plans and the final pay estimate Check material documentation and submit final material certification (see Chapter 9) Obtain CDOT Form 17 - Contractor DBE Payment Certification from the Contactor and submit to the Resident Engineer	
11-4 11-5 11-6 11-7 11-8	Prepare and distribute final As-Constructed plans Check final quantities, final plans and the final pay estimate Check material documentation and submit final material certification (see Chapter 9) Obtain CDOT Form 17 - Contractor DBE Payment Certification from the Contactor and submit to the Resident Engineer Process final payment	
11-4 11-5 11-6 11-7 11-7 11-8 11-9	Prepare and distribute final As-Constructed plans Check final quantities, final plans and the final pay estimate Check material documentation and submit final material certification (see Chapter 9) Obtain CDOT Form 17 - Contractor DBE Payment Certification from the Contactor and submit to the Resident Engineer Process final payment Obtain FHWA Form 47 - Statement of Materials and Labor Used from the Contractor	
11-4 11-5 11-6 11-7 11-7 11-8 11-9 11-10	Prepare and distribute final As-Constructed plans Check final quantities, final plans and the final pay estimate Check material documentation and submit final material certification (see Chapter 9) Obtain CDOT Form 17 - Contractor DBE Payment Certification from the Contactor and submit to the Resident Engineer Process final payment Obtain FHWA Form 47 - Statement of Materials and Labor Used from the Contractor Complete and submit CDOT Form 950 - Project Closure	
11-4 11-5 11-6 11-7 11-7 11-8 11-9	Prepare and distribute final As-Constructed plans Check final quantities, final plans and the final pay estimate Check material documentation and submit final material certification (see Chapter 9) Obtain CDOT Form 17 - Contractor DBE Payment Certification from the Contactor and submit to the Resident Engineer Process final payment Obtain FHWA Form 47 - Statement of Materials and Labor Used from the Contractor	X

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