



COLORADO
Department of Transportation
Region 4 Limon Residency

**SH 59 Seibert to Cope
Scope of Work**

Dated January 10, 2020
Region 4

Project:
SH 59 Seibert to Cope
STA 059A-036 (20518)
Estimated Start Date: March 09, 2020

The Contract Administrator for this Task Order will be:

Travis Miller, Resident Engineer
Region 4 - Limon Residency

Office: (719) 775-8002

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

Karl Larson, Project Manager
Region 4 - Limon Residency

Office: (719) 775-8006



General Scope of Work

The scope of work is for construction management, inspection services and materials testing of the SH 59 Seibert to Cope.

The project consists of 26.1 miles of Hot Mix Asphalt (HMA) overlay. This HMA resurfacing project (Site #1) consists of overlaying the existing roadway with 2.5" of HMA from MP 41.07 to MP 59.5 and from MP 59.5 to MP 67.14 applying a 2" HMA leveling course followed by a 2.5" HMA final overlay. In addition, various structure rehabilitation work will be performed on structures G-25-F, G-25-C, G-25-G & G-25-H, this will also include, bridge rail, guardrail, signing, delineators and striping and scour critical work at G-25-F. Site #2 will consist of HMA patching various degraded areas between Kit Carson (MP 0.00) and Seibert (MP 41.07)

This project is expected to be completed in one construction season beginning May 4, 2020. The project is 120 working days and is expected to finish October 23, 2020.

This project will be delivered by the Design/Bid/Build process.

CDOT will need one full-time Consultant Project Engineer, one full-time Assistant Project Engineer, one full-time senior inspector, one full-time materials tester, and one full-time materials tester/inspector for the duration of the project.

This Consultant Project Engineer shall be a Professional Engineer, licensed in the State of Colorado.

The Consultant Assistant Project Engineer will assist the Consultant Project Engineer in administering the project and will be in Responsible Charge when the Consultant Project Engineer is not on the project.

The Inspector will be responsible for day-to-day activities as assigned by the Consultant Project Engineer. These responsibilities may 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.

The materials testers will be responsible for the project materials sampling, testing, and documentation as required by the CDOT Materials Manual, CDOT Standard Specifications for Road and Bridge Construction, Project Special Specifications, Standard Specifications and as directed by the Consultant Project Engineer.

The Consultant Project Engineer shall be qualified in reviewing transportation construction schedules, and shall be capable of reviewing construction schedules submitted in Microsoft Project/Primavera P6 scheduling software format. The Consultant Project Engineer will be responsible to review the Contractor's baseline and monthly schedules and submit comments to the Resident Engineer.

The time period for the work described in this scope of work covers the period March 9, 2020 to January 15, 2021. Contractor Notice to Proceed is expected by February 28, 2020. Field work is expected to begin in May 2020 and substantial completion is expected by October 2020.

Work is anticipated to be mainly day work. Work may periodically be required on weekends. Work weeks may be in excess of or less than the standard 40-hour week. Final documentation is expected to be submitted within 45 days of project acceptance. All support construction staff will be either CDOT or Consultant personnel and shall remain assigned to the project site during the duration of construction, unless otherwise directed by the Resident Engineer. CDOT reserves the right to replace consultant personnel with available CDOT personnel or others.

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.

Consultant Project Engineer - The consultant employee under responsible charge of the consultant's Professional Engineer who is in direct charge of the work and is responsible for the administration and satisfactory completion of the project. The Consultant Professional 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 Assistant Project Engineer - The Consultant Assistant Project Engineer is the employee on the project who will assist the Consultant Project Engineer in administering the project. The Consultant Assistant Project Engineer will perform construction inspection and other project-related services under the responsible charge of the Consultant Project Engineer/Manager and at the direction of the CDOT Resident Engineer. The Consultant Assistant Project Engineer is the individual in responsible charge when the Consultant Project Engineer is not on the project.

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

Consultant Principal - The Consultant employee in responsible charge of Consultant services performed as described in this Contract. The Consultant Principal administers the Consultant contract. The Consultant Principal 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 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 address this issue.

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 Project Engineer.

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 Consultant Project Engineer on this project with materials related issues including concrete, asphalt, soils 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 March 2, 2020 through January 15, 2021 with field work occurring from approximately May 4, 2020 to October 31, 2020. It is anticipated that the construction project will have day work (7am to 7pm). Working nights, weekends, and holidays could be a possibility and should not be ruled out if it is determined to be in the best interest of the project. The exact personnel requirements will be determined based upon the Contractor's construction schedule.

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 Project Manager, for all contract activities performed by the Consultant.
- 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 consultant personnel. The CDOT Project Manager, prior to billing, must sign these time cards.
- 5) Supporting documentation for all direct costs.

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, 2020 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), cell phone that works on the construction project, 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. Consultant computers shall be able to operate CDOT's web based Trns*Port application, ProjectWise, Google Drive, and have current Microsoft Word and Excel software.

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.

The following equipment shall be furnished by the consultant inspector or tester 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:

- 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
- Atterberg, 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

Engineer's Certification

The CDOT Resident Engineer shall be the final authority regarding acceptance of work performed by the Consultant. The Consultant Testing 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 HMA, bridge rehabilitation, environmental constraints, embankment, and traffic control management. The Consultant personnel shall be prepared to work in hot, cold, and wet weather conditions.

The Consultant Project Engineer shall provide support 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 and be proficient in LCP Tracker and B2G software.
- Facilitate weekly progress meetings utilizing the Project FIRST Issue Documentation Matrix with the contractor, subcontractors, utilities and other interested parties and keep meeting minutes.
- Securing project documentation from the contractor.
- Anticipating project problems and notifying 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 Project Manager 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 and/or businesses as required to-resolve issues that arise due to construction.

- Reviewing and approving 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.
- Obtain required EEO forms (205s, 832, 838, 1337, 1391, 1418, etc.) from the contractor and review for compliance with EEO policies and send to Region 4 EEO Officer.
- Review contractors and subcontractors Certified Payrolls for compliance utilizing B2G/LCP Tracker software.
- Preparation of inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures.
- Preparation of progress pay estimates in CDOT's Trns*port system.
- 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 (must be completed in 45 days after the Letter of Acceptance of the project).
- Miscellaneous related duties as requested by the 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.
- Uploading project documentation into CDOT ProjectWise data base.

When directed by the Consultant Project Engineer, the Inspector or MTTs (Materials Testing Technicians) shall sample, test, 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 Project Engineer, Assistant Project Engineer, Inspector, and MTTs, 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 CDOT Project Manager or CDOT Resident Engineer.

Testing of materials that are specifically designated to be pre-inspected or pre-tested by this or any other Department of Transportation shall remain the responsibility of CDOT. When directed by the Consultant Project Engineer, the Consultant Inspector or MTTs 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.

Initial Project Meeting

The Consultants, CDOT Project Manager, 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 Project Engineer shall anticipate running the Pre-Construction (estimated in April) and Project First Meetings prior to construction. The Consultant Assistant Project Engineer, Consultant Inspector, Consultant Materials Testers should attend these meetings.

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 uploaded to ProjectWise within one working day of its date.

Personnel Qualifications

CDOT is seeking supplemental construction administration support staff from the Consultant to facilitate construction management of the SH 59 Seibert to Cope project. From the Consultant, the construction administration team shall include one full-time Consultant Project Engineer, one full-time Consultant Assistant Project Engineer, one full-time consultant senior inspector, one full-time consultant materials tester, and one full-time consultant

materials tester/inspector for the duration of the project. The scope of work also includes qualified part-time staff to provide a monthly in-depth construction schedule analysis and report.

The Consultant will be expected to have strong experience in critical path scheduling, public relations, bridge work, hot mix asphalt, embankment and traffic control management.

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
- Constructing highway bridges
- HMA pavement construction
- Environmental constraints
- Force account analysis
- Consultant employees required to operate vehicles must possess and maintain a valid State of Colorado Driver's License
- Public relations (working with local communities and agencies)
- Using B2G/LCP software for Civil Rights, Prompt Payment, etc.

The Consultant Project Engineer shall administer the project, performing some inspection work, and oversee the Construction Administration staff. Other requirements of the Consultant Project Engineer include:

- Licensure as a Professional Engineer in the State of Colorado
- Experience in administration of CDOT construction projects
- Ability to complete progress pay estimates, change orders, and other Site Manager work as needed
- Reviewing and approving Method of Handling Traffic and have taken the Traffic Control Supervision class and have been certified within the last three years.
- Experience in HMA pavement construction, full-depth reclamation, and bridge construction. Interaction with local residents and businesses is not required but beneficial
- CDOT experience with the federal project requirements such as OJT, review of 205's, site interviews to complete CDOT Form 280, reviewing Davis-Bacon wages and certified payrolls, familiarity with B2G/LCP software for all Civil Rights compliance
- A minimum of 5 years of experience on CDOT construction projects

The Consultant Assistant Project Engineer shall assist the Project Engineer in administering the project, perform some inspection work, and assist in overseeing Construction Administration staff. Other requirements of the Consultant Assistant Project Engineer include:

- HMA pavement inspection experience
- Bridge construction inspection experience
- 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.
- A minimum of 3 years of experience on CDOT construction projects

The Inspector will primarily perform roadway and bridge inspection work as needed. Other inspection and paperwork duties may also be required. The Inspector shall have the experience in the following:

- HMA pavement inspection
- Bridge construction inspection experience
- 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.
- A minimum of 2 years of experience on CDOT construction projects

All the Consultant staff (except the testers) shall be familiar with and have experience using the Site Manager program to enter 266 inspection forms and other areas if needed. The Consultants shall be thoroughly familiar with CDOT forms and documentation requirements.

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

One full-time Consultant Materials Testing Technician and one full-time Consultant Materials Testing Technician/Inspector (MTTs or Testers) will be required for the duration of the project. One Tester shall be the Head Tester on the project and shall have a minimum of 3 years of experience on CDOT construction projects. The other tester shall assist the Head tester during the busy construction months (approximately July - October 2020) and serve as an inspector during the other times on the project. Both MTTs shall have experience in cast in place concrete, asphalt, earthwork, and certifications accordingly. The Consultant MTTs shall review the project plans, specifications, and the 2020 version of the CDOT Field Materials Manual and the project specific CDOT Form 250 to complete the project with the number and types of tests that will need to be performed on the project. The Consultant MTTs and the Consultant Project Engineer shall meet on a regular basis, beginning prior to the start of the project, to address any questions or issues involving testing procedures, frequency, or documentation. Additional testing may be required if requested by the Consultant Project Engineer or the Resident Engineer. The Consultant MTTs shall input test results and other materials data into Site Manager LIMS and keep it updated on a daily basis. The Consultant

MTTs shall be thoroughly familiar with CDOT forms and documentation requirements. The Materials Testing Technicians shall be assigned to the project and report to the project site. The Consultant MTTs shall be approved by the CDOT Resident Engineer and have the following certifications:

- The MTT performing concrete tests shall be certified by The American Concrete Institute (ACI) and have certification of testing concrete for compressive strength.
- The MTT performing hot bituminous pavement tests shall be Level II, A&B certified by The Colorado Asphalt Technician Certification Program (LabCAT).
- WAQTC, Soils Certification

The Consultant MTTs shall be thoroughly familiar with CDOT's web-based materials applications for documentation and acceptance which includes Site Manager LIMS and the CDOT SAP NetWeaver Portal (CAR). Testers shall have successfully completed Site Manager LIMS training. It is anticipated the project will use Site Manager LIMS and CAR reporting for the materials and testing 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 Inspector must have relevant construction inspection experience on at least two recent CDOT projects.
3. The materials tester Consultant must have relevant construction materials test experience on at least one recent CDOT project.
4. Personnel shall be thoroughly familiar with CDOT forms and documentation requirements.
5. The materials tester Consultant shall have completed CDOT's Site Manager LIMS training.
6. The inspection Consultant shall have completed Trns*Port Site Manager training.
7. Knowledge and able to review Method of Handling Traffic plans and have taken the Traffic Control Supervision class and have been certified within the last three years.

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.	N/A	N/A
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 electronic award sets of plans and specifications to the CDOT Resident Engineer, Contractor, and Consultant staff.		✓
5. Issue Notice to Proceed to the Contractor.		✓
6. Schedule, attend, conduct, and prepare minutes of all project meetings as follows:		
a. Job Showing		✓
b. Pre-construction Conference	✓	
c. Project First	✓	
d. Weekly Project Meetings	✓	
e. Pre-Survey Conference (if required):	✓	
(1) Construction Staking	N/A	N/A
(2) Survey Documentation	✓	
f. Bridge Construction Communications	✓	
g. Structural Concrete Pre-pour Conference	✓	
i. HMA Pre-paving Conference	✓	

DESCRIPTION OF TASK	CONSULTANT	CDOT
7. 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.	✓	
8. 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	✓	✓
9. Construction inspection including calculations, measurements, and documentation of interim and final pay quantities as directed by the Project Engineer.	✓	
10. 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.	✓	
11. 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).		✓
c. Development, checking and design mix approvals:	✓	✓
(1) Concrete	✓	✓
(2) Hot Bituminous Pavement	✓	✓
d. Acceptance of manufactured products	✓	
e. Inspecting fabrication of structural steel and pre-cast concrete structural components.	✓	✓
f. Inspecting fabrication of bearing devices	✓	✓

DESCRIPTION OF TASK	CONSULTANT	CDOT
g. Laboratory check testing.	✓	✓
h. Acceptance testing.	✓	
i. Independent assurance testing - develop, complete and distribute CDOT Form # 379 – Project Independent Assurance Sampling Schedule.		✓
j. Approve sources of materials.	✓	✓
12. Maintain time counts	✓	
13. Maintain project files for documentation; provide duplicate documentation to CDOT Resident Engineer when requested.	✓	
14. Obtain, accept, and approve all required material certifications.	✓	
15. Approve shop drawings	✓	✓
16. Perform Traffic Control Inspections	✓	
17. Approve temporary traffic signal equipment	✓	
18. Construction surveying – quality control checking and quantity verification (as needed only)	✓	
19. ROW Monumentation – quality control checking	✓	
20. 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.	✓	
21. 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.	✓	
22. 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
23. Monitor project financial status and submit monthly in a format acceptable to the Region, such as CDOT Form # 65a – Project Financial Status Report.	✓	✓
24. 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		✓
25. Prepare appropriate responses to Contractor, subcontractor or supplier requests for information, submittals, disputes, claims, change notices, or other correspondence.	✓	
26. Prepare response for Project Engineer status of claim & Claim Status Report Form	✓	
27. Prepare complete claim record	✓	
28. Give oral or written presentation to Region Director for claims.	✓	
29. Give presentation for Claim Review Board or AAA Arbitration board.	✓	
30. Conduct routine, random, project reviews to ensure the project is being administered in accordance with the terms of the construction contract.	✓	✓
31. Conduct final project inspection of completed or unacceptable work and prepare punch list for final acceptance.	✓	
32. Prepare and submit CDOT Form # 1212a – Final Acceptance Report		✓
33. Prepare final project acceptance letter and distribute per procedures in the CDOT Construction Manual.	✓	
34. Advertise for final settlement.		✓
35. Maintain accurate as constructed notes and prepare and distribute final as-constructed plans per procedures in the CDOT Construction Manual.	✓	
36. Check final quantities, final plans, and prepare the final pay estimate. Note: Only CDOT can sign final pay estimate sheets and voucher.	✓	
37. Check material records.	✓	
38. Submit final materials certifications	✓	

DESCRIPTION OF TASK	CONSULTANT	CDOT
39. Obtain and review FHWA Form PR 47 (Statement of Materials and Labor Used) from the Contractor, check and submit to the Region.	✓	✓
40. Complete and submit CDOT Form # 950 for project closure.		✓
41. 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.)	✓	