



**SCOPE OF SERVICES AND SUBMITTAL INSTRUCTIONS**

**HWY 6 TAP Grand Sidewalk Project  
Construction Management and Inspection  
Services**

Federal Aid Project No. TAP M021-001  
Mesa County Project No: 23616  
July 1, 2024

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## SECTION 1 – SUBMITTAL INSTRUCTIONS

Statement of qualification should be emailed to [jhawkinson@townofpalisade.org](mailto:jhawkinson@townofpalisade.org)

### A. Selection Process:

A selection panel will evaluate the consultant's proposals based on the following criteria:

- Qualifications (75%)
  - Project Team
  - Firm Capability
  - Relevant Project Experience
- Project Approach / Understanding (25%)
  - Project Control
  - Project Concept
  - Critical Issues

### B. Submittal Instructions

The statement of qualifications shall not exceed five pages, which does not include sub-consultant information. One page shall be the cover letter, four pages shall contain information for qualifications and project approach / understanding. A half page (8 ½ x 11) proposal per subconsultant will not count against the page limit. All pages shall be no larger than 8 ½ x 11 in size.

#### 1. Cover Letter/Transmittal Page

- a. Address as follows:

Town of Palisade  
175 E 3rd St,  
Palisade, CO  
81526

- b. Only include these items listed and do not include substantive information:

- i. Name of RFQ responding to,
- ii. Project number(s) and project location, and
- iii. Name, telephone number and email address of the individual to contact regarding the submitted statement of qualifications.

#### 2. Statement of Qualifications

- a. *Project Team*: Experience of team members and the firm's experience with similar projects will be considered by Town of Palisade. Therefore, include highlights regarding how each *primary* staff member:
- i. meets qualifications and experience related specifically to this project, which shall include specific relevant projects. If a team member has little experience, explain how that person will be mentored/supervised

and how costs will be controlled to accommodate for learning as working.

- ii. meets qualifications as listed in the scope of work under “Personnel”, specifically as it relates to CDOT procedures, including familiarity with LCP Tracker, and
- iii. may have unique knowledge that may benefit this specific project.

b. *Firm Capability*: Indicate:

- i. the firm’s availability to do the project concurrent with existing and projected workloads,
- ii. information on the sub-consultant(s)’ role(s), (A half page (8 ½ x 11) proposal per subconsultant shall be submitted and will not count against the page limit.), and
- iii. succession planning in the event staff leaves the firm.

3. Project Approach / Understanding:

The information given for the work plan should demonstrate knowledge and expertise as it relates specifically to this project.

- a. *Project Control*: List staff responsible for the following items and describe how they plan to manage quality and cost.
  - i. *Cost Control*: Indicate how both consultant contract costs and construction costs will be controlled to stay within the budget.
  - ii. *Quality Control*: Indicate how CDOT procedures will be followed, and the team will insure standards and project plans, specifications and standards are being followed and adhered to.
- b. *Project Concept*: Briefly describe how to achieve project goals and objectives which includes demonstration of clear and concise understanding of the project based on the information provided.
- c. *Critical Issues (Problems and Solutions)*: Present an analysis of the most significant issues that may need to be addressed to successfully complete this contract and/or project. Things to consider are major problems identified, significant problems, and reasonable solutions.

## SECTION 2 – PROJECT INFORMATION

### A. Project Description:

The project is along HWY 6 from Palisade High School to Cresthaven. The project includes clearing and grubbing, construction of detached concrete sidewalk, restoration of landscape, seeding, and other appurtenant work. The new sidewalk will be constructed in both CDOT and Town of Palisade right-of-way.

### B. Agency Involvement:

The Owner of this construction project is Town of Palisade (“Town”) with construction funding through the Colorado Department of Transportation (“CDOT”). The construction management and inspection services task order will be between the Town and the chosen Continuing Services consultant. The Town will have one (1) Project Manager that represents the Town (“Project Manager”) on a regular basis. CDOT will be involved with reviewing documentation and providing reimbursement to the Town.

### C. Working hours:

Full time services are anticipated during the fall of 2024 (includes the duration of the construction, potential adjustments to construction contract time, plus pre and post construction activities, as required). Consultant shall anticipate a minimum of two months’ sporadic work to assist with CDOT close-out documents beyond the date issued in the Notice of Substantial Completion. Work may be required on weekends, and/or holidays. Work weeks may be in excess of or less than the standard 40-hour week. The construction period is anticipated to last for approximately **40 working** days and an **additional five continuous days** to finalize punch list items.

### D. Construction Management & Inspection Consultant Contract:

- *Routine Billing & Reporting:* The CMI Consultant shall provide monthly billing reports in formats suitable to the Project Manager for all activities performed by the consultant personnel.

The CM&I Consultant shall bear all costs related to consultant caused delays of construction, including geotechnical and material testing, when required.

- *Status of Contract:* The CM&I Consultant shall monitor the fiscal status of the contract and advise the Project Manager of any potential for supplementing their contract.

### SECTION 3 – GENERAL REQUIREMENTS

- A. Project Standards:** Construction Management and Inspection shall be in accordance with the latest versions of the Colorado Department of Transportation’s Construction Manual, Field Materials Manual, Standard Specifications for Road and Bridge Construction, Town of Palisade Multimodal Transportation Standards, Standard and Project Special Provisions, applicable M&S Standards, the project plans, permits, and other documents governing the construction of the project. All applicable manuals, plans, and specifications shall be on-site with the on-site Construction Inspector.
- B. Vehicle:** The consultant shall furnish the appropriate number of suitable vehicles equipped with appropriate safety measures (e.g. flashing amber beacon). Employees required to operate vehicles must possess and maintain a valid driver's license.
- C. Equipment:** When applicable, the project will provide field office space. The consultant shall furnish a computer with internet and loaded with MS Office and Adobe Pro software, four (4) gigabyte flash drive (at a minimum), color printer, cellular phone, calculator, safety equipment, and other miscellaneous supplies as necessary.
- D. Project Staffing Authority:** Town of Palisade’s Project Manager is in direct charge of the work and is responsible for administration of the project contract. The CM&I Consultant Engineer shall report directly to the Project Manager. A minimum of one CM&I Consultant personnel shall be on the project when the Contractor is working.
- E. General Construction Management Support:**
- During construction:
    - i. *Traffic Control:* Monitor the Contractor’s implementation of traffic signing, barriers, and other traffic control measures.
    - ii. *Daily Quality Control Inspection & Quantity Control:* Perform daily quality control inspections for conformance with the contract documents. Quantities of work elements of construction will be measured and recorded to support the preparation and processing of progress pay estimates to the Contractor.
    - iii. *Project Documentation:* Prepare and review Inspector’s progress reports and complete appropriate forms and paperwork as described in Exhibit A, CDOT Construction Oversight Checklist for Agency Projects.
    - iv. *Immediate Notifications:* Monitor construction operations and notify Town of Palisade immediately if the following is encountered:
      - 1. Contaminated Material
      - 2. Artifacts
      - 3. Nesting Birds
  - Post Construction:
    - i. Assist with as-constructed drawings as appropriate, including final pay quantities.

- ii. Prepare final pay estimate.
- iii. Project close out tasks as required.

**F. Submittal of Final Documentation:** Final documentation shall be submitted to the Town of Palisade Project Manager within 30 working days after project acceptance.

## **SECTION 4 – PERSONNEL**

The requested personnel staffing for the construction management services for the project include:  
one

(1) Consultant Project Engineer, one (1) (at a minimum) onsite Construction Inspector, one (1) Administrative Assistant (Assistant) (preferred but not necessary) and one (1) Materials Tester to be utilized on the project. If an Assistant is not provided, the Consultant must also meet the requirements for the Assistant. As appropriate, personnel shall provide a copy of certifications and/or licensing before work begins but is not required as part of the Request for Proposal. Personnel that fail to perform work in an acceptable manner shall be removed from the project when determined and directed by Town of Palisade. The Construction Management and Inspection Consultant shall assign personnel for the duration of the Contract, unless otherwise approved by the Project Engineer. All personnel shall be available to review work, resolve problems, and make decisions in a timely manner as requested by Town of Palisade.

### **A. Consultant Project Engineer (“Consultant”)**

The Consultant Project Engineer shall be permanently assigned to the project and shall be responsible for the administration of the construction contract. The Consultant shall furnish to Town of Palisade, the phone number where the Consultant Project Engineer can reasonably expect to make contact promptly with the consultant at all times during the project, unless otherwise approved by the Town of Palisade Project Manager (“Manager”).

The Consultant shall have the following qualifications:

- Sufficient education, training and experience to meet the minimum qualification, which includes a valid Professional Engineer’s License, and be experienced and competent in all aspects of construction within the scope of this project,
- Minimum of six (6) years of experience supervising the work of project inspectors and managing construction in related road, sidewalk, street, or trail projects, and
- Thorough knowledge of the use and completion of CDOT forms and documentation, including the CDOT Construction Manual, the CDOT Materials Manual, the CDOT Inspector’s Checklist, and Town of Palisade’s Construction requirements.
- Good Knowledge of the use of LCPTracker to track and check payrolls.

The Consultant’s responsibilities may include, but are not limited to the following:

- Supporting Town of Palisade’s staff through management of the of the construction project,
- Certifying in writing all inspection, materials, material testing and construction management conforms to the plans, specifications and purpose of design,
- Preparing and transmitting updates of construction schedule and activities to the Engineer,

- Preparing routine correspondence to the Contractor, Town of Palisade, other agencies, as appropriate, etc.,
- Performing Construction Inspection responsibilities as delineated below, and
- Performing Schedule Analysis, as follows:
  - i. Review contractor's accepted as-planned schedule, schedule updates, and method statements for compliance with contract requirements,
  - ii. Assemble and review as-built data and develop a current as-built schedule,
  - iii. Perform a schedule delay analysis and determine amount of excusable delays,
  - iv. Prepare schedule reports and exhibits to assist in the evaluation of schedule delays and remaining as-planned work, and
  - v. Provide ongoing schedule review and evaluation support through project completion.

## **B. Construction Inspector (“Inspector”)**

The Inspector(s) shall be permanently assigned to the project and shall be responsible for the everyday inspection of the construction contract. The Inspector shall have the following qualifications:

- Sufficient education, training, and experience to meet the minimum qualification and be experienced and competent in all aspects of construction within the scope of this project,
- Minimum of two (2) years of experience in inspecting construction in related road, sidewalk, street, or trail projects,
- Thorough knowledge of the use and completion of CDOT forms and documentation, including the CDOT Construction Manual, the CDOT Materials Manual, the CDOT Inspector's Checklist and Town of Palisade's Construction requirements,
- Thorough knowledge of FHWA requirements on Grant Projects that are administered through CDOT. CM on the project is aware that this is a FHWA Grant and CM needs to be familiar with FHWA Requirements, *for example, Build America and Buy America.*

The Inspector's responsibilities may include, but are not limited to, the following:

- Schedule and coordinate the pre-construction meeting with Town, CDOT and Contractor prior to any construction activities.
- Perform duties described in the CDOT's and Town of Palisade's Inspectors Checklists,
- Monitor and document Contractor payroll compliance,
- Participate in weekly progress meetings with contractor, sub-contractors, utilities, and other interested parties,
- Secure project documentation from the Contractor,
- Anticipate project problems and suggesting recommended solutions to the Consultant and Town of Palisade Manager.
- Review drawings and data submitted by the construction contractor or suppliers for conformance with the intent of the specifications. Inform and obtain concurrence as needed from the Consultant and Town of Palisade Project Manager and keep relevant



- documentation for project records,
- Maintain accurate notes reflecting actual construction details that can be used in preparation for as-constructed plans,
- Communicate with adjacent landowners to resolve issues that may arise due to construction, as required,
- Review the Contractor's Method of Handling Traffic (MHT),
- Monitor compliance with and taking appropriated action to preserve safety on the project in accordance with the MHT and the Manual of Uniform Traffic Control Devices,
- Provide initial, follow-up, and final inspections of work in progress including interim and final measurements,
- Coordinate with the Tester to ensure testing requirements are met,
- Notify the Contractor, Consultant, and Engineer of non-compliance with the contract plans and specifications in a timely manner,
- Prepare inspection documentation for development of progress payments,
- Prepare standard documentation reports no later than the following Monday of the week,
- Provide liaison and communication to contractor field crews,
- Assist in preparing the as-constructed plans upon completion,
- Thorough understanding of FHWA requirements on these types of projects. For example, the Inspector should have experience with Build America, Buy America requirements,
- Assist in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices, and
- Assist in preparing responses to contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondences.

### **C. Administrative Assistant ("Assistant")**

The Assistant shall have sufficient education, training, and experience to assist the Consultant and Inspector(s) with the project documentation including, at a minimum, CDOT payrolls, DBE paperwork, Build America Buy America pay estimates and file organization. In addition, this person shall have sufficient expertise in Adobe, MS Word and MS Excel.

### **D. Materials Tester (or sub-consultant) ("Tester")**

The Tester shall provide testing services in accordance with the CDOT Field Materials manual and all other applicable testing standards.

The Tester shall have the following qualifications:

- American Concrete Institute (ACI) Level 1 testing technician
- ACI Aggregate testing technician

The Tester's responsibilities may include, but are not limited to, the following:

- Sample, test, inspect, and document all materials generated and produced on the project. This includes: materials delivered to the project that are listed in the Summary of Approximate Quantities in accordance with CDOT’s SCHEDULE in the Field Materials Manual or Town of Palisade’s SCHEDULE with precedence depending on the funding source; materials that may be added to the project through contract modification; and altered material quantities whether increased or decreased.

## **SECTION 5 – CERTIFICATION REQUIREMENTS**

The following certifications or training are required as shown below. If any personnel have additional training or certifications, please include that information in the proposal (i.e. guardrail, materials, traffic control).

### **A. CDOT Projects, within CDOT Right-of-Way**

- Inspector shall have:
  - i. Erosion Control Supervisor Certification
  - ii. Traffic Control Supervisor Certification (preferred)
- All the following are required for at least one person on the team (one person has all three, three people have one each, or any combination thereof)
  - i. CDOT Certified Payroll Certification
  - ii. CDOT Change Order
  - iii. CDOT Materials Testing and Documentation
- Inspector shall have the items below. See CDOT’s Construction Inspector Certification Program and CDOT’s Construction Inspector Qualification Plan for additional information.
  - i. Technical Series (Engineering Project Specialist (EPS) Assistant I through EPS Technician III)
    1. Basic Highway Math
    2. Basic Highway Surveying
    3. Basic Highway Plan Reading
    4. Erosion Control Supervisor
  - ii. Professional Series (Engineer-In-Training (EIT) I through EIT III)
    1. Basic Highway Surveying
    2. Basic Highway Plan Reading
    3. Erosion Control Supervisor

## **SECTION 6 – SERVICE EXPECTATIONS AND REQUIREMENTS**

### **Construction Management and Inspection Service Expectations and Requirements:**

The consultant shall provide support to the project through assignment of personnel to perform all project management, material testing, and construction oversight and inspection responsibilities. The consultant is responsible for performing and coordinating all geotechnical and material inspection for project construction. Management and inspection responsibilities

include, but are not limited to, the performance of the construction activities below. In addition, prepare and review paperwork as described in Exhibit A, CDOT Construction Oversight Checklist for Agency Projects.

#### Project Documentation

- Secure project documentation from the contractor, including submittals (e.g. shop drawings, material sheets) for approval by the Town.
- Prepare and transmit updates of construction activities to the Engineer on a weekly basis.
- Prepare and maintain daily logs (written and photo) documenting daily activities and transmit to the Engineer.
- Aid in the preparation of correspondence to the contractor, local agencies, etc.
- Coordinate and perform geotechnical and material testing (e.g. pedestrian bridges, rebar inspection, soil compaction, concrete testing).
- Oversee the contractor's project safety management plan and monitor a safe work site.
- Maintain materials documentation, inspection reports, and payment information in a manner that allows easy access on site.
- Assist in preparing responses to contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondence.
- Maintain written documentation to support all contractor payments.
- Prepare pay estimates for Town approval.
- Maintain contract time count.
- Maintain oversight of construction traffic control documentation, approved plans, and traffic control supervisor's diary.
- Prepare all Change Orders for Town approval.
- Document out-of-specification items for removal or price adjustment.
- Assist in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.
- Review Certified Payrolls for Davis Bacon Wages and compliance reviews in compliance with CDOT certified payroll standards.

#### Project Management/Facilitation

- Attend preconstruction meeting and lead weekly progress meetings with contractor, subcontractors, utilities, and other interested parties.
- Communicate with adjacent landowners, as required.
- Facilitate approval of the construction traffic control plan with Town and CDOT.
- Facilitate discussions between contractor and Engineer of non-compliance with the contract plans and specifications.
- Perform miscellaneous related duties as requested by the Engineer.
- Be a liaison between the Town and contractor.
- Communicate issues with contractor.
- Coordinate required environmental assessments and permitting with contractor activities (e.g. burrowing owls, nesting birds, flood permits).
- Perform walk through of project with County and contractor for final billing.
- Communicate right-of-way boundaries with contractor.

### Plan Adherence/Review

- Review drawings and data submitted by the construction contractor and suppliers for conformance with the intent of the specifications. Inform and obtain concurrence as needed from the Engineer and keep relative documentation for project records.
- Monitor compliance with and taking appropriate action to preserve safety on the project for all workers and traveling public in accordance with approved Method of Handling Traffic (MHT).
- Initial, follow up, and final inspections of work in progress.
- Review geotechnical and material test results.
- Review final materials documentation with Town of Palisade.
- Ensure construction is completed per plans and specifications.
- Measure quantities as placed on the project per specifications.

## EXHIBIT A – CDOT CONSTRUCTION OVERSIGHT CHECKLIST FOR AGENCY PROJECTS

<b>CONSTRUCTION OVERSIGHT CHECKLIST FOR LOCAL AGENCY PROJECTS</b>					
Local Agency -					
Project # /Project Name -					
Project Code -					
Local Agency Construction Documentation	Date Received / Reviewed by CDOT Staff	When to submit to LA Coordinator	Reference	Comments	
<b>ADMINISTRATIVE</b>					
<b>Copy Needed in CDOT Project File (X)</b>					
Distribute Award Plans and Specifications	X	PreCon	LA Manual page 7-10, #7.10 3 set of Plans, 11" x 17", Contract Documents and Construction Specifications, 4 sets of Plans if project has structure 1 set of Signed and Sealed Plans, 11 "X 17", Contract Documents and Construction Specifications	Alternative: 1 set of signed and sealed plans (11"X17"), Contract Documents and Construction Specifications and 1 electronic version of the signed and sealed plans (11"X17"), Contract Documents and Construction Specifications	
Materials Testing Schedule - <b>Form 250</b>	X			Provided by CDOT	
Independent Assurance Testing Schedule - <b>Form 379</b>	X			Provided by CDOT	
Notice to Proceed to the Contractor	X	PreCon		LA to send to LA Coordinator when NTP is issued	
Pre-Construction Meeting	X		<a href="https://www.codot.gov/business/designsupport/bulletins_manuals/cdot-construction-manual/agenda-forms">https://www.codot.gov/business/designsupport/bulletins_manuals/cdot-construction-manual/agenda-forms</a>	Possible attendees if in CDOT Right of Way Maintenance - Traffic Operations - Resident Engineer- Environmental	
Pre-Construction Meeting Minutes	X		LA Manual page 8-2, #8.3 Preconstruction Conferene	Complete copy of agenda and minutes should go out to each attendee for review	
<b>Form 1378</b>	X	PreCon	Standard Specification 105.24f	Verify <b>Form 1378</b> was completed. (Contractor Selection of Litigation or Arbitration)	
Emergency Notification Form (Distribute to CDOT Staff if on State Highway)	X	PreCon	<a href="http://cdotsp/r4/Home/Shared%20Documents/Traffic%20Documents/Local%20Agency/Construction">http://cdotsp/r4/Home/Shared%20Documents/Traffic%20Documents/Local%20Agency/Construction</a>	Phone list of Project Personnel's phone numbers	
Initial work schedule bar chart or critical path method schedule and methods statements	X	PreCon	LA Manual page 8-4, #8.3.11, Standard Specification 108.03	Must be accepted by LA PE prior to work beginning	
Monthly Schedule Updates			LA Manual page 8-7, #8.5 Submit Project Schedule and Conduct Progress Meetings	Updated monthly schedule must be provided by Contractor before payments are made.	
Project Engineer and Inspector Certifications	X	PreCon	LA Manual page 8-5, #8.5, Const. Manual Section 101.103.7	Must comply for project work inside CDOT ROW. Make copy of certifications.	
Certificate of Insurance (CDOT Named as additional insured)	X	PreCon	LA Manual page 8-4, #8.3.12, Standard Specifications R&B Section 107.15	Contractor Insurance Company to provide, CDOT is included in list of insured. LA PE to check expiration date.	
Weekly Time Count Reports - <b>Form 262 or 263</b>			LA Manual page 8-6, #8.5, Const. Manual 108.8.5 and 120.6.1, Appendix B 39 - B 46	Verify Copies are in LA Project File.	
Project Safety Management Plan	X	PreCon	LA Manual page 8-1, #8.2	Safety Plan should be project specific.	

Copy of Prime Contractor Contract	X		PreCon	2 CFR 200 §633.102 (d)	This is a Federal Law. If the contractor is unwilling to provide executed contract with sub, <b>CDOT staff must verify that their boiler plate contains 1273 as an attachment</b>
Copy of 1 Subcontractor Contract	X		PreCon	<a href="https://www.ecfr.gov">https://www.ecfr.gov</a>	
<b>EEO</b>					
Sublet Permit Application - <b>Form 205b</b>	X		PreCon	LA Manual page 8-2, #8.3.2, Const Manual 120.10.2 & B 37 - B40	One approved <b>Form 205b</b> for each subcontractor. Form must be submitted and approved before subcontractor may go to work.
EEO Bulletin Board	X			<a href="http://www.codot.gov/business/bidding/bulletin-board-postings">http://www.codot.gov/business/bidding/bulletin-board-postings</a>	Verify Bulletin Board is posted or available to Contractor Employees
OJT Commitment Form - <b>Form 1337</b>	X		PreCon		Lists Trainee with classification working on project with approved training program certificate
Monthly OJT Trainee Status - <b>Form 832</b>	X		Monthly		Verification Trainee hours worked on the project against payrolls
OJT Trainee Form - <b>Form 838</b>	X		PreCon		Attach to Form 1337
Annual EEO Report - <b>Form 1391</b>			As needed	LA Manual page 10-5, #10.7	Annual EEO Report is only required for Federal Aid construction projects active during the last complete week in July.
Contractor's EEO policy and complaint procedure	X		Precon	LA Manual page 8-3, #5	Contractor's EEO policy and procedure. EEO Policy can include complaint procedure.
Project EEO Meeting Date	X		After meeting	LA Manual page 8-4, #9	Verify a copy of the Meeting Minutes is in Local Agency Files
Contractor Supervisory EEO Meeting minutes and attendance roster	X		Precon	LA Manual page 8-3, #8.3.8	Agenda and roster of yearly Contractor EEO supervisory meeting
EEO Interviews - <b>Form 280</b>	X		End of Project	Construction Manual Section 107.1.3	LA required to do 4 interviews / month of active construction. All OJT trainees must be interviewed.
Contractor Payroll Submittals - <b>Form 118</b>	X		End of Project	LA Manual page 10-2, #10.1.1 and #10.5, #10.6, Contract Documents Project Special Provisions, Required Contract Provisions (Instructions & PR 1273)	Payrolls are done weekly for each week a contractor is active. Identify "no work" periods. Payroll must be checked and signed by the Local Agency. All deductions must be explained.
Contractor DBE Payment Certification - <b>Form 1419</b>	X		Quarterly	LA Manual page 8-13, #8.19 Form 1419 - DBE Participation Report and page 11-3, #11.8	Contractor shall complete <b>Form 1419</b> Quarterly, LA PE to verify and initial at top right
Request for Authorization of Additional Classification and Rate - <b>DOL 1444</b>			As needed	LA Manual page 11-2, #11.5	Form is to request a wage for a classification that is not listed in Davis Bacon Min Wage in project specs. Submit to LA Coordinator, could take up to 2 months
Prompt Payment - <b>Form 1418</b>	X		Monthly	LA Manual page 11-2, #11.5	Prompt Payment <b>Form 1418</b> should be submitted Monthly. LA PE to sign at bottom of form
Affirmative Action Plan	X		PreCon	<a href="https://www.dol.gov/ofccp/reqs/compliance/aaps/aaps.htm">https://www.dol.gov/ofccp/reqs/compliance/aaps/aaps.htm</a>	Required for contracts in excess of \$10,000. Per Executive Order 11246
Commercially Useful Function - <b>Form 1432</b>	X		End of Project	See electronic filing system for project special DBE Requirements Subsection 8D	Required form for projects with a DBE contractor.
EEO Certification Acceptance Letter	X		End of Project	LA Manual page 11-2, #11.5, Appendix F-4	LA Coordinator to provide form and completed by LA
<b>MATERIALS</b>					
Completed Materials Notebook	X		End of Project		LA Must turn in paper documentation for CDOT review. Electronic copy will be accepted with prior approval from LA Coordinator.
Concrete Mix Designs	X		As needed	LA Manual page 8-4, #8.3.13	Submit to LA Coordinator, approval will be given from the Staff Materials Lab.

Asphalt Mix Formula - <b>Form 43 and Form 429</b>	X		As needed	LA Manual page 9-6, #9.8	Submit to LA Coordinator, concurrence will be given from the Materials Lab.
Concrete Truck Mixer Inspection Certification - <b>Form 46</b>					
Fabrication of Structural Items				LA Manual page 8-5, #8.5	Notify LA Coordinator date of fabrication.
Finals Materials Documentation Review and Audit Checklist - <b>Form 1199</b>	X		End of Project	Field Materials Manual, Documentation Tab	LA completes page 1 and CDOT completes page 2. Both LA and CDOT project personnel are to review 100% of the items and materials documents using this Form.
CP 16, Evaluation of Materials Testing - <b>Form 1324</b>	X		End of Project	Included as an attachment to the Form 1199	LA PE fills out for consultant tester on project.
Project Final Estimate	X		End of Project	Included as an attachment to the Form 1199	Last estimate before retainage is released
Roadway Surface Accomplishment Report	X		End of Project	Included as an attachment to the Form 1199	CDOT ROW only. LA Coordinator will provide form to be filled out <a href="https://www.codot.gov/library/forms/fhwa-other-forms/rsar.pdf/view">https://www.codot.gov/library/forms/fhwa-other-forms/rsar.pdf/view</a>
Certification for testing lab and testers (on file)					LA needs to verify with coordinator they have this on file
Completed Materials Testing Schedule - <b>Form 250</b>	X		End of Project	LA Manual page 9-1, #9.2	Checked, signed, and stamped by Local Agency Professional Engineer. All Tests and COC's shall be referenced on 250.
Completed Assurance Test schedule w/supporting documentation - <b>Form 379</b>	X		End of Project	Field Materials Manual, Documentation Tab	Completed by LA
Buy American Certification	X		End of Project	Field Materials Manual, Documentation Tab	Certification from Contractor. Example in Field Materials Manual.
Materials Certification Letter from LA - <b>Form 473-LA</b>	X		End of Project	Field Materials Manual, Documentation Tab	Signed by Local Agency Project Engineer and Local Agency Resident Engineer.
Explanation of Exceptions - <b>Form 473-LA (Page 2)</b>	X		End of Project	Field Materials Manual, Documentation Tab	Explanation of all Exceptions with supporting documentation that addresses any exceptions or deviations.

### PAY QUANTITY DOCUMENTATION

Pay Quantity Documentation - <b>Form 266 and Form 7</b>	X		Keep up to date verify at end	LA Manual page 8-6, #8.5 Construction Inspection and Documentation Responsibilities, Const Manual Sec 100	The LA shall submit written documentation to support all contractor payments. Each item shall have documentation showing item #, description, project #, date, location, method of measurement, quantity paid, signature of inspector.
Daily Diaries kept and signed				LA Manual page 8-6, #8.5 Maintain Diaries, Const. Manual Section 100	Verify LA is keeping Daily Diaries in Project Files and that they are signed.
Scale Check if Required				Standard Specifications R&B Section 109	Verify Scale Check done for more than 2500 tons of material and in Local Agency Project File.
Tickets for items paid by the ton				Construction Manual 121.2.1	Verify tickets were collected at time of material delivery
Bi-monthly Bill and Monthly Updated Work Schedule	X			LA Manual page 8-12, #8-16, IGA	LA to submit bi-monthly bill for project and a monthly updated work schedule.
Explanation Letter, Form 90 and supporting documentation - <b>Form 90</b>	X		ASAP	LA Manual page 8-10, #8.12 and #8.13, Const. Manual Section 120.7	CDOT RE <b>MUST</b> approve all change orders before work begins otherwise might be subject to non-reimbursement

### EROSION CONTROL

CDPS Permit	X		End of Project	Refer to current Water Quality Control specification	Erosion Control Inspection Form Completed by LA. Check with Environmental unit to see if Consent Order specifications apply.
404 Permit	X		End of Project		
Dewatering Permit	X		End of Project		

### TRAFFIC CONTROL

Approved Contractor's Method of Handling Traffic - one for each traffic situation	X		As needed	LA Manual page 8-4, #8.3.10, Standard Specifications R&B Section 630.09	Approved by LA - Submit to Region Traffic Unit for Concurrence if on CDOT Right of Way
Traffic Control Manager's Daily Report				LA Manual page 8-8, #8.7. Form to use see LA Manual B 72-74	Verify LA is collecting the TCS Diaries. Nighttime inspections: LA PE is to make at least one nighttime inspection upon implementation of a new Method of Handling Traffic that includes nighttime traffic control devices.
Copies of ATSSA and Flagging cards	X		PreCon		Submit with Pre-construction paperwork.
Speed Reduction - <b>Form 568</b>	X		As needed		Form needs to be completed and submitted to LA Coordinator on CDOT Row. LA Coordinator will submit for approval.
Wide Load Restriction (Letter to staff)					Headquarters Permits approves
Traffic Control Review	X		During project	LA Manual page 8-8, #8.7.	Complete Traffic Control Review with LA PE.

### FINALS DOCUMENTATION

Local Agency Final Data Form	X		End of Project	<a href="http://cdotsp/r4/Home/Shared%20Documents/Traffic%20Documents/Local%20Agency/Construction">http://cdotsp/r4/Home/Shared%20Documents/Traffic%20Documents/Local%20Agency/Construction</a>	Completed by LA
Final Walk through of Project with CDOT - <b>Form 1212</b>	X		End of Project	LA Manual page 11-1, #11.1 and page 11-4, #11.10	CDOT/LA joint inspection schedule 2 - 3 weeks prior to completion. Hard Copy generated by LA Coordinator and signed by RE.
Final Project Acceptance Letter from LA to Contractor / With Acceptance Date	X		End of Project	LA Manual page 11-1, #11.2	Completed by LA Example see page B-70 of LA Manual.
As Constructed Plans	X		End of Project	LA Manual page 11-2, #11.4, Const. Manual Section 100	2 sets (11" x 17") need to be submitted and if there is a structure on project 3 sets (11" x 17") need to be submitted OR 1 electronic copy
EEO Certificate of Compliance	X		End of Project		CDOT provides after EEO review of project.
Final Bill with closure letter	X		End of Project	LA Manual pages 8-12, #8-14, 11-5, #11.11	
Advertise for Final Settlement	X		End of Project	LA Manual page 11-1, #11.3	Completed by LA PE immediately after acceptance

**The project has been completed in reasonably close conformity with plans and specifications including authorized changes. The Entity accepts the project as**

**Signature of the Entity Official/Title** \_\_\_\_\_ **Date** \_\_\_\_\_