LOCAL AGENCY CONTRACT ADMINISTRATION CHECKLIST

The following checklist (CDOT 1243) has been developed to ensure that all required aspects of a project approved for Federal or State funding have been addressed and a responsible party assigned for each task.

After a project has been approved for Federal or State 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 used to establish the contractual administrative responsibilities of the individual parties to this agreement. The checklist becomes an attachment to the Local Agency Agreement. Section numbers (NO.) correspond to the applicable chapters of the *CDOT Local Agency Desk Reference (Local Agency Manual).* LAWR numbers correspond to the applicable flowchart in the Local Agency Web Resource.

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, # will denote that CDOT must concur or approve.

Tasks that will be performed by Headquarters staff are indicated with an X in the CDOT column under Responsible Party. 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.

Note:
Failure to comply with applicable Federal and State requirements may result in the loss of Federal or State participation in funding.

LA WR	NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY LA	RESPONSIBLE PARTY CDOT
		TIP / STIP AND LONG-RANGE PLANS		
	2.1	Review Project to ensure it is consistent 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). *Please write in "NA", if Not Applicable.*		x
		PROJECT DEVELOPMENT		
1	5.1	Prepare Design Data - CDOT Form 463		
	5.2	Prepare Local Agency/CDOT Inter-Governmental Agreement (see also Chapter 3)		X
2	5.3	Conduct Consultant Selection/Execute Consultant Agreement • Project Development • Construction Contract Administration (including Fabrication Inspection Services)		
3,3A	5.4	Conduct Design Scoping Review Meeting		
3,6	5.5	Conduct Public Involvement		
3	5.6	Conduct Field Inspection Review (FIR)		

Previous editions are obsolete and may not be used.

LA WR	NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY LA	CDOT
4	5.7	Conduct Environmental Processes (may require FHWA concurrence/involvement)		
5	5.8	Acquire Right-of-Way (may require FHWA concurrence/involvement)		
3	5.9	Obtain Utility and Railroad Agreements		
3	5.10	Conduct Final Office Review (FOR)		
3A	5.11	Justify Force Account Work by the Local Agency		
3B	5.12	Justify Proprietary, Sole Source, or Local Agency Furnished Items		
3	5.13	Document Design Exceptions - CDOT Form 464		
3	5.14	Prepare Plans, Specifications, Construction Cost Estimates and Submittals		
	5.15	Ensure Authorization of Funds for Construction		x
	5.16	Electronic Signatures		
	5.17	Records Management		
	PROJECT DEVELOPMENT CIVIL RIGHTS AND LABOR COMPLIANCE			
3	6.1	Set Disadvantaged Business Enterprise (DBE) Goals for Consultant and Construction Contracts (CDOT Region EEO/Civil Rights Specialist).		x
	6.2	Determine Applicability of Davis-Bacon Act 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 (Signature on File) Date		x
	6.3	Set On-the-Job Training Goals (CDOT Region EEO/Civil Rights Specialist) *"NA", if Not Applicable*		x
3	6.4	Title VI Assurances		
6,7		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)		
	ADVERTISE, BID AND AWARD of CONSTRUCTION PROJECTS			
6,7	7.1	Obtain Approval for Advertisement Period of Less Than Three Weeks		
7	7.2	Advertise for Bids		
7	7.3	Distribute "Advertisement Set" of Plans and Specifications		
7	7.4	Review Worksite and Plan Details with Prospective Bidders While Project Is Under Advertisement		
7	7.5	Open Bids		
7	7.6	Process Bids for Compliance		
		Check CDOT Form 1415 – Commitment Confirmation when the low bidder meets DBE goals. *Please write in "NA", if Not Applicable.*		x
		Evaluate CDOT Form 1416 - Good Faith Effort Report and determine if the Contractor has made a good faith effort when the low bidder does not meet DBE goals. *"NA", if Not Applicable.*		x
		Submit required documentation for CDOT award concurrence		
	7.7	Concurrence from CDOT to Award		x
	7.8	Approve Rejection of Low Bidder		x
7,8	7.9	Award Contract		
8	7.10	Provide "Award" and "Record" Sets of Plans and Specifications		
	CONSTRUCTION MANAGEMENT			
8	8.1	Issue Notice to Proceed to the Contractor		
8	8.2	Project Safety		
8	8.3	Conduct Conferences:		
		Pre-construction Conference (Appendix B) • Fabrication Inspection Notifications		
		Pre-survey • Construction staking • Monumentation		
		Partnering (Optional)		
		Structural Concrete Pre-Pour (Agenda is in *CDOT Construction Manual)*		

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LA WR	NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY LA	CDOT
		Concrete Pavement Pre-Paving (Agenda is in *CDOT Construction Manual)*		
		HMA Pre-Paving (Agenda is in *CDOT Construction Manual)*		
8	8.4	Develop and distribute Public Notice of Planned Construction to media and local residents		
9	8.5	Supervise Construction		
		A Professional Engineer (PE) registered in Colorado, who will be "in responsible charge of construction supervision." _____ _____ Local Agency Professional Engineer or CDOT Resident Engineer — Phone number		
		Provide competent, experienced staff who will ensure the Contract work is constructed in accordance with the plans and specifications		
		Construction inspection and documentation		
		Fabrication Inspection and documentation		
9	8.6	Approve Shop Drawings		
9	8.7	Perform Traffic Control Inspections		
9	8.8	Perform Construction Surveying		
9	8.9	Monument Right-of-Way		
9,9A	8.10	Prepare and Approve Interim and Final Contractor Pay Estimates. Collect and review CDOT Form 1418 (or equivalent) Provide the name and phone number of the person authorized for this task. _____ _____ Local Agency Representative — Phone number		
9	8.11	Prepare and Approve Interim and Final Utility and Railroad Billings		
9B	8.12	Prepare and Authorize Change Orders	**x**	
9B	8.13	Submit Change Order Package to CDOT	**x**	
9A	8.14	Prepare Local Agency Reimbursement Requests	**x**	
9	8.15	Monitor Project Financial Status		
9	8.16	Prepare and Submit Monthly Progress Reports		
9	8.17	Resolve Contractor Claims and Disputes		
	8.18	Conduct Routine and Random Project Reviews Provide the name and phone number of the person responsible for this task. _____ _____ CDOT Resident Engineer — Phone number		**x**
9	8.19	Ongoing Oversight of DBE Participation		
	MATERIALS			
9,9C	9.1	Discuss Materials at Pre-Construction Meeting • Buy America documentation required **prior to** installation of steel		
9,9C	9.2	Complete 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		
9C	9.3	Perform Project Acceptance Samples and Tests		
9C	9.4	Perform Laboratory Verification Tests		
9C	9.5	Accept Manufactured Products Inspection of structural components: • Fabrication of structural steel and pre-stressed concrete structural components • Bridge modular expansion devices (0" to 6" or greater) • Fabrication of bearing devices		

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LA WR	NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY LA	CDOT
9C	9.6	Approve Sources of Materials		
9C	9.7	Independent Assurance Testing (IAT). Local Agency Procedures ☐ CDOT Procedures ☐ • Generate IAT schedule • Schedule and provide notification • Conduct IAT		
9C	9.8	Approve mix designs • Concrete • Hot mix asphalt		
9C	9.9	Check Final Materials Documentation		
9C	9.10	Complete and Distribute Final Materials Documentation		
	CONSTRUCTION CIVIL RIGHTS AND LABOR COMPLIANCE			
9	10.1	Fulfill Project Bulletin Board and Pre-Construction Packet Requirements		
8,9	10.2	Process CDOT Form 205 - Sublet Permit Application Review and sign completed CDOT Form 205 for each subcontractor, and submit to CDOT EEO/Civil Rights Specialist		
9	10.3	Conduct Equal Employment Opportunity and Labor Compliance Verification Employee Interviews. Complete CDOT Form 280		
9	10.4	Monitor Disadvantaged Business Enterprise Participation to Ensure Compliance with the "Commercially Useful Function" Requirements		
9	10.5	Conduct Interviews When Project Utilizes On-the-Job Trainees. • Complete CDOT Form 1337 – Contractor Commitment to Meet OJT Requirements. • Complete CDOT Form 838 – OJT Trainee / Apprentice Record. • Complete CDOT Form 200 - OJT Training Questionnaire		
9	10.6	Check Certified Payrolls (Contact the Region EEO/Civil Rights Specialists for training requirements.)		
9	10.7	Submit FHWA Form 1391 - Highway Construction Contractor's Annual EEO Report		
	FINALS			
	11.1	Conduct Final Project Inspection.(Resident Engineer or CDOT PM with mandatory Local Agency participation.) Resident Engineer initiates CDOT Form 1212 - Final Acceptance Report.		**X**
10	11.2	Write Final Project Acceptance Letter		
10	11.3	Advertise for Final Settlement		
11	11.4	Prepare and Distribute Final As-Constructed Plans		
11	11.5	Prepare EEO Certification and Collect EEO Forms		
11	11.6	Check Final Quantities, Plans, and Pay Estimate; Check Project Documentation; and submit Final Certifications		
11	11.7	Check Material Documentation and Accept Final Material Certification (See Chapter 9)		
11	11.8	Obtain CDOT Form 1419 from the Contractor and Submit to the CDOT Project Manager		
	11.9	(FHWA Form 47 discontinued)		
	11.10	Complete and Submit CDOT Form 1212 – Final Acceptance Report (by CDOT)		**X**
11	11.11	Process Final Payment		
	11.12	Complete and Submit CDOT Form 950 - Project Closure		**X**
11	11.13	Retain Project Records		
11	11.14	Retain Final Version of Local Agency Contract Administration Checklist		

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

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