



Prime Contractor Resources

State-Funded Projects

This document is a reference for Prime Contractors working on CDOT projects. Please note that it is the responsibility of the Contractor to review the plans and specifications along with all required CDOT regulations. This is not an all-inclusive list of requirements.

Contractor Registration & Prequalification

All prime contractors must be registered and prequalified by CDOT prior to submitting a bid. Registration must be updated annually. Prequalification requires financial statements and proof of bonding. Visit the B2GNow system at www.cdot.dbesystem.com and click on Register & Prequalify.

Highway and Bridge Construction Bidding

CDOT does not accept paper bids for Highway and Bridge Construction projects. All bid proposals for the construction project must be submitted electronically via Bid Express at www.bidx.com. To create your bid, you will also need to download AASHTOWare Project Bids from <https://bids.cloverleaf.net/>. For help with Bid Express or Project Bids, please contact a customer service representative at 1-888-352-2439, or at customer.support@bidx.com

Bid Proposal Guarantee & Bonds

All bids must be accompanied by a Bid Proposal Guarantee in the amount indicated in the Invitation for Bid. If selected, the contractor shall furnish two surety Bonds upon execution of the contract, consisting of a payment bond and a performance bond. *Review Sections 4.20 and 4.21 of the Bid Rules for details.*

Subcontracting

Standard Specifications 2017, Section 108.01 Subletting of Contract *Review the entire Section 108.01 for complete requirements.*

- An approved Form 205, Permit to Sublet, and a fully executed subcontract is required for each subcontractor prior to them beginning work on the project.
- The Contractor will be permitted to sublet a portion of the Contract, however, the Contractor's organization shall perform work amounting to 30 percent or more of the total original contract amount.

Requirements to be included in all Subcontracts

- Prompt payment language- see Standard Specifications 2017, Section 109.06 Partial Payments
- EEO clause

Equal Employment Opportunity Officer

CDOT Affirmative Action Requirements Equal Employment Opportunity

The Contractor will designate and make known to the State highway agency contracting officers and the equal employment opportunity officer (herein after referred to as the EEO Officer) who will have the responsibility for and must be capable of effectively administering and promoting an active contractor program of equal employment opportunity and who must be assigned adequate authority and responsibility to do so.

Project EEO Meeting

A project EEO meeting is required to be conducted by the Prime Contractor at the beginning of the project for Contractor employees and subcontractors that are doing work on the project. A roster and EEO meeting agenda must be provided to the project engineer.

Equal Employment Opportunity Policy

CDOT Affirmative Action Requirements Equal Employment Opportunity

The Contractor will accept as his operating policy the following statement which is designed to further the provision of equal employment opportunity to all persons without regard to their race, color, religion, age, sex, sexual orientation, gender identity, or national origin, and to promote the full realization of equal employment opportunity through a positive continuing program;

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their age, race, religion, sex, sexual orientation, gender identity, color, or national origin. Such action shall include; employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

Prompt Payment

Standard Specifications 2017, Partial Payments 109.06

(e) *Prompt Payment.* The Contractor shall pay subcontractors and suppliers for all work which has been satisfactorily completed **within seven calendar days** after receiving payment for that work from the Department. For the purpose of this section only, work shall be considered satisfactorily complete when the Department has made payment for the work. The Contractor shall include in all subcontracts a provision that this requirement for prompt payment to subcontractors and suppliers must be included in all subcontracts at every tier. The Contractor shall ensure that all subcontractors and suppliers at every tier are promptly paid. If the Contractor or its subcontractors fail to comply with this provision, the Engineer

will not authorize further progress payment for work performed directly by the Contractor or the noncompliant subcontractor until the required payments have been made. The Engineer will continue to authorize progress payments for work performed by compliant subcontractors. *Review the entire Section 109.06 for complete requirements.*

Monthly Prompt Payment Reporting

Standard Specifications 2017, Partial Payments 109.06

(h) *Monthly Reporting.* For CDOT projects, by the 15th of each month, the Contractor shall record all payments to subcontractors by **completing an audit in the B2GNow System**. If the Contractor has good cause for delay as described in subsection 109.06(g), the Contractor shall include the justification in its monthly audit. Once the prime enters a payment to a subcontractor or supplier, the subcontractor or supplier will receive a notice to confirm payment. The subcontractor or supplier shall have fifteen days from the notice to confirm payment or report an issue.

If a subcontractor or supplier is also a payor, the subcontractor or supplier shall also report all prompt payment to its subcontractors. If the subcontractor or supplier does not report a prompt payment issue within fifteen days from the Contractor's monthly reporting, the subcontractor waives CDOT's assistance in resolving the prompt payment issue and the monthly audit will be closed. This provision should not be construed to limit the subcontractor's contractual remedies. *Review the entire Section 109.06 for complete requirements.*

Form 1425, Supplier List

Revision of Section 106, Supplier List

All companies that will provide \$10,000 or more in supplies or materials on any CDOT project must be registered in the B2GNow software system and shall update the registration on an annual basis.

Prior to beginning any work on the project, the Contractor shall submit to the Engineer a completed Form 1425, Supplier List documenting all companies providing \$10,000 or more of supplies or materials directly to the Contractor for the project. This list shall not include companies also responsible for the installation of the supplies or materials. During the performance of the project, the Contractor shall submit an updated Form 1425 if one or more of these companies change.

The Contractor shall require each subcontractor to submit a Form 1425 listing all companies providing \$10,000 or more of supplies or materials to the subcontractor. The Contractor shall submit the subcontractor's Form 1425 with Form 205. *Review the entire revision of Section 106, Supplier List for complete requirements.*

Materials

- Standard Specifications 2017, 106.12 Certificates of Compliance. *Review this specification for examples of Certificates of Compliance on a project.*
- Standard Specifications 2017, 106.13 Certified Test Report. *Review this specification for a description of what each report shall include and for complete requirements.*

Required Certifications

Traffic Control Supervisor (TCS)

Standard Specifications 2017, 630.11 Traffic Control Management

The Contractor shall designate an individual, other than the superintendent, to be the Traffic Control Supervisor. The Traffic Control Supervisor shall be certified as a worksite traffic supervisor by either the American Traffic Safety Services Association (ATSSA) or the Colorado Contractors Association (CCA), and shall have a current Department flaggers certificate. A copy of the Traffic Control Supervisor's certifications shall be provided to the Engineer at the preconstruction conference.

The Contractor's Superintendent and all others serving in a similar supervisory capacity shall have completed a CDOT-approved two-day Traffic Control Supervisor training as offered by the CCA. The one-day ATSSA Traffic Control Technician (TCT) training along with the two-day ATSSA Traffic Control Supervisor training will serve as an alternate. If the alternate is chosen, the Contractor shall provide written evidence that at least an 80 percent score was achieved in both of the two training classes. The certifications of completion or certifications of achievement for all appropriate staff shall be submitted to the Engineer at the preconstruction conference. *Review the entire Section 630.11 for complete requirements.*

Payment Schedule

Revision of Section 108, Payment Schedule (Single Calendar Year), 108.04 Payment

Schedule. The Contractor shall prepare a payment schedule which shall show the dollar amount of work the Contractor expects to be complete monthly within a single calendar year. The schedule shall cover the period from the commencement of work to the expected completion date as shown on the Contractor's progress schedule. The payment schedule shall be prepared using standard spreadsheet software such as MS Excel and submitted in electronic format. *Review the entire revision of Section 108 for complete requirements.*

Project Schedule

Standard Specifications 2017, 108.03 Project Schedule

The Contractor shall use either Microsoft Project or Primavera Scheduling software to develop and Manage a Critical Path Method (CPM) Project Schedule to plan, schedule, and report the progress of the work. *Review the entire Section 108.03 specification for complete requirements.*

Measurement of Payment

Standard Specifications 2017, Section 109 Measurement of Payment- *Review this specification for complete requirements.*

Resources

CDOT Website

<https://www.codot.gov/>

CDOT Contractor Registration and Prequalification

<https://cdot.dbesystem.com/>

Bulletins and Manuals

https://www.codot.gov/business/designsupport/bulletins_manuals

CDOT Construction Manual

https://www.codot.gov/business/designsupport/bulletins_manuals/cdot-construction-manual

2017 CDOT Standard Special Provisions

<https://www.codot.gov/business/designsupport/cdot-construction-specifications>

Revisions to CDOT Standard Special Provisions

The latest revisions to formally issued standard special provisions that modify the Colorado DOT's 2017 Standard Specifications for Road and Bridge Construction. The standard special provisions found herein are applicable to CDOT construction projects controlled by the 2017 Specification Book.

<https://www.codot.gov/business/designsupport/cdot-construction-specifications/2017-construction-standard-specs/rev-ssp>

2012 M&S Standards Book

<https://www.codot.gov/business/designsupport/standard-plans/2012-m-standards-plans>

2017 Field Materials Manual

<https://www.codot.gov/business/designsupport/matgeo/manuals/2017-fmm>

- Special Notice to Contractors- Formatting
<https://www.codot.gov/business/designsupport/matgeo/manuals/2017-fmm/intro-docs/07-oa-schedule-17.pdf/view>
- OA Frequency Guide Schedule for Minimum Materials Sampling, Testing, and Inspection
<https://www.codot.gov/business/designsupport/matgeo/manuals/2017-fmm/intro-docs/06-contractor-special-notice-17.pdf/view>

Pubic Information- Project Task List

<https://drive.google.com/file/d/0B11YFI80r9HbU3JSUWJOWnJVbzQ/view?ts=59f3550e>

CDOT Affirmative Action Requirements Equal Employment Opportunity

<https://www.codot.gov/business/civilrights/contractor-compliance/compliance-forms-resource-library>

Approved Product List

<https://www.codot.gov/business/apl>

ADA Documents and Resources

<https://www.codot.gov/business/civilrights/ada/documents>

Contacts

Contractor Registration

For questions, contact dot_civilrights@state.co.us or call 303-757-9234

Contractor Prequalification

Marci Gray, Construction Contracts Manager
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Bid Express

Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

By phone: (352) 381-4888 or toll free (888) 352-BIDX (2439)

By email: Support: customer.support@bidx.com

Civil Rights

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Communications

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Connect2DOT

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