

# STATE OF COLORADO AMENDMENT

**Amendment #: 1 Project #: TAP M455-133 (23630, 25890, 25891, 25892)**  
**SIGNATURE AND COVER PAGE**

<b>State Agency</b> Department of Transportation		<b>Amendment Routing Number</b> 22-HA4-XC-00017-M0002
<b>Local Agency</b> CITY OF FORT COLLINS		<b>Original Agreement Routing Number</b> 22-HA4-XC-00017
<b>Agreement Maximum Amount</b>	\$6,352,500.00	<b>Agreement Performance Beginning Date</b> June 29, 2022
		<b>Initial Agreement Expiration Date</b> January 11, 2032

**THE PARTIES HERETO HAVE EXECUTED THIS AMENDMENT**

Each person signing this Amendment represents and warrants that he or she is duly authorized to execute this Amendment and to bind the Party authorizing his or her signature.

<p><b>STATE OF COLORADO</b>  <b>Jared S. Polis, Governor</b>                  Department of Transportation                  Shoshana M. Lew, Executive Director</p> <p>_____</p> <p>Keith Stefanik, P.E., Chief Engineer</p> <p>Date: _____</p>
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<p style="text-align: center;"><b>LOCAL AGENCY</b> CITY OF FORT COLLINS</p> <p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">By: (Print Name and Title)</p> <p>Date: _____</p>	<p style="text-align: center;"><b>LOCAL AGENCY</b> <b>(Additional Signatures)</b></p> <p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">By: (Print Name and Title)</p> <p>Date: _____</p> <p>APPROVED AS TO FORM:</p> <p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">By: (Print Name and Title)</p> <p>Date: _____</p>
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In accordance with §24-30-202 C.R.S., this Amendment is not valid until signed and dated below by the State Controller or an authorized delegate.

<p><b>STATE CONTROLLER</b>  <b>Robert Jaros, CPA, MBA, JD</b></p> <p>By: _____</p> <p style="text-align: center;">Department of Transportation</p> <p>Amendment Effective Date: _____</p>
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**1) PARTIES**

This Amendment (the "Amendment") to the Original Agreement shown on the Signature and Cover Page for this Amendment (the "Agreement") is entered into by and between the Local Agency and the State.

**2) TERMINOLOGY**

Except as specifically modified by this Amendment, all terms used in this Amendment that are defined in the Agreement shall be construed and interpreted in accordance with the Agreement.

**3) EFFECTIVE DATE AND ENFORCEABILITY****A. Amendment Effective Date**

This Amendment shall not be valid or enforceable until the Amendment Effective Date shown on the Signature and Cover Page for this Amendment. The State shall not be bound by any provision of this Amendment before that Amendment Effective Date, and shall have no obligation to pay the Local Agency for any Work performed or expense incurred under this Amendment either before or after the Amendment term shown in **§3.B** of this Amendment

**B. Amendment Term**

The Parties' respective performances under this Amendment and the changes to the Agreement contained herein shall commence on the Amendment Effective Date shown on the Signature and Cover Page for this Amendment and shall terminate on the termination of the Agreement.

**4) PURPOSE**

The Parties entered into the Agreement for the Laporte Avenue Improvements: Fishback to Sunset in Fort Collins, CO. The Parties now desire to update the Scope of Work, Funding Provisions, and Local Agency Contract Administration Checklist.

**5) MODIFICATIONS**

The Agreement and all prior amendments thereto, if any, are modified as follows:

- a) Exhibit A shall be replaced by **Exhibit A-1**. Any reference in the Original Agreement to **Exhibit A** shall be a reference to **Exhibit A-1**;
- b) The total budgeted funds are increased from \$3,127,500.00 by \$3,225,000.00 to a new total budgeted funds of \$6,352,500.00. The new funding breakdown is as follows:
  - i. The federal TAP award is increased from \$937,500.00 by \$3,125,000.00 to a new federal TAP award of \$4,062,500.00. This award is federal funds of \$3,250,000.00 and Local Agency funds of \$812,500.00;
  - ii. The Local Agency funds for the RMS/ARPA award is increased from \$252,500.00 by \$100,000.00 to a new Local Agency funds of \$352,500.00;
- c) **Exhibit C-3** shall be replaced by **Exhibit C-4**. Any reference in the Original Agreement to **Exhibit C**, **Exhibit C-1**, **Exhibit C-2**, or **Exhibit C-3** shall be a reference to **Exhibit C-4**;
- d) **Exhibit D** shall be replaced by **Exhibit D-1**. Any reference in the Original Agreement to **Exhibit D** shall be a reference to **Exhibit D-1**; and
- e) **Exhibit E** shall be replaced by **Exhibit E-1**. Any reference in the original agreement to **Exhibit E** shall be a reference to **Exhibit E-1**.

**6) LIMITS OF EFFECT**

This Amendment is incorporated by reference into the Agreement, and the Agreement and all prior amendments or other modifications to the Agreement, if any, remain in full force and effect except as specifically modified in this Amendment. Except for the Special Provisions contained in the Agreement, in the event of any conflict, inconsistency, variance, or contradiction between the provisions of this Amendment and any of the provisions of the Agreement or any prior modification to the Agreement, the provisions of this Amendment shall in all

respects supersede, govern, and control. The provisions of this Amendment shall only supersede, govern, and control over the Special Provisions contained in the Agreement to the extent that this Amendment specifically modifies those Special Provisions.

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**EXHIBIT A-1**  
**Scope of Work**

**Laporte Avenue Improvements: Fishback to Sunset**  
**TAP M455-133 (23630, 25890, 25891, 25892)**

The Colorado Department of Transportation (#CDOT#) will oversee the City of Fort Collins (#City#) when the City designs and constructs the following: bicycle and pedestrian improvements including bike lanes, sidewalk, multi-use paths, curb and gutter, and signing and striping along Laporte Avenue between Sunset Street and Fishback Avenue. The city believes these improvements are necessary to improve bike and pedestrian safety along the corridor. This work will be located on Laporte Avenue between Sunset Street and Fishback Avenue.

The work will conform to AASHTO standards, the MUTCD, and all applicable state and federal regulations. The design phase will identify exact requirements, qualities, and attributes for this work (Hereinafter referred to as #the exact work#). The exact work shall be used to construct designed improvements. The design phase shall begin in the Fall of 2021 and the construction phase is anticipated to begin in Fall of 2023. All Multi-Modal Options Fund (MMOF) funding expenditures shall be completed, invoiced, and reimbursed by June 30, 2025. Public art is not an eligible expense of MMOF and Transportation Alternatives (TA) funding.

**If ARPA funds are used, all ARPA funds must be encumbered by December 31, 2024. All work funded by ARPA must be completed by December 31, 2026 and all bills must be submitted to CDOT for payment by January 31, 2027. These bills must be paid by CDOT by March 31, 2027.**

By accepting funds for this Scope of Work, Local Agency acknowledges, understands, and accepts the continuing responsibility for the safety of the traveling public after initial acceptance of the project. **Local Agency is responsible for maintaining and operating the scope of work described in this Exhibit A-1 constructed under this Agreement at its own cost and expense during its useful life.**

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**EXHIBIT C-4 - FUNDING PROVISIONS**

**City of Fort Collins TAP M455-133 (23630, 25890, 25891, 25892)**

**A. Cost of Work Estimate**

The Local Agency has estimated the total cost the Work to be \$6,352,500.00, which is to be funded as follows:

**1. FUNDING**

a.	Federal Funds TAP (80.00% of TAP Award)	\$3,250,000.00
b.	Local Agency Funds (20.00% of TAP Award)	\$812,500.00
c.	Federal Funds ARPA <b>US Treasury Expenditure Category EC6</b> (80.31% of RMS Award)	\$1,437,500.00
d.	Local Agency Funds (19.69% of RMS Award)	\$352,500.00
e.	State Funds MMOF (50.00% of MMOF Award)	\$250,000.00
f.	Local Agency Funds (50.00% of MMOF Award)	\$250,000.00

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<b>TOTAL FUNDS ALL SOURCES</b>	<b>\$6,352,500.00</b>
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**2. OMB UNIFORM GUIDANCE**

a.	Federal Award Identification Number (FAIN):	TBD
b.	Name of Federal Awarding Agency:	FHWA, USDT
c.	Local Agency Unique Entity Identifier	VEJ3BS5GK5G1
d.	Assistance Listing # Highway Planning and Construction	ALN 20.205
e.	Assistance Listing # Coronavirus State and Local Fiscal Recovery Funds	ALN 21.027
f.	Is the Award for R&D?	No
g.	Indirect Cost Rate (if applicable)	N/A
h.	Amount of Federal Funds Obligated by this Action:	\$0.00
i.	Amount of Federal Funds Obligated to Date (including this Action):	\$2,187,500.00

**3. ESTIMATED PAYMENT TO LOCAL AGENCY**

a.	Federal Funds Budgeted	\$3,250,000.00
b.	ARPA Funds Budgeted	\$1,437,500.00
c.	State Funds Budgeted	\$250,000.00
d.	Less Estimated Federal Share of CDOT-Incurred Costs	\$0.00

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<b>TOTAL ESTIMATED PAYMENT TO LOCAL AGENCY</b>	<b>77.73%</b>	<b>\$4,937,500.00</b>
<b>TOTAL ESTIMATED FUNDING BY LOCAL AGENCY</b>	<b>22.27%</b>	<b>\$1,415,000.00</b>
<b>TOTAL PROJECT ESTIMATED FUNDING</b>	<b>100.00%</b>	<b>\$6,352,500.00</b>

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**4. FOR CDOT ENCUMBRANCE PURPOSES**

<b>TAP</b>		
a.	Total Encumbrance Amount (Federal funds + Local Agency funds)	\$4,062,500.00
b.	Less ROW Acquisition 3111 and/or ROW Relocation 3109	\$0.00
<b>RMS (ARPA)</b>		
a.	Total Encumbrance Amount (Only ARPA funds are encumbered)	\$1,437,500.00
b.	Less ROW Acquisition 3111 and/or ROW Relocation 3109	\$0.00

EXHIBIT A TO RESOLUTION 2024-\_\_\_\_\_

**MMOF**

a.	Total Encumbrance Amount (Only State funds are encumbered)	\$250,000.00
b.	Less ROW Acquisition 3111 and/or ROW Relocation 3109	\$0.00

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**NET TO BE ENCUMBERED BY CDOT IS AS FOLLOWS** **\$5,750,000.00**

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Note: Only \$2,625,000.00 is currently available. Additional Design and Construction funds will become available after execution of an Option letter (Exhibit B) or formal Amendment.

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**TAP**

WBS Element 23630.10.30	Performance Period Start**/End Date 08/31/2022 – 12/31/2024	Design 3020	\$1.00
WBS Element 25890.20.10	Performance Period Start**/End Date 10/12/2023 – 02/28/2024	Const. 3301	\$937,500.00
WBS Element 25891.20.10	Performance Period Start**/End Date TBD-TBD	Const. 3301	\$0.00
WBS Element 25892.20.10	Performance Period Start**/End Date TBD-TBD	Const. 3301	\$0.00

**RMS**

WBS Element 23630.10.30	Performance Period Start**/End Date 06/29/2022 – 12/31/2026	Design 3020	\$1,437,499.00
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**MMOF**

WBS Element 25890.10.30	Performance Period Start**/End Date N/A- N/A	Const. 3301	\$250,000.00
WBS Element 25891.20.10	Performance Period Start**/End Date N/A- N/A	Const. 3301	\$0.00
WBS Element 25892.20.10	Performance Period Start**/End Date N/A- N/A	Const. 3301	\$0.00

\* For TAP funds, the Local Agency should not begin work until all three (3) of the following are in place: 1) Phase Performance Period Start Date; 2) the execution of the document encumbering funds for the respective phase; and 3) Local Agency receipt of the official Notice to Proceed. Any work performed before these three (3) milestones are achieved will not be reimbursable.

\*\* For RMS and MMOF funds, the Local Agency should not begin work until both of the following are in place: 1) the execution of the document encumbering funds for the respective phase; and 2) Local Agency receipt of the official Notice to Proceed. Any work performed before these two (2) milestones are achieved will not be reimbursable.

**B. Matching Funds**

The funding ratio for the federal & State funds for this Work is 77.73% federal & State funds to 22.27% Local Agency funds, and this ratio applies only to the \$6,352,500.00 that is eligible for federal & State funding. All other costs are borne by the Local Agency at 100%. If the total cost of performance of the Work exceeds \$6,352,500.00, and additional federal & State funds are not available, the Local Agency shall pay all such excess costs. If the total cost of performance of the Work is less than \$6,352,500.00, then the amounts of Local Agency and federal & State funds will be decreased in accordance with the funding ratio described in **A1. This applies to the entire scope of Work.**

**C. Maximum Amount Payable**

The maximum amount payable to the Local Agency under this Agreement shall be \$4,937,500.00. For CDOT accounting purposes, the federal funds of \$3,250,000.00, federal ARPA funds of \$1,437,500.00, State MMOF funds of \$250,000.00 and Local Agency funds of \$812,500.00 will be encumbered, but the Local Agency funds of \$602,500.00 will NOT be encumbered for a total encumbrance of \$5,750,000.00. The total budget of this project is \$6,352,500.00, unless this amount is increased by an executed amendment before any increased cost is incurred. The total cost of the Work is the best estimate available, based on the design data as approved at the time of execution of this Agreement, and that any cost is subject to revisions agreed to by the parties prior to bid and award. The maximum amount payable will be reduced without amendment when the actual amount of the Local Agency's awarded Agreement is less than the budgeted total of the federal funds and the Local Agency funds. The maximum amount payable will be reduced through the execution of an Option Letter as described in Section 7. E. of this contract. **This applies to the entire scope of Work. ARPA Funds can only originate from and after May 18, 2021.**

**D. Single Audit Act Amendment**

All state and local government and non-profit organizations receiving \$750,000 or more from all funding sources defined as federal financial assistance for Single Audit Act Amendment purposes shall comply with the audit requirements of 2 CFR part 200, subpart F (Audit Requirements) see also, 49 CFR 18.20 through 18.26. The Single Audit Act Amendment requirements applicable to the Local Agency receiving federal funds are as follows:

**i. Expenditure less than \$750,000**

If the Local Agency expends less than \$750,000 in Federal funds (all federal sources, not just Highway funds) in its fiscal year then this requirement does not apply.

**ii. Expenditure of \$750,000 or more-Highway Funds Only**

If the Local Agency expends \$750,000 or more, in Federal funds, but only received federal Highway funds (Catalog of Federal Domestic Assistance, CFDA 20.205) then a program specific audit shall be performed. This audit will examine the "financial" procedures and processes for this program area.

**iii. Expenditure of \$750,000 or more-Multiple Funding Sources**

If the Local Agency expends \$750,000 or more in Federal funds, and the Federal funds are from multiple sources (FTA, HUD, NPS, etc.) then the Single Audit Act applies, which is an audit on the entire organization/entity.

**iv. Independent CPA**

Single Audit shall only be conducted by an independent CPA, not by an auditor on staff. An audit is an allowable direct or indirect cost.

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**EXHIBIT D-1**  
**LOCAL AGENCY RESOLUTION**

*To be provided by Local Agency prior to execution of this Amendment.*



**EXHIBIT E-1**

**LOCAL AGENCY CONTRACT ADMINISTRATION CHECKLIST**

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>			
<b>LOCAL AGENCY CONTRACT ADMINISTRATION CHECKLIST</b>			
Project No. TAP M455-133	STIP No.	Project Code 23630, 25890, 25891, 25892	Region 04
Project Location Laporte Avenue: N Sunset Street to Fishback Avenue			Date 3/18/2023
Project Description Laporte Avenue pedestrian improvements			
Local Agency City of Fort Collins	Local Agency Project Manager Tim Sellers		
CDOT Resident Engineer Bryce Reeves	CDOT Project Manager Armando Ochoa		
<p><b>INSTRUCTIONS:</b></p> <p>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 <i>CDOT Local Agency Manual</i>.</p> <p>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. 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.</p> <p>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.</p> <p>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.</p>			

NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY	
		LA	CDOT
<b>TIP / STIP AND LONG-RANGE PLANS</b>			
2-1	Review Project to ensure consistency with STIP and amendments thereto		X
<b>FEDERAL FUNDING OBLIGATION AND AUTHORIZATION</b>			
4-1	Authorize funding by phases (CDOT Form 418 - Federal-aid Program Data. Requires FHWA concurrence/involvement)		X
<b>PROJECT DEVELOPMENT</b>			
5-1	Prepare Design Data - CDOT Form 463	X	#
5-2	Prepare Local Agency/CDOT Inter-Governmental Agreement (see also Chapter 3)		X
5-3	Conduct Consultant Selection/Execute Consultant Agreement	X	
5-4	Conduct Design Scoping Review meeting	X	X
5-5	Conduct Public Involvement	X	
5-6	Conduct Field Inspection Review (FIR)	X	
5-7	Conduct Environmental Processes (may require FHWA concurrence/involvement)	X	
5-8	Acquire Right-of-Way (may require FHWA concurrence/involvement)	X	#
5-9	Obtain Utility and Railroad Agreements	X	#
5-10	Conduct Final Office Review (FOR)	X	
5-11	Justify Force Account Work by the Local Agency	X	#
5-12	Justify Proprietary, Sole Source, or Local Agency Furnished items	X	#
5-13	Document Design Exceptions - CDOT Form 464	X	#
5-14	Prepare Plans, Specifications and Construction Cost Estimates	X	#
5-15	Ensure Authorization of Funds for Construction		X

NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY	
		LA	CDOT
<b>PROJECT DEVELOPMENT CIVIL RIGHTS AND LABOR COMPLIANCE</b>			
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 <input type="checkbox"/> is <input checked="" type="checkbox"/> 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.)  <u>Bryce Reeves</u> <u>6/30/2023</u> CDOT Resident Engineer(Signature on File) Date		X
6-3	Set On-the-Job Training Goals.		X
6-4	Title VI Assurances	X	
	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
<b>ADVERTISE, BID AND AWARD</b>			
7-1	Obtain Approval for Advertisement Period of Less Than Three Weeks	X	#
7-2	Advertise for Bids	X	
7-3	Distribute "Advertisement Set" of Plans and Specifications	X	
7-4	Review Worksite and Plan Details with Prospective Bidders While Project is Under Advertisement	X	
7-5	Open Bids	X	
7-6	Process Bids for Compliance	X	
	Check CDOT Form 1415 - Certificate of Proposed DBE Participation when the low bidder meets DBE goals		X
	Evaluate CDOT Form 1416 - 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	X	
7-7	Concurrence from CDOT to Award		X
7-8	Approve Rejection of Low Bidder		X
7-9	Award Contract	X	#
7-10	Provide "Award" and "Record" Sets of Plans and Specifications	X	
<b>CONSTRUCTION MANAGEMENT</b>			
8-1	Issue Notice to Proceed to the Contractor	X	
8-2	Project Safety	X	
8-3	Conduct Conferences:		
	Pre-construction Conference (Appendix B)	X	
	Presurvey		
	• Construction staking	X	
	• Monumentation	X	
	Partnering (Optional)	X	
	Structural Concrete Pre-Pour (Agenda is in <i>CDOT Construction Manual</i> )	X	
	Concrete Pavement Pre-Paving (Agenda is in <i>CDOT Construction Manual</i> )	X	
	HMA Pre-Paving (Agenda is in <i>CDOT Construction Manual</i> )	X	
8-4	Develop and distribute Public Notice of Planned Construction to media and local residents	X	
8-5	Supervise Construction		
	A Professional Engineer (PE) registered in Colorado, who will be "in responsible charge of construction supervision."  <u>Tim Sellers</u> <u>720-280-6926</u> Local Agency Professional Engineer or Phone number CDOT Resident Engineer	X	

EXHIBIT A TO RESOLUTION 2024-\_\_\_\_\_

NO.	DESCRIPTION OF TASK	RESPONSIBLE PARTY	
		LA	CDOT
	Provide competent, experienced staff who will ensure the Contract work is constructed in accordance with the plans and specifications	X	
	Construction inspection and documentation	X	
8-6	Approve Shop Drawings	X	
8-7	Perform Traffic Control Inspections	X	#
8-8	Perform Construction Surveying	X	
8-9	Monument Right-of-Way	X	
8-10	Prepare and Approve Interim and Final Contractor Pay Estimates  Provide the name and phone number of the person authorized for this task.  Tim Sellers 720-280-6926 Local Agency Representative Phone number	X	
8-11	Prepare and Approve Interim and Final Utility/Railroad Billings	X	
8-12	Prepare Local Agency Reimbursement Requests	X	
8-13	Prepare and Authorize Change Orders	X	#
8-14	Approve All Change Orders		X
8-15	Monitor Project Financial Status	X	
8-16	Prepare and Submit Monthly Progress Reports	X	
8-17	Resolve Contractor Claims and Disputes	X	
8-18	Conduct Routine and Random Project Reviews  Provide the name and phone number of the person responsible for this task.  Bryce Reeves 970-350-2126 CDOT Resident Engineer Phone number		X
<b>MATERIALS</b>			
9-1	Discuss Materials at Preconstruction Meeting -Buy America documentation <b>prior</b> to installation of steel	X	
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	X X	X
9-3	Perform Project Acceptance Samples and Tests	X	
9-4	Perform Laboratory Verification Tests	X	
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	X X X	
9-6	Approve Sources of Materials	X	
9-7	Independent Assurance Testing (IAT), Local Agency Procedures <input checked="" type="checkbox"/> CDOT Procedures <input type="checkbox"/> • Generate IAT schedule • Schedule and provide notification • Conduct IAT	X X	X
9-8	Approve Mix Designs • Concrete • Hot Mix Asphalt	X X	# #
9-9	Check Final Materials Documentation	X	#
9-10	Complete and Distribute Final Materials Documentation	X	

<b>CONSTRUCTION CIVIL RIGHTS AND LABOR COMPLIANCE</b>			
10-1	Fulfill Project Bulletin Board and Pre-construction Packet Requirements	X	
10-2	Process CDOT Form 205b - Sublet Permit Application Review and sign completed CDOT Form 205 for each subcontractor, and submit to EEO/Civil Rights Specialist	X	
10-3	Conduct Equal Employment Opportunity and Labor Compliance Verification Employee Interviews. Complete CDOT Form 280	X	
10-4	Monitor Disadvantaged Business Enterprise Participation to Ensure Compliance with the "Commercially Useful Function" requirements	X	
10-5	Conduct Interviews When Project Utilizes On-the-Job Trainees. Complete CDOT Form 200 - OJT Training Questionnaire	X	
10-6	Check Certified Payrolls (Contact the Region EEO/Civil Rights Specialists for training requirements.)	X	#
10-7	Submit FHWA Form 1391 - Highway Construction Contractor's Annual EEO Report	X	
<b>FINALS</b>			
11-1	Conduct Final Project Inspection. Complete and submit CDOT Form 1212 - Final Acceptance Report (Resident Engineer with mandatory Local Agency participation.)	X	#
11-2	Write Final Project Acceptance Letter	X	
11-3	Advertise for Final Settlement	X	
11-4	Prepare and Distribute Final As-Constructed Plans	X	
11-5	Prepare EEO Certification	X	
11-6	Check Final Quantities, Plans and Pay Estimate; Check Project Documentation; and submit Final Certifications	X	
11-7	Check Material Documentation and Accept Final Material Certification (See Chapter 9)	X	
11-8	Obtain CDOT Form 1419 - Contractor DBE Payment Certification from the Contractor and submit to the Resident Engineer (Quarterly)	X	
11-9	Obtain FHWA Form 47 - Statement of Materials and Labor Used ... from the Contractor		NA
11-10	Process Final Payment	X	
11-11	Complete and Submit CDOT Form 950 - Project Closure		X
11-12	Retain Project Records for Three Years from Date of Project Closure	X	X
11-13	Retain Final Version of Local Agency Contract Administration Checklist	X	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