

Preliminary Meeting / Municipal Projects Check List

Project # _____

Date: _____

1. Pre-Construction MSAT Requirements:

- a. Does the Department have a set of Plans & Specifications?
- b. Does the Department have a copy of the Municipal /Department Agreement?
- c. Does the District have the Approval to Award letter?
- d. Does the Department have a copy of the Municipal/Consultant agreement and the consultant/sub consultant agreement?
- e. Does the District have a copy of the agreement approval letter from the Department?
- f. Does the Department have the DBE Pre-award Documents (DBE Participation Approval Request and Transmittal Memo)?
- g. Have the consultant names and wages rates been submitted to the Department for approval.
- h. Has the Municipality submitted a request for approval to the Department for the inspector and Municipal Administrator (MA)?

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

2. List of Key Personnel Approved:

- a. Municipal Administrator: _____
- b. Resident Engineer: _____
- c. Chief Inspector: _____

3. General Municipality Requirements:

- a. Assign a Municipal official to administer the project, and monitor the activities of the Contractor and Consultant Inspector. This person is the designated "Municipal Administrator (MA)".
- b. The MA will visit the jobsite regularly and be familiar with the project activities.
- c. The MA will attend project meetings as required or warranted.
- d. The MA will review the Project records monthly and at that time review and sign five (5) daily work reports (DWRs). This is a cursory review of the DWR to determine if the appropriate information is provided. Any sub-inspector's DWR for the same day shall be reviewed and signed. The MA will also sign the Volume IV monthly.
- e. The Municipality is reminded that if, for any reason, the inspector or MA can not complete their tasks on the Project the Municipality must notify the District MSAT Leader, requesting approval for proposed replacement(s).
- f. The Municipality shall issue a Notice to Proceed to the Contractor. The date identified is the Start Date, which is used to begin tracking contract days. A CON-100M form must be issued to begin, end, suspend, and resume contract days.

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- g. The Municipality must request a Supplemental Agreement through the MSAT Leader as soon as the need for one is known. Requests must include a breakdown of the estimated final contract value. Reimbursement for project costs can not exceed the limits spelled out in the current, valid agreements between the State and Municipality and between the Municipality and Consultant. (Approval of a Supplemental Agreement can take several months.)
 - h. When a need to modify the scope of Consultant Agreements the Municipality must request in writing to the Department for approval to use "Extra Work" monies. A full explanation of the anticipated expenditure is required.
- 4. The Construction & Municipal Manuals:**
- a. The current Construction Manual & Municipal Manuals are available online.
 - b. The MSAT will provide additional information from the Department which may have supplemented these resources since publication.
- 5. General Consultant / Inspector Requirements:**
- a. The MSAT Leader can address any questions you may have regarding application to Municipal projects.
 - b. Resident Engineers are expected to control the flow of correspondence, Change Orders, Etc. & have the records available for MSAT and Municipal Administrator review at all times.
- 6. General Construction / Inspection:**
- a. Municipal Projects shall utilize the "four-book" record-keeping system. Refer to Section 8-2 of the Municipality Manual.
 - b. Volume 4 information: refer to Chapter 12 of Municipality Manual.
 - c. A pre-paving meeting shall be held in advance of the actual paving operation.
 - d. Refer to Chapter 18-9 of the Municipality Manual for HMA density testing.
 - e. Every computation must be checked by the MA or consultant other than inspector. Every sheet must show the date and name of the persons (signature and printed name) "computed by _____, checked by _____.
 - f. The inspector must perform wage checks once a month on the prime contractor and subcontractors employees in accordance with the requirements of Chapter 22 of the Municipality Manual.
 - g. WINTER WORK: The Contractor must submit in writing to the Municipality his request to work during the winter period, listing the items he will work on and provide a new construction schedule for review by the Municipality. The Municipality will then forward this request to the Department for final approval. The Municipality is reminded that the approval of winter work may increase inspection costs. The benefits / gain of allowing the Contractor to work during the winter must justify the additional inspection costs.
- 7. Subcontractors, DBE / EEO Requirements:**

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- a. All subcontractors, regardless of value, must have prior approval on a CLA-12 form from the Municipality before starting any work.
- b. For all subcontracts over \$5,000.00 on state-funded or \$10,000.00 on federally-funded projects the following is required: the subcontractor must have an approved affirmative action plan form on file at CDOT Division of Contract Compliance. Refer to Municipality Manual Chapters 5 & 6.
- c. The Municipality is to perform an EEO site record review. There is to be one done annually and at the end of the project. Refer to Chapter 23 of the Municipality Manual.
- d. Go over the DBE work and its requirements, and what to do if there is a shortfall in reaching the set goal. DBE sub-contractors must be submitted for approval on DBE participating forms, (this should be done prior to award.) The Contractor is required to submit to the Municipality and the Department quarterly reports showing DBE payment made to date. Refer to Chapter 4 of the Municipality Manual for monitoring of DBE.

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8. Testing:

- a. The Schedule of Minimum Testing Requirements, the current Approved Products List and Assurance Testing Requirements are available on the Department website.
- b. The Department requires that all installed materials must have paperwork in process to the lab (pending approval) **prior to reimbursement**.
- c. Completed item that is not tested shall be considered **non-participating**.
- d. The Department will not reimburse for any items which have rejected material.
- e. The Municipality or Consultant is responsible for performing on-site concrete testing.

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9. Change Orders

- a. Refer to the Construction Manual Chapter 8 and the Municipal Manual Chapter 14.
- b. When new (additional) items are required or existing items require adjustment (extra); the Municipality must present in writing to the MSAT Leader the reason(s) for the change. Unit cost; estimated quantity; dollar value of the change and price justification are required components of a change order for review by the MSAT Leader for the Department's approval of "eligible" cost.
- c. The Municipality must make no change to the character or scope of work, which will increase the cost or alter the termini, or grant time extension without prior authorization from the District. Failure to follow this procedure may result in some or all of the extra work being judged "non-eligible". This means not reimbursable.
- d. Price Justifications must accompany new items. MSAT Leader will assist, as required.
- e. It is recommended that proposed addendum paragraphs be submitted to the MSAT Leader for review prior to preparation of the CON-5 Form.
- f. Draft submittals of Change Orders (CON-5 Form with Addendum & Correspondence) must be approved by the District prior to issuing the change to the Contractor. Approval is issued on an MSAT cover letter.

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10. Reimbursements

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- a. The Municipality is reminded that this is a reimbursable program and they shall pay the Consultant or Contractor, then furnish proof of payment with the application for reimbursement from the Department.
- b. ISP forms should be submitted on a **monthly** basis.
- c. Submit separate ISPs for Construction, Consultant and Municipality payments.
- d. ONE completed ISP Form with TWO complete copies of backup documentation and proof of payment must be submitted to the Newington address on the form.
- e. The MA is expected to validate all applications for reimbursement prior to submittal. (Verifying payments against Volume II quantities; Consultant rates and fees against Consultant Agreement; Direct Costs billed are allowable, etc.)
- f. CONSULTANT INVOICING:
 - i. The Municipality shall be aware of the Cost Guide with regard to Consultant invoices and the cost allowed. This may be found in the Municipal-Consultant Agreement.
 - ii. The Consultant shall request in writing to the Municipality a request for approval of "rate of pay" for all its consultant employees. The Municipality shall review the agreement to be sure the request is within the maximum rate listed in the agreement. The municipality shall request of the Department approval of these rates. Any consultant billings submitted to the Department with personnel or pay rates not approved will not be reimbursed by the Department. Any pay increases given during the course of the project must be submitted to the Department for approval and must not be more than a 3% increase in pay per year.
- g. MUNICIPALITY INVOICING: If the inspector is a Municipality employee the Municipality must send a letter to the Department stating the, pay rate and all billable benefits, taxes, etc that apply.

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11. Help MSAT help you...

- a. Monthly Estimate review procedures & MSAT Payment Reconciliation format.
- b. Email Correspondence (Subject line, Testing, etc.)

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12. Specifications & Items to be aware of:

- a. 01.04.02 MINOR ITEM ADJUSTMENTS: If a minor item exceeds 125% of original Contract quantity and \$25,000.00, the project must stop payment at 125%, issues a Change Order adjusting the quantity to 125%, contact the MSAT Leader for procedures for evaluating adjustment of unit price for the remaining balance of the item quantity.
- b. 01.05.08 SCHEDULES AND REPORTS: The specification ***has been added***. Refer the current Supplemental Specifications. This new specification impacts **09.75.00 Mobilization**.
- c. 04.06.00 BITUMINOUS CONCRETE: The specification ***has been replaced in entirety***. Confirm its presence and refer only to the current specification, as provided in the Contract. An item for **HMA Adjustment** will likely be required to satisfy the Specification. ***This item will be funded from the contingency of the project.***
- d. 09.69.00 CONSTRUCTION FIELD OFFICE: Review your contract item, if it is the standard Department Specification, an alternate specification tailored for Municipal

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projects is available and should be substituted via Change Order. Current PC requirements can be requested from MSAT.

- e. 09.70.00 TRAFFICPERSON: This specification for Municipal officers **has been changed** to reimburse actual allowable costs plus 5% for administration. Verify that the bid item was given a unit of "EST." with an allowance amount. Bids by "HOUR" will require adjustment to the specification by addendum.
- f. 09.75.00 MOBILIZATION: This specification **has been changed** to incorporate scheduling requirements. This new specification is impacted by **01.05.08 Schedules and Reports**.

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13. References Provided:

- a. MSAT Contact List
- b. MSAT Authority Letter
- c. Pre-Construction Meeting Invitees
- d. Pre-Con Agenda
- e. Administrative Review Format
- f. 01.05.08 SCHEDULES AND REPORTS
- g. Municipal Field Office Specification
- h. Current PC Specification