

I-25 Segment 3 Express Lanes
CONSTRUCTION ADMINISTRATION
SCOPE OF WORK

Scope Date: March 16, 2015

Estimated Construction Start Date: Fall 2015
Region 1

PROJECT NUMBER: IM 0253-234
PROJECT CODE: 19626
CMS ID NUMBER:
PROJECT LOCATION: I-25 Managed Lanes: 120th Avenue to SH-7
CONTRACT TYPE: Project Specific, Specific Rate of Pay
CONTRACT SUBJECT: Pre-Construction Support, Construction Management,
Inspection and Testing Services, Public Information

The Contract Administrator for this Contract will be:

Andy Stratton, PE
Resident Engineer – Region 1 North
4670 North Holly Street, Unit D
Denver, CO 80216
Office: 303-398-6746, Mobile: 303-945-9547
Email: andrew.stratton@state.co.us

Active Day to Day administration and monitoring of this contract will be delegated to the following CDOT employee:

Jason Lucerna, PE
Project Engineer – Region 1 North
4670 North Holly Street, Unit D
Denver, CO 80216
Mobile: 303-941-3515
Email: jason.lucerna@state.co.us

General Requirements

This Scope of Work (SOW) has been carefully reviewed by the Department and reflects a plan of approach based on the known goals. The Consultant's analysis of the project goals, its evaluation of the work elements, and its formulation of the work plan, coupled with its understanding of and sensitivity to the key issues may produce new approaches or modifications to the project's work elements. Therefore, the Final Scope of Work for the project may change in some details to incorporate the Consultant's input. This work is located in Region 1 of the Colorado Department of Transportation.

The positions described herein are anticipated needs. The Department reserves the right to not utilize any of the positions listed if at the time of construction the Department has available resources to staff the project from within.

Separate task orders will be issued for Pre-Construction Support Services and Construction Management Services.

Definitions

Resident Engineer - The CDOT Resident Engineer is responsible to the Region Program Engineer for the quality and successful completion of a transportation project. The Resident Engineer authorizes interim and final payments and all changes to the contracts for all Consultants and Contractors.

Engineer - The CDOT Project Engineer.

Consultant - The individual, firm, or corporation under contract by this agreement to perform construction services as outlined below.

Consultant Professional Engineer -- The Consultant's Professional Engineer in responsible charge of Consultant services performed as described in this Contract. The Consultant's Professional Engineer must be licensed in the State of Colorado.

Consultant Assistant Project Engineer - The Consultant's employee who administers the Consultant contract with CDOT. The Consultant Assistant Project Engineer works under the responsible charge of the Consultant's Professional Engineer. The Consultant Assistant Project Engineer, if a Professional Engineer licensed in the State of Colorado, may be the same person as the Consultant Professional Engineer.

Contractor - The individual, firm, or corporation under contract with CDOT to construct the facility.

Initial Project Meeting

The Consultant shall meet with CDOT project personnel to coordinate and schedule the required work prior to active construction. The Consultant shall complete all work in accordance with the approved schedule or as approved by the Engineer.

Work Duration

The time for the work described in this scope of work covers the period from Notice to Proceed to February 28th, 2017 or 90 days after Final Acceptance of the construction project, whichever is later. For portions of the project, night work will be required. Work will also be required during the day, on weekends, holidays, and/or on a split-shift basis. Workweeks may be in excess of or less than the standard 40-hour week. The number and types of personnel may be adjusted up or down to meet project workload. The Consultant shall meet with the CDOT Project Engineer if it is anticipated that Consultant services may not be required for a period exceeding one week. A procedure shall be agreed upon at the Initial Project meeting to resolve this issue.

Anticipated Construction: October 2015 to February 2017

During construction, CDOT anticipates utilizing approximately:

- 1 Consultant Senior Inspector,
- 1 Consultant Junior Inspector,
- 1 Consultant Materials Testing Technician with Inspection capabilities,
- 1 Consultant Office Engineer
- 1 Public Information Liaison

Conditions Applicable to all Consultant Personnel: Overtime / Travel Pay / Commute Miles

Overtime hours are not allowable per State Fiscal Rules. Labor Hours will be billed to CDOT at the same rate as regular, non-overtime hours. Travel time will not be paid for travel to and from the project. Commuting mileage will not be paid for travel to and from the project. Mileage for travel while on the project will be paid for at the applicable State rate.

Authorization to Proceed

Work shall not commence until the written Notice to Proceed is received by the consultant, and shall be completed in the time specified.

Routine Billing & Reporting

The consultant shall provide the following on a regular basis:

- Monthly billing reports in formats suitable to the Engineer for all contract activities performed by Consultant personnel authorized to perform work on the project.
- Periodic reports and billings required by CDOT Procedural Directive 400.2.

The consultant shall bear all costs related to delay of construction when the Consultant fails to provide qualified personnel when required. The Consultant's monthly payments may be withheld for that portion of the work for which the consultant personnel fail to provide accurate and timely reporting.

Status of Contract

The consultant shall monitor the fiscal status of the contract, and advise the CDOT Project Engineer of any potential need to supplement their contract. Failure to monitor contract status and provide timely notification may result in discontinuation of the Consultant's services. The invoice shall include monthly status reports per the consultant guidelines and shall include budget information. Pre-construction support services will be issued as a separate task order from the Construction services.

Consultant Professional Engineer Requirements:

The Consultant Professional Engineer shall be available during construction and will be utilized as needed to provide engineering guidance and oversight of the Consultant's employees. The number and types of personnel may be adjusted up or down to meet project workload and Contractor's schedule.

The Consultant Professional Engineer shall meet with the CDOT Project Engineer if it is anticipated that Consultant services may not be required for a period exceeding one week. A procedure will be agreed upon at the Initial Project meeting to address this issue.

Consultant Inspector Requirements:

Project Standards

All construction inspection shall be in accordance with the Colorado Department of Transportation's Construction Manual, Field Materials Manual, Standard Specifications for Road & Bridge Construction, Project Standard Provisions, Project Special Provisions, and the plans and specifications in use when the project is advertised. All Consultant construction inspection activities shall be as authorized by the Engineer. For the purposes of this document, construction inspection shall be known as "the work" and references to "the specifications" shall include all applicable CDOT Standard Specifications for Road and Bridge Construction as amended by Project Standard Provisions, Project Special Provisions, and project plans and specifications.

General Work Description

The Consultant Senior Inspector shall provide pre-construction support, if requested, to the CDOT design team, including the Design Consultant already under contract. Pre-construction support services include but are not limited to:

- Review and provide comments on FOR level design plans and specifications, specifically construction phasing;
- Attend and participate in the FOR design review meeting;
- Assist CDOT with development of the 859 Construction Schedule;

The Consultant Project Inspector(s) shall provide support to the CDOT project staff through assignment of personnel to inspection activities if requested by the CDOT Resident Engineer. The Inspector(s) shall be trained and qualified in accordance with CDOT's Construction Inspection Qualification Plan. The Consultant Project Inspector preferably will have experience and expertise with inspection activities related to ATM/ITS equipment and infrastructure installation. Experience with tolling equipment and infrastructure installation is highly desirable as well. Inspection responsibilities include but are not limited to:

Assist the CDOT Project Engineer in the following Construction activities:

- Prepare inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures;
- Submit daily diary at the end of the working day;
- Submit payment-documentation reports (Form 266's) at the end of the working day;
- Participate in weekly progress meetings with contractor, subcontractors, utilities and other interested parties;
- Secure project documentation from the contractor;
- Anticipate project problems and propose solutions to CDOT Project Engineer;
- Maintain accurate notes reflecting actual construction details to be used in preparation of as-constructed plans;
- Perform initial, follow-up, and final inspections of work in progress including interim and final measurements;

- Notify contractors and CDOT Project Engineer of non-compliance with the contract plans and specifications;
- Perform special tests, investigations, or monitoring to fulfill the intent of the CDOT inspection program;
- Aid in the preparation of correspondence to the contractor, CDOT Staff, local agencies, etc.;
- Provide liaison and communication to contractor field crews;
- Prepare final "As-Constructed" plans upon project completion;
- Deliver material samples to designated laboratories or locations;
- Perform miscellaneous project-related duties as requested by the CDOT Project Engineer.

Labor, Materials, Vehicles & Equipment

The Consultant shall provide the Consultant Inspector with the following:

- A suitable vehicle equipped with at least one (1) flashing, oscillating, or rotating amber beacon that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- Consultant Inspectors vehicle shall each be equipped with an electronic distance-measuring device, accurate to within +/- 5 feet per mile.
- A cellular phone.
- A state-of-the-art computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. Each computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum. Computers shall be capable of running current CDOT software, including Asphalt '03, Voids '03, Site Manager, etc.
- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3), including all applicable manuals.
- CDOT will provide a field-office space.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the Engineer. Employees required to operate vehicles must possess and maintain a valid State of Colorado driver's license. The Consultant Inspector(s) permanently assigned to a project shall be competent in road and bridge construction and be thoroughly familiar with CDOT specifications, manuals, forms, and documentation requirements including SiteManager. The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer. The qualifications for the level(s) shall be commensurate to experience, and are as follows:

1. Senior Level Inspector – more than ten (10) years of experience in highway construction inspection.
2. Junior Level Inspector – more than four (4) years of experience in highway construction inspection.

The Consultant Inspectors shall either have a *National Institute for Certification in Engineering Technology (NICET)* Certification Level III in Highway Construction or have an Engineer-In-Training (EIT) certification from the State of Colorado, unless otherwise approved by CDOT.

A copy of work experience and proof of Certification and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

Documentation

Each of the Consultant's personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT's automated Form 103a - Project Diary unless otherwise directed by the Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project Engineer at the end of each workday and a copy shall be filed in the project records within one working day of its date.

Consultant Materials Testing Technician Requirements:

Project Standards

All sampling, testing, inspection, and documentation shall be in accordance with the Colorado Department of Transportation (CDOT) Construction Manual, Field Materials Manual, CDOT M&S Standards, and applicable Project and Standard Special Provisions in the construction project contract and the applicable CDOT Standard Specifications for Road and Bridge Construction. The applicable CDOT Manual shall be the one currently in use when the construction project is advertised.

If the required method is not described in the CDOT Field Materials Manual, the required work shall be completed in accordance with:

1. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing (as revised and supplemented), or
2. The ASTM Standards and Tentatives, in this order.

Proposed work procedures shall be coordinated with the CDOT Project Engineer prior to the start of work.

General Work Description

The Consultant MTT (Materials Testing Technician) shall sample, test, and document all materials incorporated into the project. This includes materials delivered to the project that are listed in the Summary of Approximate Quantities or referred to in the Plans and Specifications. The number of tests required shall be in accordance with the Schedule in the Field Materials Manual. Additional quantities may be added by Contract Modification Order, or plan approximate quantities may be increased or decreased. The MTT, the Consultant Project Manager, and CDOT's Project Engineer will review project quantities on a weekly basis to ensure that sufficient tests have been performed for all material placed to date. The MTT will set-up and maintain all materials books. At project completion, a registered P.E. will sign the final form #250 for the MTT's work. The consultant shall also provide any other project-related services requested by the CDOT Project Engineer.

Testing of materials that are specifically designated to be pre-inspected or pre-tested by this or any other Department of Transportation will remain the responsibility of CDOT. The MTT shall document and transport samples of any and all materials to the CDOT Region or Central Laboratory that are required to be tested by CDOT, regardless of pre-inspection or pre-testing responsibilities. The items and test frequencies of CDOT tested materials shall be in accordance with the column titled "Central Laboratory" in the Schedule in the Field Materials Manual.

The Consultant shall follow the requirements of CP-16 to meet, coordinate and schedule the required work with the Project Engineer, Resident Engineer, and Residency Head Tester. The consultant shall complete all work in accordance with their approved schedule. The consultant materials testing evaluation form shall be completed by the CDOT Project Engineer or Resident Engineer and head tester, and distributed as

described in CP-16. The project Engineer shall forward a copy of the completed Pre-Testing Meeting Agenda for Consultant Materials Testing to the Region Materials Engineer.

In addition to the tasks identified in **Consultant Materials Testing Technician Requirements**, the MTT shall assist the Project Engineer in performance of construction inspection activities and other project-related activities, as directed by the Project Engineer, when they are not required to perform the MTT related activities. Inspection responsibilities may include but are not limited to those identified in the **Consultant Project Manager and Consultant Inspector Requirements** above.

Labor, Materials, Vehicles & Equipment

The Consultant shall furnish the Consultant Materials Testing Technician with the following:

- **Consultant shall provide laboratory facilities for Asphalt Ignition Burn-Off testing and Concrete Compression testing. These facilities shall be separate from the CDOT-supplied Class II field laboratory facilities and shall be located off the construction site, at a permanent materials-testing laboratory facility. Compensation for this equipment and testing will not be paid separately but shall be included in the hourly cost of the MTT assigned to the project.**
- A suitable vehicle equipped with at least one (1) flashing, oscillating, or rotating amber beacon that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- A cellular phone.
- A state-of-the-art computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. This computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum. This computer shall be capable of running current CDOT software, including Asphalt '03, Voids '03, Site Manager, etc. This computer shall be connected or networked to the Consultant-supplied main project printer/scanner described above, or shall be provided with a separate stand-alone printer.
- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3) including all applicable manuals.
- CDOT will provide a Class II field laboratory and any required traffic control.

The following equipment shall be furnished along with the MTT for each project in sufficient quantity and in good working order (with current calibration) to ensure accurate performance of all work required in a timely manner. Such equipment and supplies shall remain the property of the consultant.

- Nuclear Asphalt-Content Gauge;
- Nuclear Moisture/Density Gauge;
- Concrete air meter, slump cone, and other concrete testing equipment;
- Sieves for aggregates and soil gradations;
- Electronic scales;
- Asphalt & A/C sample containers and small tools;
- Proctor equipment for soil curves and one point tests;
- Atterburg, Rice value, and Sand Equivalent equipment;
- Sample drying equipment;
- Concrete cylinder molds which meet AASHTO requirements except that paper molds shall not be used, and plastic molds shall not be reused;
- Miscellaneous equipment for performing the required soils, asphalt and concrete tests.
- Ignition Oven for determining asphalt binder content and RAP gradations meeting specifications of CPL 5120.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The MTT shall be thoroughly familiar with CDOT specification, manuals, forms, and documentation requirements. The MTT shall be permanently assigned to a project for the duration of the project and shall have the following qualifications:

1. A degree in Engineering from a four year curriculum school or a *National Institute for Certification in Engineering Technology (NICET)* Level II Certification in Construction Materials Testing and Inspection for the types of work being performed, e.g. aggregates, asphalt, concrete, and soils or 7 years of field testing experience with CDOT construction projects.
2. The MTT performing concrete tests shall be certified by *The American Concrete Institute (ACI)*.
3. The MTT performing hot bituminous pavement tests shall be Level II, A&B certified by *The Colorado Asphalt Technician Certification Program (LabCAT)*.
4. WAQTC, Soils Certification
5. In addition, the Consultant MTT must be certified in the appropriate classes of CDOT's Inspector Qualification Program.
6. Traffic control Supervisory class within the last 3 years.

A copy of work experience and proof of Certification, Degree, and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

Documentation

The MTT shall maintain a daily diary for each day the MTT performs work on the project. The MTT shall use CDOT's automated Form 103a - Project Diary, or other form directed by the Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project Engineer at the end of each workday.

Test results and sample submittals transmitted to CDOT's Region or Central Laboratory shall be recorded on appropriate CDOT Forms. The MTT may use CDOT worksheets or worksheets approved by the CDOT Project Engineer. CDOT Forms and worksheets are available through the CDOT Project Engineer.

The MTT shall furnish the CDOT Project Engineer with original copies of all worksheets and test results on a daily basis. The MTT shall also keep the CDOT Form 626 up to date at all times and provide copies of this form to the CDOT Project Engineer within 12 hours. The CDOT Project Engineer shall be informed immediately of any non-specification material. At the discretion of the CDOT Project Engineer, the MTT may also be required to provide the CDOT Form 626 to the contractor within 12 hours for any non-specification material.

The MTT shall provide all correspondence and applicable CDOT forms to the CDOT Project Engineer or his authorized representative for review and signature.

Assurance Sampling and Testing

The MTT shall coordinate the schedule of the Independent Assurance Tests (IAT) for the project with the Region Materials Section in accordance with the CDOT Form 379. Advance notice of 48 hours is required for proper coordination.

Submittal of Final Documentation

Final documentation shall be submitted to the CDOT Project Engineer within 30 working days after completion of all work. A completed CDOT Form 250 shall be submitted to the CDOT Project Engineer 10 days after the consultant has been notified of final quantities. Failure to submit final documentation as required will result in withholding of consultant payments.

Consultant Office Engineer Requirements:

Project Standards

The Consultant Office Engineer shall be either a Colorado Registered Professional Engineer, an Engineer-in-Training (EIT) certification from the State of Colorado, or a non-licensed individual with demonstrable construction project administration experience. A non-licensed individual shall be under the direct supervision of a consultant Professional Engineer. The individual shall have strong organization and documentation skills along with general knowledge of duties performed by other construction engineering project personnel.

General Work Description

The Consultant Office Engineer shall provide support to the CDOT project staff on office-related construction engineering activities. The Office Engineer responsibilities shall include but are not limited to:

Assist the CDOT and Consultant Project Staff in the following Construction activities:

- Change Orders/MCR – discussions with: Contractor, Area Engineer, RE, Specialties as necessary. Also write CMO and justification letter, prepare package with attachments, price justification/negotiation, form 90, etc.
- Conduct 280 Interviews in accordance with Davis-Bacon Requirements
- Plan and Spec Interpretation (communications with: designers, bridge, utilities, ROW, Traffic, etc..)
- CDOT to Contractor correspondence (letters, 105's..)
- Respond to RFI's
- Monitor Contract Time Count
- Project Diary/Weather
- Individual diary
- Payrolls/OJT/DBE/Specialized reporting like (1405's, Faster, ARRA, etc..)
- Partial monthly payment Estimates
- Form 7's/TC and daily hourly pay items
- Form 10's/FA/CMO/MCR
- Traffic Control – management, oversight, review and approve MHT's
- Review/Monitor Schedule (baseline, updates and narrative reviews)
- DWR's/266's
- SiteManager (all pay items, CMO's/MCRs, time count, diaries, stockpiled materials tracking and payment, monthly pay estimates, overs/unders..)
- Budget: track all project financial information, notify RE of any/all budgetary concerns, financial tracking form 65's monthly and with each CMO/MCR
- Weekly meetings (agendas, minutes, preparation, facilitation, etc..)
- Pre-con meetings (agendas, minutes, distribution, preparation, facilitation, etc..)
- Review inspectors work (diaries, 266's, DWR's, calculations, spreadsheets, etc..)
- Respond to citizen complaints and CDOT PR office
- Traffic Control Reviews

- Erosion control management and oversight, bi-weekly reviews, post-storm event reviews, RECAT/ECAT
- Submittal review and approve and forward to specialties as appropriate for review/approval
- Perform miscellaneous project-related duties as requested by the CDOT Project Engineer.

Labor, Materials, Vehicles & Equipment

The Consultant shall provide the Office Engineer with the following:

- A cellular phone.
- A state-of-the-art computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. Each computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum. Computers shall be capable of running current CDOT software, including Asphalt '03, Voids '03, Site Manager, etc.
- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3), including all applicable manuals.
- CDOT will provide a field-office space.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the Engineer. Employees required to operate vehicles must possess and maintain a valid State of Colorado driver's license. The Office Engineer(s) permanently assigned to a project shall be competent in road and bridge construction and be thoroughly familiar with CDOT specifications, manuals, forms, and documentation requirements including SiteManager. The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer. The qualifications for the level(s) shall be commensurate to experience, and are as follows:

1. Office Engineer – Zero (0) to four (4) years of experience in highway design and/or construction experience.

The Consultant Office Engineer shall either have a *National Institute for Certification in Engineering Technology (NICET)* Certification Level III in Highway Construction or have an Engineer-In-Training (EIT) certification from the State of Colorado or be a Colorado Registered Professional Engineer, unless otherwise approved by CDOT.

A copy of work experience and proof of Certification and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

Documentation

Each of the Consultant's personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT's automated Form 103a - Project Diary unless otherwise directed by the Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project

Engineer at the end of each workday and a copy shall be filed in the project records within one working day of its date.

Additional Construction Inspection and Materials Testing Requirements:

In addition to the qualifications, requirements set forth above, the following certifications will also be required:

Class/Certification	Consultant Inspector(s)	Consultant Materials Testing Technician
Basic Highway Math	X	X
Basic Construction Surveying	X	X
Basic Highway Plan Reading	X	X
Storm water Management and Erosion Control	X	
CCA Traffic Control Supervisor	X	
Specialty Certifications		
LabCAT Level A&B	Level A	X
Asphalt Paving Inspection LabCAT Level I	X	X
WAQTC	X	X
ACI Field Testing Tech I	X	X

Consultant Public Information Liaison:

Public Information

A Consultant will join the CDOT team to act as extension of staff for CDOT’s Office of Communications, working directly with the Region 1 Communications Manager. The below list of activities will require roughly part-time (~20 hours per week) support. This support may fluctuate from week-to-week based on project demands. Once the construction project is awarded, these services may or may not be needed depending on public information support provided by the contractor.

1. Community Outreach

The Consultant will design, plan and coordinate a community outreach program to inform interested individuals, groups and agencies within the region of the project and to encourage participation in appropriate decision-making processes. This program is expected to continue and expand as the construction team joins the project and as additional stakeholders within the region become involved.

The Consultant will support community outreach through the development and distribution of an electronic project newsletter, and printed materials for distribution, if desired by CDOT. The Consultant will also

respond to any citizen/customer questions, concerns or complaints about the project, working with the project team as necessary to develop a response.

The Consultant will work directly with the Region 1 Communications Manager.

2. Public Meetings and Community Awareness

The Consultant is expected to lead the effort to develop and maintain an informed community. Key among these efforts will be frequent public and community events. The Consultant will schedule, arrange logistics, develop talking points and collateral, notify of and conduct public meetings and events, which could include:

- General public meetings
- County and City Council meetings
- Council of Governments meetings
- Homeowners, community group and business association meetings
- Presentations to civic organizations
- Meetings with environmental or other special interest groups
- Public events
- Displays in appropriate public buildings, such as libraries and civic buildings
- Printed material distribution to businesses and office buildings in and near the construction area

The Consultant will prepare necessary graphics, displays and leave-behinds as required, and will document attendees, comments and responses and where appropriate, provide a photographic or video record.

The Consultant will coordinate with each member of the team, assisting in planning, preparation and conduct of all meetings ensuring that an overall project context is provided.

3. Project Mailing List

The Consultant will develop and maintain a project mailing list (database). This list will be used for notices regarding public meetings and electronically mailing newsletters. The information will include: name, agency/affiliation, phone number, email address and mailing address. The Consultant will update this list continuously throughout the project.

4. Media Coordination

The Consultant will support the Region 1 Communications Manager by preparing media advisories, press releases, newspaper inserts, fact sheets and talking points for media interviews. The Consultant will also support the planning and implementation of media tours/events.

5. Project Documentation

The Consultant will ensure complete documentation of the project, including records of those attending public meetings, comments received at those meetings as well as comments received via other means, including written, personal or telephone contacts and any response from the design team. The project will also be documented in terms of informational materials developed and photographs and video of existing conditions, design, construction activities and completed work.

6. Electronic Communications (Project website, social media, GovDelivery Alerts)

The Consultant will work with CDOT to communicate the project's purpose, impacts, scheduled activities and progress utilizing the CDOT website. The Consultant will also submit to CDOT items for posting to

the CDOT hosted Facebook page, Twitter and GovDelivery, making changes and distributing information as necessary.

7. Deliverables

Public involvement and information materials may include, but are not limited to, the following list of deliverables:

- E-newsletters
- Mailing list
- Graphics/printed materials/ fact sheets
- Meeting support materials
- Talking points
- Media advisories
- Press releases
- Public service announcements
- Website and social media support content and materials
- Meeting minutes
- Project documentation
- Attendance at project meetings