

Appendix B

Miscellaneous

Appendix B presents documents that a Local Agency may need to reference in the lifetime of a project.

Appendix B also presents an example letter and facsimile transmittal notification for the Preconstruction Conference. It includes an example Preconstruction Conference Agenda to assist in facilitating the meeting. The example presents a minimum set of topics that should be discussed during the conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the content of the agenda and consider the special needs of a particular project and specific Region. Contact the CDOT Project Manager or Resident Engineer for additional information. The *CDOT Construction Manual* contains examples of other conference agendas.

The documents in this appendix are as follows:

- [FHWA Letter and Memo entitled “State Oversight of Local Federal-Aid Projects”](#)
- [Preconstruction Conference Notification \(Letter and Facsimile\)](#)
- [Preconstruction Conference Agenda](#)
- [Concurrence to Advertise \(From CDOT to Local Agency\)](#)
- [Concurrence to Award \(From CDOT to Local Agency\)](#)
- [Notice of Award \(From Local Agency to Contractor\)](#)
- [Notice to Proceed \(From Local Agency to Contractor\)](#)
- [Right-of-Way Certification Letters](#)
- [Utility Clearance Certification Letter](#)
- [Resolution by a Local Agency](#)
- [Procedural Directive 400.1 Obtaining Professional Consultant Services](#)
- [Procedural Directive 508.1 Professional Engineers Stamp](#)
- [Procedural Directive 512.1 Project Scoping and the Design Scoping Review](#)
- [TEA-21 Funding Categories](#)
- [Project Financial Statement](#)
- Local Agency Billing Package
 - [Transmittal Letter](#)
 - [Letter of Final Billing With Backup](#)
 - [Voucher Request \(CDOT Form 995\)](#)
- [STIP Example](#)