

## INDEX

## A

- “Advertisement Set” of Plans and Specification, 33
- Advertise
  - Approval for Period Less Than Three Weeks, 31
  - Concurrence, 31
  - For Bids, 31
  - For Final Settlement, 62
  - Requirements, 32-33
- Air Quality Non-Attainment Areas Identified, 6
- As-Constructed Plans
  - Prepare and Distribute, 62
- Asphalt Content Calibration Samples, 54
- Authorization
  - Federal Funding, 13, 26
  - Fund Eligibility, 13, 26
  - Right-of-Way, 19
- Award
  - Concurrence, 36
  - Contract, 36

## B

- Bid Package
  - Explanation and Overview, 25
  - Routing, Coordination and Review, 31
- Bids
  - Award Concurrence, 36
  - Opening, 33-34
  - Processing for Compliance, 34
  - Submittals Required, 34-35
- Bonding
  - Requirements and Procedures, 31
- Bulletin Board
  - Project Requirements, 57-58

## C

- Categorical Exclusion See CatEx
- CatEx (Categorical Exclusion), 1
- CDOT Forms See *Also* Appendix A
  - Form 17 - Contractor DBE Payment Certification, 57-58, 63
  - Form 43 – Job Mix Formula, 54
  - Form 96 - Contractor Acceptance of Final Estimate, 63
  - Form 118 - Contract Wage Compliance Statement, 58
  - Form 128, Categorical Exclusion Determination, 2
  - Form 200 – OJT Training Questionnaire, 58, 60
  - Form 205 – Permit Sublet Application, 40, 58-59
  - Form 250 – Materials Documentation Record, 49, 55
  - Form 262 - Weekly Time Count Report (Work Days), 43
  - Form 263 - Weekly Time Count Report - Calendar Days, 43

- Form 280 - EEO and Labor Compliance Verification, 58, 59
- Form 347 - Certification of EEO Compliance, 31, 34, 35
- Form 379 - Project Independent Assurance Sampling Schedule, 52, 53, 55, 56
- Form 463 - Design Data
  - Design Data Included on Form, 15
  - Fund Authorization, 9, 13
  - Preparation, 15
- Form 464 - Design Exception Variance Request, 23-24
- Form 465 - Nondiscrimination in Employment (Notice to Unions/ Organizations), 40
- Form 473 Letter of Certification, 55
- Form 605 - Contractor's Performance Capability Statement, 33, 34, 35
- Form 606 - Anti-Collusion Affidavit, 31, 34, 35
- Form 621 - Assignment of Antitrust Claims, 33, 34, 35
- Form 713 - Contractor DBE Subcontract, Supply and Service Contract Statement, 40, 58-59
- Form 714 - Underutilized DBE Bid Conditions Assurance, 29, 31, 34, 35
- Form 715 - Certificate of Proposed Underutilized DBE Participation, 33, 34, 35
- Form 718 - Underutilized DBE Good Faith Effort Documentation, 33, 34, 35
- Form 832 - Trainee Status and Evaluation, 58
- Form 835 - On-the-Job Trainee Request, 58
- Form 838 - On-the-Job Trainee/Apprentice Record, 58
- Form 863 - DBE Contract Goal Recommendation, 29
- Form 895 - Region Certification – Force Account Finding in the Public Interest, 23, 30
- Form 950 Project Closure, 64
- Form 1180 - Standard Certification and Project PS&E Approval, 13, 25
- Form 1186 - Contract Funding Increase/Decrease and Approval Letter, 10
- Form 1212 – Final Acceptance Report, 61
- CDOT Procedural Directives See *Also* Appendix B
  - 400.1 Obtaining Professional Consultant Services, 18
  - 508.01 Professional Engineer's Stamp, 24
  - 512.1 Project Scoping and the Design Scoping Review (DSR), 1, 18
- Certified Payrolls
  - Checking, 60
- Code of Federal Regulations See CFR
- CFR (Code of Federal Regulations)
  - Title 23 Part 172 Administration of Engineering and Design Related Service Contracts, 16-17, 18

Title 23 Part 635.309(b) Authorization to Advertise, 21  
 Title 48 Part 15.404-4 Profit, 18  
 Title 49 Part 18.42 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 18  
 Title 49 Part 26 Participation By Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs, 28

Change Orders  
 Preparation and Authorization, 46-47

Civil Rights and Labor Compliance  
 DBE Requirements, 27-28  
 EEO Requirements, 27  
 Introduction to Construction Civil Rights, 57

Clean Air Act Amendment of 1990, 6

Clearances  
 Environmental, 19  
 Utility, 21

Closure  
 Project, 64

Code of Federal Regulations See CFR

Colorado Revised Statutes See CRS

Commercially Useful Function  
 DBE Expectations, 59  
 Definition, 59

Conceptual Cost Estimate, 3

Concrete  
 Approvals, 54

Conferences  
 Materials Preconstruction Meeting, 49  
 Other Conferences, 42  
 Preconstruction, 39-41

Construction Goal Setting, 28-29

Construction Management  
 Introduction, 39

Construction Surveying  
 Performance, 44

Consultant Goal Setting, 28

Consultant Selection  
 Advertisement Required When, 17  
 Audit Assistance, 18  
 Evaluation Factors, 17  
 Execute Agreement, 16-18  
 Negotiations, 17-18  
 Short List, 17

Contract Modification Orders See Change Orders

Contracts See Also IGA  
 Notice to Award, 36

Contractor Claims/Disputes  
 Resolving, 47, 63

CRS (Colorado Revised Statutes)  
 24-30-1401, Legislative Declaration, 17, 18  
 24-30-1403, Professional services - listings - preliminary selections, 17  
 24-30-1408, Negotiation of Consultant's Contracts, 18

## D

Davis-Bacon Act  
 Contract Wage Compliance 58  
 Dictates, 29-30

DBE (Disadvantaged Business Enterprise), 27-28  
 Certification of Businesses, 28  
 Commercially Useful Function, 59  
 Contractor DBE Payment Certification, 57-58  
 Local Agency Responsibilities, 27

Dedication of Right-of-Way, 20

Dedication  
 Process Explained, 20

Design Scoping Review See DSR

Diaries  
 Maintaining, 43

Direct Charges, 10  
 Allowable Profits in Excess of Direct Costs, 18  
 Explanation 10

Disadvantaged Business Enterprise See DBE

Donation of Land, 20-21

DSR (Design Scoping Review)  
 Meeting, 18

## E

Encumbrance Amount, 10

Environmental  
 Clearances, 19  
 Consequences, 19  
 Impacts, 1-2  
 Processes, 19

Evaluation Factors, 17

## F

Federal Reimbursement  
 Allowable Profits, 18  
 Fixed Fees, 18  
 Limits, 18  
 Prepare Local Agency Reimbursement Requests, 45

FHWA Forms See Also Appendix A  
 Form 47 - Statement of Materials and Labor Used By Contractors on Highway Construction Involving Federal Funds, 64  
 Form 1273 - FHWA Required Contract Provisions Federal-Aid Construction Contract Provisions, 27, 31  
 Form 1391 - Federal-Aid Highway Construction Contractor's Annual EEO Report, 60

Field Inspection Review See FIR

Final Materials Documentation  
 Checking, 54  
 Completing and Distributing, 55

Final Office Review See FOR

Final Pay Estimate  
 Checking, 62

Final Payment  
 Process, 63

Final Plans  
 Checking, 62

- Final Project Acceptance Letter
    - Writing, 61-62
  - Final Project Billing
    - Submittal, 63
  - Final Quantities
    - Checking, 62
    - Review, 63
  - Finals
    - Conduct Final Project Inspection, 61
  - Finding in the Public Interest See FIPI
  - FIPI (Finding in the Public Interest)
    - Appropriateness, 23
    - Approval, 22-23
  - FIR (Field Inspection Review)
    - Purpose, 19
  - FOR (Final Office Review)
    - Conducting, 22
    - Purpose, 22
  - Force Account Work
    - Definition 22
    - Justification, 22-23
    - Rental Rates, 42-43
- G**
- Gift of Land, 20-21
- H**
- HBP
    - Approvals, 54
  - Hot Bituminous Pavement See HBP
- I**
- IGA (Inter-Governmental Agreement), 9
    - CDOT's Guidelines, 16-18
    - Development, 9
    - Encumbrance Amounts, 10
    - "Exhibit C," 10
    - Notices to Proceed, 10
    - Ordinances by Local Agency, 10
    - Preparation, 15
    - Process Flowchart, 11
    - Railroad Agreements, 22
    - Resolution by Local Agency, 10
    - Resolving Contractor Claims/Disputes, 47
    - Routine and Random Project Reviews, 47
    - Standard Agreements, 9
  - Independent Assurance Testing, 52
  - Independent Assurance Testing
    - Distribution of Final Test Results, 55-56
    - Notification, 53
  - Indirect Charges, 10
    - Allowable Profits in Excess of Indirect Costs, 18
    - Explanation, 10
  - Inter-Governmental Agreements See IGA
- JKL**
- Labor Compliance
    - Davis-Bacon Act, 29-30
    - Introduction to Construction Labor Compliance, 57
    - Monitoring EEO/Labor Compliance, 59
  - LA Final Data (Region 4 Form), 64 See Also Appendix A
  - Local Agency Contract Administration Checklist, 37, 64
  - Local Agency Reimbursement Requests
    - Preparation, 45
  - Local Agency Responsibility
    - Advertising for Final Settlement, 62
    - Asphalt Content Calibrations, 54
    - Change Orders, 46-47
    - Concrete and Hot Bituminous Pavement Approvals, 54
    - Construction Goal Setting, 28-29
    - Construction Inspection, 42-43
    - Consultant Goal Setting, 28
    - Designs, 15
    - Disadvantaged Business Enterprise Program, 27
    - Documentation, 42
    - Equal Employment Opportunity, 27, 57
    - Final Project Acceptance Letter, 61-62
    - Mandatory Attendance of Final Project Inspection, 61
    - Monitor Project Financial Status, 47
    - Overruns, 10
    - Preconstruction Packet, 57-58
    - Prepare and Submit Monthly Progress Reports, 47
    - Professional Personnel, 24, 42
    - Project Bulletin Board, 57-58
    - Project Plans Completion, 25
    - Record Retention, 18
    - Responsible and in Charge of the Project, 18, 42
    - Review of DBE Payment Certification, 63
    - Uniform Act, 20
    - Utilities, 21-22
  - Long-Range Plans, 5
  - Low Bidder Rejection
    - Approval, 36
- M**
- Manual on Uniform Traffic Control Devices (MUTCD)*, 44
  - Manufactured Products
    - Acceptance, 51
  - Materials
    - Accept Manufactured Products, 51
    - Check Final Materials Documentation, 54
    - Complete and Distribute Final Materials Documentation, 55
    - Final Independent Assurance Test Results Distribution, 55-56
    - Independent Assurance Testing, 52-53
    - Independent Assurance Test Notification, 53
    - Laboratory Verification Tests, 50-51
    - Materials Documentation 54
    - Materials Preconstruction Meeting, 49
    - Mix Design Approval, 53
    - Non-Specification Materials, 50
    - Project Acceptance Samples and Tests, 50
    - Sources of Material, 52

Metropolitan Planning Organizations *See* MPO  
 Minor Contract Revisions *See* Change Orders  
 Mix Designs  
   Approvals, 53  
 Monthly Progress Reports  
   Prepare and Submit, 47  
 Monument  
   Right-of-Way, 44-45  
 MPO (Metropolitan Planning Organizations)  
   Colorado MPOs, 6  
   Responsibilities, 6  
   STIP Development, 5-6

## N

National Environmental Policy Act *See* NEPA  
 NEPA (National Environmental Policy Act), 1  
 Non-Specification Materials, 50  
 Notice to Proceed *See* NTP  
 NTP (Notice to Proceed)  
   Issuance, 10, 39

## O

Obligation  
   Federal Funding, 13  
   Fund Eligibility, 13  
   Quarterly Obligation Plan, 13  
 On-the-Job Training  
   Goal Setting, 30  
   Preconstruction Packets, 57-58  
   Trainee Interviews, Compliance and  
     Requirements, 60  
 Overruns  
   Local Agency Responsibilities, 10

## P

Pay Estimates  
   Preparation and Approval, 45  
 Payment Obligation, 10  
 Plans, Specifications and Construction Cost  
   Estimates *See* PS&E  
 Preconstruction Packet  
   Contents, 57-58  
   Requirements, 57-58  
 Preliminary Cost Estimate *See* Conceptual Cost  
   Estimate  
 Preliminary Scoping, 1  
 Profits  
   Allowable, 18  
 Project Acceptance Samples and Test, 50  
 Project Application, 1  
 Project Closure, 64  
 Project Development  
   Introduction, 15  
 Project Financial Status  
   Monitor, 47  
 Project Phases  
   Scheduling, 13  
 Project Schedules  
   Submittals, 43  
 Proprietary Items  
   Justification, 23

PS&E (Plans, Specifications and Estimates)  
   “Award” and “Record” Set, 36-37  
   Distribution of “Advertisement Set,” 33  
   Package, 24-25  
   Purpose, 24  
   Sealed by Professional Engineer, 24  
 Public Notice of Planned Construction  
   Develop and Distribute, 42  
 Public  
   Involvement, 19  
   Meetings, 5

## Q

Quarterly Obligation Plans, 13

## R

Railroad  
   Agreements, 22  
   Billing Preparation and Approval, 45  
   Coordination, 43  
   Requirements, 3  
   Types of Involvement, 22  
 Record Keeping *See* Record Retention  
 Record Retention, 18, 64  
 Rejection of Low Bidder  
   Approval, 36  
 Request for Proposal *See* RFP  
 RFP  
   Consultant Goal Setting, 28  
   Items Included, 17  
 Right-of-Way  
   Acquisition, 19-21  
   Dedication, 20  
   Donation of Land, 20-21  
   Gift of Land, 20-21  
   Monumenting, 44-45  
   Requirements, 3  
   Right to Receive Just Compensation for Property,  
     21  
   Taking of Real Property, 20  
 Routine and Random Project Reviews  
   Conducting, 47

## S

Scope of Project  
   Development, 16-17  
 Shop Drawings  
   Approval, 44  
 Sources of Materials  
   Approvals, 52  
 Statewide Transportation Improvement Program *See*  
   STIP  
 STIP (Statewide Transportation Improvement  
   Program)  
   Amendment Guidelines, 7  
   Amendments in TPRs, 8  
   Development, 5-7  
   Development in TPRs, 6-7  
   Public Meetings and Reviews, 7  
 Supervise Construction, 42

**T**

Taking of Real Property, 20  
TEA-21 (Transportation Equity Act for the 21st Century), 5  
Time Counts  
    Requirements, 43  
TIP (Transportation Improvement Program)  
    Amendments, 7-8  
    Development in MPO Areas, 6  
Traffic Control Inspections  
    Perform, 44  
    Traffic Control Review Form, 44 *See Also*  
    Appendix A  
Transportation Equity Act for the 21st Century *See*  
    TEA-21  
Transportation Improvement Program *See* TIP

**U**

UDBE (Underutilized Disadvantaged Business Enterprise)  
    Goals Set By CDOT, 17, 25, 28

Underutilized Disadvantaged Business Enterprise  
    *See* UDBE  
Uniform Act (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970)  
    Application, 20  
    Assurance to FHWA, 20  
    Compliance, 20  
    Taking of Real Property, 21  
    Titles I, II and III, 20  
Uniform Relocation Act of 1972, 2  
Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 *See* Uniform Act  
Utility  
    Agreements, 21  
    Billing Preparation and Approval, 45  
    Clearances, 21  
    Conflict Determination, 21  
    Conflict Resolution, 21  
    Negotiation of Relocation Requirements and Payment Terms, 21  
Utility  
    Coordination, 43  
    Requirements, 3

**VWXYZ**