



COLORADO
Department of Transportation
Region 3 Eagle Residency

**I-70 Wildlife Fence
Scope of Work**

**March 2016
Region 3**

Project: I-70 Wildlife Fence

Project: C 0702-292 (17778)

Contract Estimated Start Date: July 1, 2016

The Contract Administrator for this Task Order will be:

Peter Lombardi, Resident Engineer
Region 3 - Bridge Enterprise and Special Projects Residency

Office: (970) 328-9962
Mobile: (970) 376-6707
Fax: (970) 328-2368

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

John Kronholm, Project Engineer
Region 3 - Bridge Enterprise and Special Projects Residency

Office: (970) 328-9963



Scope of Work

The scope of work is for construction management and inspection services of the **I-70 Wildlife Fence** project. The project is located in the Eagle County from Dotsero to Vail (40 miles).

The project will replace ROW fence with taller wildlife fence and wildlife escape ramps. Survey Monumentation and traffic control will also be part of this project.

There is approximately 23 miles of new fence and 25 game ramps to be constructed.

CDOT's anticipated Consultant provided staffing needs:

- Consultant Principal Engineer
- Consultant Engineer in Responsible Charge
 - Working under the Consultant Engineer in Responsible Charge shall be:
 - Consultant Project Engineer, Full Time
 - Consultant Inspector, Part Time
 - Consultant Schedule Reviewer

The Consultant shall designate their Consultant Engineer in Responsible Charge in writing to CDOT prior to commencing work. The Consultant is required to have a licensed professional engineer who is either performing the observation and evaluation of the work or who is supervising and monitoring the project staff who are charged with observing and evaluating the work. CDOT will not be providing an Engineer in Responsible Charge for this project or any other staffing.

Consultant responsibilities will include documentation and inspection of construction activities, supervision and documentation of time and material work, and preparation of daily diaries documenting contractor activities and relevant observations. Game ramps include some embankment and concrete; minimal testing is anticipated. The consultant is expected to accomplish the duties of the tester such as record keeping and fill out the 250. The Consultant Inspector will be responsible for the project materials documentation.

The Schedule Reviewer will be responsible to review the Contractor's baseline and monthly schedules, run a monthly "Digger Report", and submit a monthly report and comments to the CDOT Resident Engineer.

Definitions

CDOT 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 Contracts for all Consultants and Contractors.

CDOT Project Engineer - The CDOT employee, assigned by the Resident Engineer, who is the Chief Engineer's duly authorized representative. The CDOT Project Engineer is in direct charge of the work and is responsible for the administration and satisfactory completion of the project under contract. *A CDOT Project Engineer will not be provided by CDOT and this Scope of Work designates those responsibilities to the Consultant.*

Consultant Principal Engineer - The Consultant Principal Engineer administers the Consultant contract. The Consultant Principal 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 Principal Engineer shall meet with the CDOT Resident 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 address this issue.

Consultant Engineer in Responsible Charge - The Consultant Engineer in Responsible Charge (ERIC) is the licensed engineer (PE) in responsible charge of Consultant services performed as described in this Contract. The ERIC shall exert the degree of control an engineer is required to maintain over engineering decisions made personally or by others over which the engineer exercises supervisory direction and control authority, as per Section 12-25-102(14) C.R.S.

Consultant Project Engineer - The Consultant Project Engineer is either a:

- a. A licensed professional engineer with direct responsibilities for observing construction to evaluate compliance with plans and specifications, or supervises staff with such responsibilities, and is the Consultant Engineer in Responsible Charge (EIRC), OR
- b. Any individual who is not a licensed professional engineer with responsibility for observing construction to evaluate compliance with plans and specifications, or supervises staff with such responsibilities, and is working under the individual who is the ERIC.

The Consultant Project Engineer is in direct charge of the work and is responsible for the administration and satisfactory completion of the project. The Consultant Project Engineer's duties are delegated by the CDOT Resident Engineer in accordance with the scope of work in the consultant's contract with CDOT. The Consultant Project Engineer is not authorized to sign or approve Contract Modification Orders.

Consultant Schedule Reviewer - The Consultant Schedule Reviewer shall be qualified in reviewing transportation construction schedules, and shall be capable of reviewing construction schedules submitted in Microsoft Project scheduling software format.

Consultant - The firm or corporation providing personnel under this agreement to perform construction services as outlined herein.

Consultant Inspector or Materials Testing Technician (MTT) - Consultant employee who performs construction materials testing services, construction inspection, and other project-related services under the direction of the Consultant Engineer in Responsible Charge.

Contractor - The individual, firm, or corporation contracting with CDOT to construct a transportation project.

CDOT Region Materials Engineer - The CDOT Region Materials Engineer (RME) assists the Resident Engineer and Project Engineer on this project with materials related issues including concrete, asphalt and steel.

CDOT Assistant Materials Engineer - The CDOT Assistant Materials Engineer is responsible to the Region Materials Engineer.

Work Duration

The time period for the work described in this scope of work covers the period from approximately July 1, 2016 to April 30, 2019. Work will be required during the day, and maybe be required on weekends, nights, holidays, and/or on a split-shift basis. Workweeks may be in excess of or less than the standard 40-hour week.

Authorization to Proceed

Work shall not commence until 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:

- 1) Monthly billing formats, suitable to the CDOT Resident Engineer, for all contract activities performed by the Inspection Consultant. For ease of review, CDOT may request these be in a similar format to submitted PCW's, noting employees who are on the MPA and on the task order.
- 2) Monthly billings should include a Contract status update.
- 3) Periodic reports and billings required by CDOT Procedural Directive 400.2.
- 4) Weekly time cards for ALL consultant personnel, including sub-consultants. The CDOT Resident Engineer, prior to billing, must sign these time cards.
- 5) Supporting documentation for all direct costs.
- 6) Monthly billings will include a budget forecast sheet showing invoicing from start estimated through completion tracking the project budget.

Status of Contract

The Consultant shall monitor the fiscal status of the contract, and advise the CDOT Resident Engineer of any potential for supplementing their contract or negotiating an additional task order.

Failure to monitor contract status and provide timely notification may result in discontinuation of the Consultant's services on the project until a supplemental agreement can be effected.

Project Standards

All documentation shall be in accordance with the latest versions of the Colorado Department of Transportation's Construction Manual, Field Materials Manual, CDOT Laboratory Manual of Test Procedures, Colorado Department of Transportation Inspector's Checklist, Standard Specifications for Road and Bridge Construction, the Supplemental Specifications, applicable M & S standards, and the plans and specifications currently in use when the construction project is advertised or revised under advertisement.

References to "the specifications" shall include all applicable CDOT Standard Specifications for Road and Bridge Construction including Supplemental Specifications, Project Standard Revisions and Project Special Provisions, and project plans and specifications.

The Consultant's proposed work procedures shall be coordinated with the CDOT Resident Engineer prior to the start of work.

Labor, Materials, Vehicles & Equipment

The Consultant shall furnish all personnel, equipment and transportation required to perform the work. Consultant personnel shall have appropriate vehicles (equipped with flashing amber beacon), smart phone, computers, scanner/color printers, digital cameras, calculators, manuals, office supplies, and personal protective equipment (PPE) required for performing the work. PPE shall be in accordance with CDOT Procedural Directive PD 80.1.

Each Consultant staff shall be supplied with a state of the art computer with internet connectivity that operates off their own internet service provider that is available through wireless, air cards, smart phone enabled hot spots, or similar. Consultant computers shall be able to operate CDOT's web based Trns*Port application, ProjectWise, and have current Microsoft Word and Excel software. The Consultant schedule reviewer shall have a computer equipped with Microsoft Project scheduling software and be able to run a monthly "Digger Report".

Each consultant staff shall also be supplied with a state of the art smart phone or tablet that operates on both wireless internet connectivity and a data plan. These phones or tablet shall be used in the field for project documentation, email, taking photos, reference materials, daily diaries, and other useful field functions.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the CDOT Resident Engineer. The Consultant shall assign personnel for the duration of the project unless otherwise approved by the Resident Engineer.

Engineer's Certification

The CDOT Resident Engineer shall be the final authority regarding acceptance of work performed by the Consultant. The Consultant Firm will review, provide a PE stamp, and sign the CDOT Form 250 as it relates to the testing and acceptance of materials. The CDOT Resident Engineer shall be the final authority regarding acceptance of Contractor's work not conforming to the plans and specifications.

Work Description

The Construction Administration of the project shall require CDOT construction experience and roadway construction experience with emphasis on fence and wildlife escape ramp, surveying and traffic control management. The Consultant personnel shall be prepared to work in cold and wet weather conditions.

The Consultant shall provide support to the CDOT Resident Engineer through assignment of personnel to construction inspection and material testing responsibilities. These responsibilities may include but are not limited to:

- Periodic reports and billings required by CDOT Procedural Directive 400.2.
- Monitoring and documenting contractor payroll compliance.
- Participation in weekly progress meetings with contractor, subcontractors, utilities and other interested parties.
- Securing project documentation from the contractor.
- Anticipating project problems and directing solutions to the CDOT Resident Engineer.
- Reviewing drawings and data submitted by the construction contractor and suppliers for conformance with the intent of the specifications. Inform and obtain concurrence as needed from the CDOT Resident Engineer and keep relative documentation for project records.
- Maintaining accurate notes reflecting actual construction details to be used in preparation of as-constructed plans.
- Communicating with adjacent landowners as required to resolve issues that arise due to construction.
- Reviewing the contractor's Method of Handling Traffic
- Monitoring compliance with and taking appropriate action to preserve safety on the project for all workers and traveling public in accordance with the appropriate Method of Handling Traffic (MHT) and the Manual of Uniform Traffic Control Devices (MUTCD).
- Initial, follow up, and final inspections of work in progress including interim and final measurements, and coordination with the Consultant Tester to ensure materials testing requirements are met.
- Promptly notifying contractors and CDOT Resident Engineer of non-compliance with the contract plans and specifications
- Performance of special tests, investigations, or monitoring which are required to fulfill the intent of the CDOT inspection program
- Ensure compliance with permits such as 404 and NPDES.

- Preparation of inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures
- Preparation of daily project construction diaries.
- Submittal of standard documentation reports no later than the following working day.
- Aiding in the preparation of correspondence to the contractor, CDOT Staff, local agencies, etc.
- Providing liaison and communication to contractor field crews
- Preparation of final “As Constructed” plans upon project completion
- Miscellaneous related duties as requested by CDOT Resident Engineer.
- Assist in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.
- Assist in preparing responses to contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondence.
- Responding to Contractor’s questions as to the implementation of plans and specifications.
- Communicate with stakeholders, CDOT staff, and Contractor to resolve location of fence or ramps when they deviate from the plans. Direct communication with the Colorado Parks and Wildlife will be required for the location of ramps. The Consultant shall lead this effort.

The Inspectors shall sample and document specified materials incorporated into the project. This includes materials delivered to the project that are listed in the Summary of Approximate Quantities. 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 Consultant Inspectors shall review project quantities on a weekly basis to ensure that sufficient tests have been performed for all material placed to date. The consultant shall also provide any other services such as inspection as requested by the Resident Engineer.

The Consultant Inspectors 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 “Project Verification” in the Schedule in the Field Materials Manual.

The Consultant shall also provide qualified staff to provide a monthly in-depth construction schedule analysis and report. The Consultant Schedule Reviewer may be Consultant staff or a Sub-consultant and will be responsible to review the contractor’s monthly schedule in Microsoft Project format, run a “Digger Report”, and submit a report and comments to the CDOT Project Engineer.

Initial Project Meeting

The Consultants and Resident Engineer shall meet to coordinate and schedule the required work. The Consultant shall complete all work in accordance with the approved schedule. The Consultant shall anticipate attending the Preconstruction and Partnering Meetings prior to construction. The Consultant shall run the preconstruction meeting and complete the agenda.

Documentation

The Consultant shall provide all correspondence and applicable CDOT forms to the Resident Engineer or their authorized representative for review and signature.

The Consultant personnel shall be capable of preparing in field force account analyses; review of MHT's, construction quantity calculations required for this type of project; inspection reports; daily diaries; Site Manager; review of 205's; and other construction administration documentation required per CDOT construction manual.

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 approved by the Resident Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work. 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 given to the CDOT Resident Engineer upon request and shall be completed within one working day of its date.

Personnel Qualifications

CDOT is seeking Construction Administration and Management staff from the Consultant as required for the I-70 Wildlife Fence Project. From the Consultant, the Construction Administration team shall include one full-time inspector, and one part-time inspector for the duration of the project. It is anticipated the project will have day work (7am to 7 pm) and night work when required. Working nights, weekends and holidays could be a possibility and should not be ruled out if it is determined in the best interest of the project.

The Consultant will be expected to have strong experience in critical path scheduling, public relations, bridge work, traffic control management, fence expertise as well as strong communication and coordination skills.

Personnel qualifications and staffing levels for the project shall be subject to the approval of the CDOT Resident Engineer. CDOT will reserve the right to review the resume and interview any new proposed staff to the project. The Consultant shall be certified as defined by the requirements set.

The Consultant team shall have the following experience or skills:

- Reviewing construction schedules and method statements
- CMO
- Claim mitigation
- Pay Estimates
- Surveying
- Highway construction inspection
- CDOT specification, policy and procedures
- Environmental constraints
- Force account analysis
- Public relations (working with local communities and agencies)

One and a half consultant Inspectors will be required on the project. Other inspection and paperwork duties may also be required.

The Inspectors shall have the experience in the following:

- Reviewing and approving Method of Handling Traffic and have taken the Traffic Control Supervision class.
- CDOT experience with the federal project requirements such as OJT, review of 205's, site interviews to complete CDOT Form 280, and have reviewed Davis-Bacon wages and certified payrolls.
- Developing project cost estimates in sitemanager and supporting documentation.

The consultant shall also provide any other services, on this project, in the Eagle CDOT office, or on any other project administration by the Eagle CDOT Office, as requested by the Resident Engineer.

The Consultant shall review the project plans, specifications, and the current version of the CDOT Field Materials Manual and the project specific CDOT Form 250 to complete the project with the number and types of documentation that will need to be performed on the project.

The Consultant Inspector shall be thoroughly familiar with CDOT's web-based materials applications for documentation and acceptance which includes Site Manager LIMS. Inspectors shall have successfully completed Site Manager LIMS training. It is anticipated the project will use Site Manager LIMS for the materials documentation and acceptance.

Additional qualifications for Consultant project personnel include the following:

1. Personnel shall have a certificate of completion of one of the following: OSHA 10-Hour Construction (OSHA10), OSHA 10-Hour Road Construction (OSHA10), or OSHA 30-Hour Construction (OSHA30).
2. The Consultant personnel must have relevant construction inspection experience on at least two recent CDOT projects.
3. Personnel shall be thoroughly familiar with CDOT forms and documentation requirements.
4. The inspection Consultant shall have completed Trns*Port Site Manager training.

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 Resident Engineer.

Back-up Consultant resources should be available in case of loss of staff, sickness, or vacations or as required for the project.

**CONSTRUCTION MANAGEMENT REQUIREMENTS
 CHECKLIST**

The following checklist shall be used to establish the Construction Management responsibilities of the individual parties for this project.

The checklist shall be prepared by placing an “✓” under the responsible party opposite each of the tasks listed below.

When a task does not apply to the project, not-applicable “NA” shall be placed under both parties.

Tasks that will be performed by CDOT Headquarters staff will be so indicated.

The Region in accordance with established policies and procedures shall determine who will perform all other tasks that are the responsibility of CDOT.

DESCRIPTION OF TASK	CONSULTANT	CDOT
1. Conduct the Pre-Bid conference, answer all questions, and maintain a log of all decisions given and/or made.	✓	✓
2. Show project work site to prospective bidders, answer all questions regarding plans and specifications, and maintain a log of all decisions given and/or made.		✓
3. Coordinate all construction contract activities with appropriate stakeholders.	✓	✓
4. Distribute <u>ten</u> award sets of plans and specifications to the CDOT Resident Engineer.		✓
5. Issue Notice to Proceed to the Contractor.		✓
6. Schedule, conduct and prepare minutes of all project meetings as follows:		
a. Job Showing	✓	✓
b. Pre-construction Conference	✓	✓
c. Partnering Workshop (if required)	✓	✓
d. Weekly Project Meetings	✓	
e. Pre-Survey Conference (if required):	✓	
(1) Construction Staking	✓	
(2) Survey Documentation	✓	
f. Bridge Construction Communications	N/A	N/A
g. Structural Concrete Pre-pour Conference	N/A	N/A
h. Concrete Pavement Prepaving Conference	N/A	N/A
i. HBP Prepaving Conference	N/A	N/A
j. Contractor Weekly Safety “Tool Box” Meeting	N/A	N/A

DESCRIPTION OF TASK	CONSULTANT	CDOT
8. Public Relations:		
a. Prepare and coordinate with CDOT and others to publish and distribute public notices of all planned construction activities and schedules to the media, property owners, local residents, tenants, and other appropriate stakeholders affected by the project.	✓	
b. Perform public relation tasks with appropriate individuals as requested by CDOT.	✓	
c. Explain construction and work with adjacent property owners to resolve issues that arise during construction.	✓	
9. Review, comment, accept and/or approve as appropriate the following submittals: <i>Note: This list is not all-inclusive and other submittals may require action as directed by CDOT.</i>		
a. CDOT Form # 205 – Sublet Permit Application after Form #713 has been checked by the Region EEO Administrative Program Specialist.	✓	
b. Method of Handling Traffic	✓	
c. Progress Schedules	✓	
d. Method Statements	✓	
e. Shop drawings per 105.02	✓	
f. Working drawings per 105.02	✓	
g. Other submittals per 105.02	✓	
h. All EEO, Labor compliance requirements	✓	
i. Other submittals as directed	✓	
10. Construction inspection including calculations, measurements, and documentation of interim and final pay quantities as directed by the Project Engineer.	✓	
11. Perform required EEO/AA/DBE/OJT or labor compliance tasks as requested as follows:		
a. Conduct Contractor/Subcontractor reviews to ensure conformance with the Equal Employment Opportunity (EEO)/Affirmative Action (AA)/DBE/OJT requirements contained in the contract. (Standard Special Provisions, Project Special Provisions and FHWA Form 1273.)	✓	

DESCRIPTION OF TASK	CONSULTANT	CDOT
b. Complete and submit to the CDOT Resident Engineer, the required number of CDOT Form 280 – Equal Employment Opportunity and Labor Compliance Verification.	✓	
c. Monitor DBE participation to ensure compliance with the “commercially useful function” requirements.	✓	
d. Complete and submit to the CDOT Region EEO Administrative Program Specialist, the applicable number CDOT Form #200 – OJT Training Questionnaire, when project utilizes OJT’s.	✓	
e. Check certified payrolls to verify contractor/subcontractor compliance with contract requirements. Project personnel trained in payroll checking shall complete the checking. (Contact the Region EEO Administrative Program Specialist for training requirements.)	✓	
f. Coordinate submittals by Contractor and all subcontractors of FHWA Form 1391 (Highway Construction Contractor’s Annual EEO Report) to the CDOT Region EEO Administrative Program Specialist.	✓	
12. Materials:		
a. CDOT Form # 250 – Materials Documentation Record:	✓	
(1) Fill out and distribute CDOT Form # 250 before the Contractor commences work.	✓	
(2) Complete Form # 250 after work is completed; distribute per instructions in CDOT Materials Manual.	✓	
b. Approve changes to the Typical Section (requires a CMO).	N/A	N/A
c. Development, checking and design mix approvals:	N/A	N/A
(1) Concrete	✓	
(2) Hot Bituminous Pavement	N/A	N/A
d. Acceptance of manufactured products	✓	
e. Inspecting fabrication of structural steel and pre-cast concrete structural components.	N/A	N/A
f. Inspecting fabrication of bearing devices	N/A	N/A

DESCRIPTION OF TASK	CONSULTANT	CDOT
g. Laboratory check testing.	N/A	N/A
h. Acceptance testing.	✓	
i. Independent assurance testing - develop, complete and distribute CDOT Form # 379 – Project Independent Assurance Sampling Schedule.		✓
j. Approve sources of materials.	✓	
13. Maintain time counts	✓	
14. Maintain project files for documentation; provide duplicate documentation to CDOT Resident Engineer when requested.	✓	
15. Obtain, accept, and approve all required material certifications.	✓	
16. Approve shop drawings	✓	
17. Perform Traffic Control Inspections	✓	
18. Approve traffic signal equipment	N/A	N/A
19. Construction surveying – quality control checking and quantity verification as needed.	✓	
20. ROW Monumentation – quality control checking	✓	
21. Prepare monthly estimates of the Contractor’s work performed, materials placed or stockpiled materials on hand in accordance with the Contract. Note: Only a CDOT Resident Engineer can approve and sign vouchers for interim and final Contractor pay estimates.	✓	
22. Review interim and final billings for Utility relocation work. Note: Only a CDOT Resident Engineer can approve and sign vouchers for interim and final Utility Company billings.	✓	
23. Prepare CDOT Form # 90 [Contract Modification Order (CMO)] and/or # 90 [Minor Contract Revision (MCR)] including letter of explanation for CMO/MCR Note: The Consultant may negotiate costs for extra work but only CDOT can approve costs. Only the CDOT Resident Engineer can approve and sign CMO/MCR’s for modifying CDOT’s Contract or paying the Contractor.	✓	

DESCRIPTION OF TASK	CONSULTANT	CDOT
24. Monitor project financial status and submit monthly in a format acceptable to the Region, such as CDOT Form # 65a – Project Financial Status Report.	✓	
25. Prepare and submit monthly progress reports to the Region Program Engineer: CDOT Form # 110a – Status of Active Construction Projects and CDOT Form # 517a – Status of Construction Project Finals	✓	
26. Prepare appropriate responses to Contractor, subcontractor or supplier requests for information, submittals, disputes, claims, change notices, or other correspondence.	✓	✓
27. Prepare response for Project Engineer status of claim & Claim Status Report Form	✓	
28. Prepare complete claim record	✓	
29. Give oral or written presentation to Region Director for claims.	✓	✓
30. Give presentation for Claim Review Board or AAA Arbitration board.	✓	✓
31. Conduct routine, random, project reviews to ensure the project is being administered in accordance with the terms of the construction contract.	✓	✓
32. Conduct final project inspection of completed or unacceptable work and prepare punch list for final acceptance.	✓	✓
33. Prepare and submit CDOT Form # 1212a – Final Acceptance Report		✓
34. Prepare final project acceptance letter and distribute per procedures in the CDOT Construction Manual.	✓	
35. Advertise for final settlement.		✓
36. Maintain accurate as constructed notes and prepare and distribute final as-constructed plans per procedures in the CDOT Construction Manual.	✓	
37. Check final quantities, final plans, and prepare the final pay estimate. Note: Only CDOT can sign final pay estimate sheets and voucher.	✓	✓
38. Check material records.	✓	
39. Submit final materials certifications	✓	

DESCRIPTION OF TASK	CONSULTANT	CDOT
40. Obtain and review CDOT Form # 17 – Contractor DBE Payment Certification from the Contractor and submit to the Region.	✓	
41. Obtain and review FHWA Form PR 47 (Statement of Materials and Labor Used) from the Contractor, check and submit to the Region.	✓	
42. Complete and submit CDOT Form # 950 for project closure.		✓
43. Submit original of all project records to the CDOT Resident Engineer. (CDOT will retain project records for six years from the date of project closure.)	✓	