

# US 285 CONSTRUCTION ADMINISTRATION SCOPE OF WORK

Scope Date: Dec. 29, 2020  
Estimated Construction Start Date: March 31, 2021  
Region 2

**PROJECT NUMBER:** STA M420-001 / FBR 2854-143  
**PROJECT CODE:** 20638 / 22865  
**CMS ID NUMBER:** TBD  
**PROJECT LOCATION:** US 285 – SH 9 / US 285 Over the S Platte  
**CONTRACT TYPE:** Project Specific, Task Order Directed, Specific Rate of Pay  
**CONTRACT SUBJECT:** Construction Management, Inspection and Testing Services

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The Contract Administrator for this Contract will be:

Daniel Hunt, PE II  
Resident Engineer – Region 2  
1480 Quail Lake Loop  
Colorado Springs, CO 80906  
Office: (719) 227-3231, Mobile: (719) 491-4303  
Email: [DANIEL.HUNT@STATE.CO.US](mailto:DANIEL.HUNT@STATE.CO.US)

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

Austin Gilbert  
Project Engineer – Region 2  
1480 Quail Lake Loop  
Colorado Springs, CO 80906  
Office: (719) 659-9438  
Email: [AUSTIN.GILBERT@STATE.CO.US](mailto:AUSTIN.GILBERT@STATE.CO.US)

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## **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, if the Department has available resources to staff the project from within.

## **Definitions**

1. *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.
2. *CDOT Project Engineer* - The CDOT employee assigned by the Resident Engineer to be the Chief Engineer's duly authorized representative. The CDOT Project Engineer is in direct charge of the project work and is responsible for the administration and satisfactory completion of the project under Contract.
3. *CDOT Assistant Project Engineer* - The CDOT employee assistant to the CDOT Project Engineer. Responsible for assisting the CDOT Project Engineer in SiteManager Applications, CMOs, pay estimates and erosion control.
4. *Consultant Assistant Project Engineer* - The assistant to the CDOT Project Engineer. Responsible for assisting the CDOT Project Engineer and assisting in overseeing the Consultant Inspectors and Testers. Attend weekly meetings as determined by the CDOT Project Engineer. The Assistant Project Engineer shall be a Registered Professional Engineer in the State of Colorado with a minimum of 5 years of relevant experience in highway construction.
5. *Consultant Erosion Control Inspector* - The individual, firm, or corporation under contract by this agreement to perform construction services as outlined below.
6. *Consultant Inspector Traffic Control* - The individual, firm, or corporation under contract by this agreement to perform construction services as outlined below. This individual shall have a minimum of five (5) years' experience related to CDOT Construction Projects
7. *Consultant* - The individual, firm, or corporation under contract by this agreement to perform construction services as outlined below.
8. *Senior Bridge Consultant Inspector* - The Consultant Senior Inspector shall report directly to the CDOT Project Engineer and/or the Consultant Assistant Project Engineer. This individual shall be responsible for monitoring the structural construction for compliance to all CDOT and Federal standards. The Senior Bridge Consultant Inspector shall have a minimum of 5 years of relevant experience in bridge construction.
9. *Consultant Inspector* - Consultant employee who performs inspections of the Contractors work under the direction of the Consultant Assistant Project Engineer and the Project Engineer.
10. *Consultant Materials Testing Technicians (MTT)*- Consultant employee who performs material testing of the Contractors materials under the direction of the Consultant Assistant Project Engineer and the Project Engineer.
11. *Consultant Scheduling Specialist* - Consultant employee who performs reviews of the Contractor's schedule and method statements under the direction of the CDOT Project Engineer and/or the Consultant Assistant Project Engineer.
12. *Contractor* - The individual, firm, or corporation under contract with CDOT to construct the facility.

## **Initial Project Meeting**

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

## **Project Description and Project Location**

This RFP includes work for two CDOT projects.

Project 20638 will consist of reconstructing approximately one-mile of US 285 (approximately ½ mile in either direction of the CO 9 intersection) by adding additional lanes, upgrading the traffic signal, adding lighting, improving the drainage system, bridge replacement, and making changes to access locations to improve safety and operations of the CO 9 and US 285 intersection.

Project 22865 will consist of the replacement of a timber stringer structure with a concrete structure with precast deck panels at MP 172 near Park CR 22.

### **Work Duration**

The time for the work described in this scope of work covers the period from Notice to Proceed to Dec. 30, 2022. 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 Project Engineer if it is anticipated that Consultant services may not be required for a period exceeding one week. A procedure shall be agreed upon at the Initial Project meeting to resolve this issue.

Anticipated Construction: Late March 2021 to Early April 2021 to December 2022. During construction, CDOT anticipates utilizing approximately:

- 1 Consultant Assistant Project Engineer
- 1/4 Time Senior Bridge Consultant Inspector
- 1 Full Time Consultant Inspector (Assistant to Senior Bridge)
- 1 Full Time Consultant Inspector (Erosion Control / Roadway)
- 1 Full Time Consultant Inspector (Roadway)
- 1 Full Time Consultant Inspector (Traffic Control)
- 2 Full Time Consultant Materials Testing Technicians (Certifications Required – Asphalt, Concrete, and Soils) (One Tester shall be full time LIMS)
- 1/4 Time Consultant Materials Runner
- Consultant Scheduling Specialist (10 hours/month)

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

### **Conditions Applicable to all Consultant Personnel: Overtime / Travel Pay / Per Diem**

#### Overtime Hours

- 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 be paid as follows:

- Travel time will be paid from primary residence on Monday to the project and on Friday from the project to primary residence
- Travel time will be paid Monday thru Friday while on the project
- Travel time will be paid on Sunday evenings if approved by the Project Engineer

#### Per Diem & Lodging

- Per diem and lodging will be allowed per State Fiscal Rules except as Approved by the Region Transportation Director

### **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 Project Engineer for all contract activities performed by Consultant personnel authorized to perform work on the project.
- Periodic reports and billings required by CDOT Procedural Directive 400.2.

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

### **Status of Contract**

The consultant shall monitor the fiscal status of the contract, and advise the CDOT Project Engineer of any potential need to supplement their contract. Failure to monitor contract status and provide timely notification may result in discontinuation of the Consultant's services. The invoice shall include monthly status reports per the consultant guidelines and shall include budget information.

### **Consultant Erosion Control Inspector**

- Review, monitor, and manage all environmental requirements of the contract including but not limited to, managing of all erosion control documentation, Hazmat compliance, noise compliance, issuance of 105's for non-compliance, and attendance of all inspections required by the permit. This individual will ensure compliance of mitigation of all biological and endangered species issues on the project. This person(s) is expected to be qualified in all aspects of Environmental concerns related to the project with the ability to support the CDOT Project Engineer to maintain full environmental compliance on the project.

### **Consultant Inspector (Traffic Control)**

- The Consultant Inspector (Traffic Control) will be responsible for monitoring the Contractors day to day traffic operation for compliance to all CDOT and Federal standards. Duties will include review and commenting of MHT's prior to the Contractor performing the required work, enforcement of MHT's, tracking and documenting all traffic devices and operations. All required CDOT documentation will be required to be kept current daily and not limited to TCS diaries, form 7's, and daily traffic inspection logs. Video and photo logs shall be required. This individual shall have a minimum of five (5) years' experience related to CDOT Construction Projects.
- The Consultant Inspector (Traffic Control) will be required to communicate all traffic related issues, immediately, to the CDOT Project Engineer and or the Consultant Assistant Project Engineer.

### **Documentation**

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

The Consultant personnel shall be capable of review of MHT's, construction quantity calculations required for this type of project; inspection reports; daily diaries; 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 with photos for each day they perform work on the project. They shall use CDOT's Automated Form 103a - Project Diary unless otherwise approved by the CDOT Project Engineer or their designee. 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 and photos shall be given to the Office Engineer within one working day of its date.

### **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 Project Engineer. For the purposes of this document, construction inspection shall be known as "the work" and references to "the specifications" shall include all applicable CDOT Standard Specifications for Road and Bridge Construction as amended by Project Standard Provisions, Project Special Provisions, and project plans and specifications.

#### **General Work Description**

The Consultant Assistant Project Engineer 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 Assistant Project Engineer 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.

The Consultant Assistant Project Engineer shall assist the CDOT Project Engineer in the following Construction activities:

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

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

### **Labor, Materials, Vehicles & Equipment**

The Consultant shall provide the Consultant Inspector with the following:

- A suitable vehicle equipped with at a flashing light bar that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- A cellular Smartphone.
- A state-of-the-art computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider or consultant provided internet connection. Each computer shall be loaded with MS Office software (2007 version or later), including ProjectWise, 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. This includes a face mask to meet any requirements regarding COVID through the duration of the project.
- 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 CDOT Project Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the CDOT Project Engineer or the Consultant Assistant Project Engineer. Employees required to operate vehicles must possess and maintain a valid State of Colorado driver's license. The Consultant Inspector(s) permanently assigned to a project shall be competent in road and bridge construction and be thoroughly familiar with CDOT specifications, manuals, forms, and documentation requirements including SiteManager. The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer.

The qualifications for the level(s) shall be commensurate to experience, and are as follows:

1. Consultant Assistant Project Engineer – a minimum of five (5) years of experience in highway construction inspection as a licensed professional engineer in the state of Colorado.
2. Consultant Inspectors - shall have a five (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 Project Engineer.

## **Documentation**

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

## **Consultant Materials Testing Technician Requirements: Project Standards**

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

If the required method is not described in the CDOT Field Materials Manual, the required work shall be completed in accordance with AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing (as revised and supplemented).

One Consultant Materials Testing Technician shall be full time in LIMS and shall be thoroughly familiar with CDOT Forms and documentation requirements and have had LIMS training in Site Manager with the ability to enter all materials documentation into Site Manager LIMS program.

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

## **General Work Description**

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

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

The Consultant shall follow the requirements of CP-16 to meet, coordinate and schedule the required work with the Project Engineer, Resident Engineer, and Consultant Assistant Project Engineer. The consultant shall complete all work in accordance with their approved schedule. The consultant materials testing evaluation form shall be completed by the CDOT Project Engineer or Resident Engineer and head tester, and distributed as described in CP-16. The CDOT Project Engineer shall forward a copy of the completed Pre-Testing Meeting Agenda for Consultant Materials Testing to the Region Materials Engineer.

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

### **Labor, Materials, Vehicles & Equipment**

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

- A suitable vehicle equipped with a flashing light bar that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- A cellular Smartphone.
- 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 (2016 version or later), including ProjectWise, 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. This includes a face mask to meet any requirements regarding COVID through the duration of the project.
- 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.
- Soil sample bags, asphalt and cement tins/buckets for the entire project scope. Remaining sample bags and tins will be the property of the consultant and CDOT will not be charged for leftover sample bags and tins.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the CDOT Project Engineer. The MTT shall be thoroughly familiar with CDOT specification, manuals, forms, and documentation requirements.

The MTT shall be permanently assigned to a project for the duration of the project and shall have the following qualifications:

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

### **Documentation**

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

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

The MTT shall furnish the CDOT Project Engineer with original copies of all worksheets and test results on a daily basis. The MTT shall also keep the CDOT Form 626 up to date at all times and provide copies of this form to the CDOT Project Engineer within 12 hours.

The CDOT Project Engineer shall be informed immediately of any non-specification material. At the discretion of the CDOT Project Engineer, the MTT may also be required to provide the CDOT Form 626 to the contractor within 12 hours for any non-specification material.

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

### **Assurance Sampling and Testing**

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

### **Submittal of Final Documentation**

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

### **Public Information**

This scope of work does not include Public Information.

**Additional Construction Inspection and Materials Testing Requirements:**

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

<b>Class/Certification</b>	<b>Consultant Inspector</b>	<b>Consultant Materials Testing Technician (MTT)</b>
<b>Basic Highway Math</b>	X*	X
<b>Basic Construction Surveying</b>	X*	X
<b>Basic Highway Plan Reading</b>	X*	X
<b>Storm water Management and Erosion Control</b>	X	X
<b>CCA Traffic Control Supervisor</b>	X	
<b>LabCAT (Levels)</b>	Level A & I	A & B & I
<b>Excavation &amp; Embankment</b>	X	X
<b>WAQTC</b>		X
<b>ACI Field Testing Tech I</b>		X

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