

You have been tentatively selected to receive federal or state funds for your locally administered project. You can contact Maria Hajiaghaee, CDOT Region 1's Local Agency Resident Engineer, at maria.hajiaghaee@state.co.us to find out the CDOT Local Agency Coordinator (LAC) assign to your project. The LAC will be able to answer any questions you may have and will guide you through the process of developing your project.

Your Agency must enter into a contract, called an Intergovernmental Agreement (IGA), with CDOT. It is critical that you execute the IGA with CDOT before you begin work if you wish to be reimbursed or receive credit towards your required "match" of awarded funds.

You can help expedite development of your IGA by submitting the following packet of information to DRCOG prior to approval of your TIP application:

- The **Funding Application** which you submitted in response to the DRCOG Call for Applications. Please make certain the following items are included in the application:
 - A narrative scope of work, no longer than 1 page in length. The narrative should explain:
 - Who will do the work (Local Agency, Local Agency consultant, or CDOT)
 - What work will be done (Project Description)
 - Where the work will be done (Geographic Location)
 - When the work will be done (Project Schedule – See below)
 - Why the work will be done
 - All terms that are not commonly known
 - A listing of the project phases. (Right-of-way, Utilities, Design, Environmental, Miscellaneous and/or Construction)
 - A Project schedule, including:
 - The planned start and end date for each phase of your project. It is important that the dates for the initial phases of work are realistic and allow adequate time to complete the work and closeout the project phase. Project schedules should be a collaborative effort between the local's planners and engineers. Work that occurs outside the period or is invoiced after the end date is not be eligible for reimbursement.
 - The planned construction Ad date

Note: If you plan to request reimbursement for design phase costs and you plan to hire a consultant to do the work, you are allowed to begin the RFP/selection process for the consultant and enter into negotiations simultaneously with development of the IGA.

However, you may not execute a contract with the selected firm until after both your Agency and CDOT fully execute the IGA.

Also remember... your LAC should review the draft RFP before it is issued.

Note: If you do not plan to request reimbursement for design, you may use your own consultant selection process without CDOT approval.

- **Notes:**
 - Your schedule should separate pre-construction activities from construction activities.
 - Your schedule should include time for ROW acquisition, Environmental, and the new SUE (811) Legislation requirements for Utility clearance.
 - Funding Information, to include:
 - The funding program (Examples of funding programs include: TAP, SRTS, HSIP, FASTER Safety, FASTER Transit, CMAQ, BRO, etc.)
 - The funding years, if known
 - An estimate of project costs, to include:
 - Total project cost
 - Amount of Federal money by phase
 - Amount of State money by phase
 - Amount of Local money by phase
 - Please indicate if your Agency will provide overmatch of funds, how much and the phase.
 - If the project includes the pre-construction phases, include your independent man-hour estimate for design, the SUE investigation cost for utility, and be conservative with ROW cost that equate to the total pre-construction cost.
- Name of your **Project Manager**, their physical address, phone number, and email address.
- Name of your **Professional Engineer-in-Responsible-Charge of Construction Supervision**, if known, their physical address, phone number, and email address.
- If your Agency is located within a Metropolitan Planning Organization, such as the Denver Regional Council of Governments (DRCOG), indicate if the project is listed in the **Transportation Improvement Program**, or TIP.
- Indicate whether your Agency will maintain the project upon completion. If your Agency will not maintain the project, please provide the name of the **party responsible for maintenance**.

Your LAC will provide you with three documents to review, complete and return with your packet of information:

1. **CDOT Form 1243, Local Agency Contract Administration Checklist**, which sets forth the contract administration responsibilities of the individual parties to the IGA.
2. **CDOT Form 463, Design Data**, which is used to document design information for the project.
3. **2 CFR 200 Risk Assessment spreadsheet**, which is used to evaluate each Agency's risk of noncompliance with federal statutes, regulations and the terms and conditions inherent in the funding award.

Your LAC will use the packet of information to set up the project in CDOT's financial systems, receive authorization for the project from FHWA and request preparation of the IGA from CDOT Procurement.

Note: If you plan to request reimbursement for construction phase only. The IGA can be developed while design is progressing.

IGA Submittal – Quick LA Checklist

- _____ Funding Application
- _____ Narrative Scope of Work, including phases
- _____ Project Schedule, including end dates and Ad date
- _____ Funding Information, including man hour estimate
- _____ Project Manager Contact Information
- _____ Professional Engineer in charge of Construction Supervision Contact Information
- _____ Listing in Transportation Improvement Program (TIP)
- _____ CDOT Form 1243, Local Agency Contract Administration Checklist
- _____ CDOT Form 463, Design Data (Do the best you can. The form will be revised as the project proceeds)
- _____ 2 CFR 200 Risk Assessment spreadsheet