

I-25 NORTH CONSTRUCTION ADMINISTRATION SCOPE OF WORK

Scope Date: January 17, 2019
Estimated Construction Start Date: April 2019
Region 2

PROJECT NUMBER: STM 0242-077
PROJECT CODE: 21256
CMS ID NUMBER: TBD
PROJECT LOCATION: US 24 – 8th Street to West of Manitou Springs
CONTRACT TYPE: Project Specific, Specific Rate of Pay
CONTRACT SUBJECT: Construction Management, Inspection and Testing Services,
Public Information Services

The Contract Administrator for this Contract will be:

David Watt, PE II
Resident Engineer – Region 2
1480 Quail Lake Loop
Colorado Springs, CO 80906
Office: (719) 227-3200
Email: DAVID.WATT@STATE.CO.US

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

Steve Goure
Project Manager – Region 2
1480 Quail Lake Loop
Colorado Springs, CO 80906
Cell: (719) 492-1431
Email: STEVE.GOURE@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 2 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.

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.

Quality Project Manager – The assistant to the CDOT Project Engineer. Responsible for administering and monitoring the Contract for Consultant Inspectors and Testers.

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

Consultant Senior Inspector – The Consultant’s Individual in responsible charge of Consultant services performed as described in this Contract. The Consultant Senior Inspector shall report directly to the CDOT Quality Manager and the CDOT Engineer.

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

Public Information Manager – A full-time Public Information Manager (PIM) will be the responsible charge for all activities associated with public information services.

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 CDOT Quality Manager.

Project Description and Project Location

The Project involves US Highway 24 in the Colorado Springs, CO area. Highway 24 is a major commercial corridor for commerce within the state of Colorado.

The limits are along US24 from 8th Street to West of Manitou Springs project, located between the cities of Manitou Springs and Colorado Springs, approximately milepost 296 to 304.

In addition to pavement milling and resurfacing on the roadway, key elements of the Project include Work on this project shall include guardrail replacement, bridge rehabilitation on at least 4 structures, drainage improvements, intersection improvements at 21st Street and US 24, and bridge scour prevention work, safety improvements, and temporary erosion control.

Work Duration

The time for the work described in this scope of work covers the period from Notice to Proceed to January 31, 2020. 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. Work weeks 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 Quality Manager 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: April 2019 to December 2019

During construction, CDOT anticipates utilizing approximately:

- 1 Assistant Project Engineer (Part-Time)
- 1 Senior Consultant Inspector (Full-Time)
- 1 Consultant Inspector with Bridge Specialty (Full-Time)
- 2 Consultant Materials Testing Technicians (Certifications Required – Asphalt, Concrete, and Soils) (Full-Time)
- 1 Consultant Materials Testing Technician - Materials Documentation Specialist (LIMS Materials and COC Entry) (Part-Time)

Ideal team members will demonstrate the ability to work in teams, reference successful roadway projects (CDOT or similar).

It is anticipated that work may be performed during the day and night shifts concurrently for this project. Initial F.I.R. level designs indicated that approximately 154 working days will be required to complete the work for the contractor. Assuming ~20 working days per month (to account for weather, holidays, and weekends), as well as potential waiting time for signal poles, we anticipate the total construction will occur in approximately 9 months duration. One additional month is anticipated to be required for punch list completion and project finals documentation.

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 CDOT Quality Manager 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 Quality Manager 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.

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 CDOT Quality Manager. 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 Project Inspector shall provide support to the CDOT project staff through assignment of personnel to inspection activities if requested by the CDOT Resident Engineer. The Inspector shall be trained and qualified in accordance with CDOT's Construction Inspection Qualification Plan.

The Consultant Project Inspector must have experience and expertise with inspection activities related to Road and Bridge Construction. Experience with significant size projects which include major and minor structures, work in multiple locations is also highly desirable. Inspection responsibilities include but are not limited to:

Assist the CDOT Project Engineer and CDOT Quality Manager 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 & CDOT Quality Manager;
- 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 and CDOT Quality Manager 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 & CDOT Quality Manager.

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.
- Newer “smart” 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 (2007 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 Quality Manager. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the Engineer or the CDOT Quality Manager. 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. Assistant Project Engineer – a minimum of seven (7) years of experience in highway construction management.

The Consultant Assistant Project Engineer (APE) will be responsible for assisting the CDOT Project Engineer with all project construction management, with particular experience and responsibility for change order writing and documentation, traffic control MHT review and field traffic control audits, and pay estimate processing. The APE will develop and maintain a physical and electronic structured system for documentation of the project. The APE will be capable of assisting the CDOT Project Engineer with all Site Manager entries and must be familiar with CDOT project documentation. The APE must be capable of inputting all Inspector Reports, Change Orders, Stockpile Materials request, and any other required information into Site Manager. The APE must be capable of preparing all

estimates in Site Manager. The APE may also assist with assembly of the Project Final Documentation (As-Built) for delivery to the Finals Engineer. The APE will record meeting minutes.

A copy of work experience and proof of Certification and/or License shall be provided with the proposal. 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 Quality Manager.

2. Senior Consultant Inspector – a minimum of seven (7) 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 and (7) years of experience on CDOT construction projects, unless otherwise approved by CDOT.

A copy of work experience and proof of Certification and/or License shall be provided with the proposal. 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 Quality Manager.

The Senior Level Inspector will be required to manage the Consultant Inspectors and Testers. Attend weekly meetings as determined by the CDOT Quality Manager.

3. Consultant Inspector – Bridge Specialty – a minimum of five (5) years of experience in highway construction inspection, with experience in bridge rehabilitation projects. The Bridge Specialty Consultant Inspector may also be the same person as the Senior Level Inspector, which would then require an additional Consultant Inspector (2 total).

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 and (5) years of experience on CDOT construction projects, unless otherwise approved by CDOT.

A copy of work experience and proof of Certification and/or License shall be provided with the proposal. 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 Quality Manager.

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 CDOT Quality Manager. 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 Quality Manager 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 AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing (as revised and supplemented),

Proposed work procedures shall be coordinated with the CDOT Quality Manager 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 Quality Manager 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. The consultant shall also provide any other project-related services requested by the CDOT Project Engineer or CDOT Quality Manager.

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 Quality Manager. The consultant shall complete all work in accordance with their approved schedule. The consultant materials testing evaluation form shall be completed by the CDOT Quality Manager or Resident Engineer and head tester, and distributed as described in CP-16. The CDOT Quality Manager 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 Quality Manager in performance of construction inspection activities and other project-related activities, as directed by the Project Engineer or Quality Manager, 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 Inspector Requirements** above.

Labor, Materials, Vehicles & Equipment

The Consultant shall furnish the Consultant Materials Testing Technician 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.
- Newer “smart” 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 Moisture/Density Gauge;
- Concrete air meter, slump cone, thermometers, and other concrete testing equipment;
- Sieves for aggregates and soil gradations;
- Electronic scales;
- Small tools;
- Proctor equipment for soil curves and one point tests;
- Atterburg and Sand Equivalent equipment;
- Sample hauling containers, and drying containers, and equipment;
- Miscellaneous equipment for performing the required soils, asphalt and concrete tests.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the CDOT Quality Manager. 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 or related Science(s) 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 five (5) 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.

A copy of work experience and proof of Certification, Degree, and/or License shall be provided to the CDOT Quality Manager 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 or CDOT Quality Manager.

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 CDOT Quality Manager. 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 Quality Manager 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 Quality Manager. CDOT Forms and worksheets are available through the CDOT Quality Manager.

The MTT shall furnish the CDOT Quality Manager 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 Quality Manager within 12 hours.

The CDOT Quality Manager shall be informed immediately of any non-specification material. At the discretion of the CDOT Quality Manager, 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 Quality Manager 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 Quality Manager within 30 working days after completion of all work. A completed CDOT Form 250 shall be submitted to the CDOT Quality Manager 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.

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	MTT
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	
LabCAT (Levels)	Level A & I	A & B
Excavation & Embankment	X	X
WAQTC		X
ACI Field Testing Tech I		X

* Not required if the Consultant is a licensed Professional Engineer or EIT

Consultant Public Information Management

The Consultant shall provide a full-time Public Information Manager (PIM) who will be the responsible charge for all activities associated with public information services. The PIM shall have professional experience in Public/Media Relations, Marketing or other related field and good verbal and written communications skills (note: administrative/business office skills are NOT considered a related field.) PIM may be a qualified sub-consultant. The Engineer will coordinate all aspects of the PIM’s work, including all required submittals, with the Regional Communications Manager (RCM).

- (a) *Activities of the PIM.* Throughout the duration of the project, the PIM shall be responsible for the following:

- (1) *On Call.* The PIM shall be available or on call on every day there is work on the project and shall be available upon the Engineer's request at other than normal working hours.
 - (2) *Project Meetings.* The PIM shall be available, as requested by the Engineer, to participate in weekly project meetings held on-site. At the meetings, PIM will discuss communications issues and develop strategies to provide timely details for upcoming media advisories/press releases, lane closure reports, website updates and information line recordings.
 - (3) *Public Information Plan.* The PIM shall submit a Public Information Plan (PIP) for approval by the Engineer. The PIP shall include project milestones and planned public information strategies; primary stakeholder communications list; identification of any public information issues and proposed outreach and approach to crisis communications. The PIP shall be updated if necessary based on project milestones and progress.
- (1) *Dialog Project Account.* The PIM shall submit a "Request for Dialog Account" as part of the on-boarding process for a Project. Dialog is a web-based communications support system provided by the Department. At this time, the PIM will provide all the project details that will appear on the Dialog Project Page. The PIM shall receive a login and password with which to access the Dialog Customer Service Program as well as the Lane Closures & Work Updates Program.
 - (2) *Public Information Line/Communications.* The PIM shall establish a public information office equipped with a telephone, voicemail, computer and email address. The public information office may be located off-site or within the PIM's field office, provided that the telephone line is a local call line. The voicemail greeting for the project information line shall provide an updated message each week (even if the work is continuous), or each day if necessary, concerning the project's completion date and forthcoming activities on the project and allow the recording of a message from the caller. If unable to answer the public information line, the PIM shall check and respond to voicemail messages throughout each day of construction operations and lane closures are being carried out. The PIM shall track inquiries made by citizens and businesses, including names, addresses, phone numbers, and subsequent action taken during construction; these customer inquiries and follow-up action shall be entered into Dialog. The system shall provide an automated report to the Engineer and Regional Communications Manager each week. All inquiries and complaints shall be followed up with a return phone call or email from either the PIM and, when necessary, the Engineer or Regional Communications Manager.
 - (3) *Photos/Video.* The PIM shall take and submit photos/videos with a description of the project work on regular intervals to the Engineer and Regional Communications Manager. A cell phone camera is permitted. Photographs/videos may include traffic control, paving, slope repair, erosion control, bridge deck and rail work, and other key areas of work as

identified by the Contractor, Engineer or Regional Communications Manager for use in reports to interested agencies, social media, and flyers. A minimum of two digital photographs/videos with a description outlining (date and activity depicted) shall be submitted each month to the Engineer and the Regional communications Manager

- (4) *Media Relations.* At least one week prior to the project start date, the PIM shall prepare a media release summarizing the project scope, construction phasing, potential traffic and construction, duration of project and summary of project benefits. The PIM shall develop additional media releases and traffic advisories based on major construction milestones such as major traffic shifts, key closures, to include detour maps or other visual aids, etc. or as requested by CDOT, using the CDOT template provided by the Department. The media releases and traffic advisories will be submitted for approval in accordance with Table 626-2. CDOT will distribute media releases, traffic advisories and other information.

The PIM or Contractor shall immediately notify the Engineer of any on-site situations involving the media. Should media call, the PIM will provide only the Regional Communications Manager's contact information. CDOT will address all media inquiries and media requests.

- (5) *Weekly Lane Closures & Work Updates.* The PIM shall assign a Lane Closure & Work Updates "Preparer" and a "Backup Preparer" who will be responsible for entering Lane Closures & Work Updates into the Dialog Program each week. The PIM, or the assigned Preparer, shall enter Weekly Lane Closures & Work Updates into the project through the Dialog Project Lane Closures & Work Updates Page each Thursday by 3pm for the following week's activities) Sunday through Saturday. Work Updates will be approved by the Dialog Project Administrator each Friday and a Report will be generated for the Media.
- (6) *Web Page Updates.* The PIM shall work with CDOT to develop internet web page content specifically for this project and provide consistent updates with the latest project information (web page development experience is not necessary as the PIM will simply supply information for the CDOT web page template). It shall contain all appropriate links to/from other sites if applicable, e.g., local city, county, bus service, etc. PIM will ensure the web page is updated at least weekly with pertinent schedule information, new photos, contact information, etc.
- (7) *Project Fliers.* At least 10 working days prior to the start of work, the PIM shall prepare and deliver one flier to each property owner potentially impacted by the highway work zone such as properties with direct access to the highway, nearby businesses, schools, homes, churches or others who rely on regular traffic access in the construction zone. The flier shall be developed using the CDOT template. An email containing the flier shall also be sent to all those known to use the project limits having significant or daily use of the roadway contained within the project corridor. Examples of these are bus services, community centers, schools. Additional fliers may be required, as directed, and may be

delivered via <http://uspseverydoordirectmail.com>, the use of a mailing list from county GIS mapping, or other approved method. Fliers will also be posted on social media.

The flier shall provide the anticipated project start and end date, location and description of work, traffic impacts and hours/days of operation, PIM’s project information line, email address, web address, project map (if necessary), a photo of the project area (if necessary) and a construction safety message as defined by the department. Flier may also contain contractor logo, if desired. Fliers shall be submitted for approval in accordance with Table 626-2. Final approval is provided by the Engineer. The PIM shall contact the Regional Communications Manager for a flier template which will include CDOT’s logo, project logo, or both.

Language Assistance for LEP Persons. CDOT is required to provide access to Limited English Proficient (LEP) persons. LEP persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. Examples of language assistance include, but are not limited to, translation of meeting notices and interpretation services at meetings. At a minimum, the PIM shall work with CDOT to provide interpretation services upon request by an LEP person. Additionally, if the community to which the project flyers shall be distributed has greater than 5 percent LEP persons, the flyers shall be translated. The PIM shall document all measures taken to communicate with LEP persons and record all requests for language assistance.

- (b) *Response Protocol to CDOT and the Public.* The PIM shall conform to Table 626-1 in responding to correspondence from stakeholders and the public:

**Table 626-1
RESPONSE PROTOCOL**

TYPE OF COMMUNICATION	TIMING OF RESPONSE
Hotline Calls	Check messages throughout day Respond same day (initial call) or within 24 hours (including weekends if work is occurring)
Email	Same day (within two business days for high volume situations)
Webpage Inquiries	Same day (within two business days for high volume situations)
Public Meeting Inquires	Within one week of the meeting

(c) *Deliverables Protocol to CDOT*. The PIM shall conform to Table 626-2 in submitting the following for Department review and approval prior to dissemination:

**Table 626-2
DELIVERABLES AND SUBMITTAL TIME TO CDOT ENGINEER**

Deliverable	When to be submitted
Emergency Response Telephone Tree (when required in the Contract)	Before works starts
Local Telephone Hotline	Before works starts
Stakeholder Distribution List (if required for non-work zone flyer recipients and emergency service providers)	At Pre-Construction Meeting
Lane Closure Reports Real-Time Lane Closures or Changes	Weekly, on Thursday by noon A minimum of 24 hours in advance if a change In real-time if in the field change
Traffic Advisories/Media Releases	48 hours prior to scheduled distribution date
Fliers, posters or other public material	5 Working Days prior to the scheduled distribution date In cases of rapid response, 48 hours prior to distribution
Photos/Video	Two a month or as requested.

(d) *Deliverable protocols to the public*. The PIM shall conform to Table 626-3 in providing the following information to the public:

**Table 626-3
DELIVERABLES AND SUBMITTAL TIME TO THE PUBLIC**

Deliverable	When to be published
Full road closures of impactful duration (e.g. weekend closure of interstate) Detours and major traffic impacts lasting seven days or longer	14 days prior to the beginning of activity in any area of the Project.
Major project activities (such as major lane shifts, bridge demolitions, etc.) lasting seven days or less	7 days prior to the beginning of the activity
Other remaining types of construction Activities in any area of the Project including: <ul style="list-style-type: none"> ▪ Night Work ▪ Utilities ▪ Change of business/residential access 	7 days prior to the beginning of activity in any area of the Project or as determined jointly by teams
Other construction updates (e.g., cancellation of planned closures, additional lane closures, closure removals, major traffic shifts, etc.) that directly impact the public.	As soon as known with at least 24 hours' notice

(e) *Public Information Contact Sheet.* A Public Information Contact Sheet shall be completed by the PIM with the names of contact as appropriate to the project: