



**COLORADO**  
Department of Transportation

Region 4 Limon Residency  
2738 Hwy 40 (PO Box 366)  
Limon, CO 80828

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**US 36/US 40 TIMBER BRIDGE REPLACEMENTS  
SCOPE OF WORK**

**Dated March 2, 2021  
Region 4**

**Project:  
24367 FBR 0362-039 (BE Structures)  
24372 FBR 0405-040 (Non-BE Structure)  
PROJECT LOCATION: Strasburg to Agate  
PROJECT CODES: 24367 and 24372  
Estimated Start Date: March 15, 2021**

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The Contract Administrator for this Task Order will be:

Rhianna Poss, Resident Engineer  
Region 4 - Limon Residency

Office: (719) 775-8003

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

Karl Larson, CEPM II  
Region 4 - Limon Residency

Office: (719) 775-8006

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## General Scope of Work

The scope of work is for construction management, inspection services, materials testing, and public information management services of the US 36/US 40 Timber Bridge Replacements project. This project is located along routes US 36 and US 40, which also serves as the I-70 Frontage Road, between the towns of Strasburg and Agate.

The project will remove and replace four timber structures at the following locations: F-19-E, MP 98 on US 36 (2.7 Miles west of Byers, CO); F-20-L, MP 342 on US 40 (0.8 Miles west of Peoria, CO); F-20-J, MP 350 on US 40 (0.7 Miles west of Deer Trail, CO); and G-21-A, MP 361.5 on US 40 (1.2 Miles west of Agate, CO). Additional work includes, Hot Mix Asphalt (HMA) paving, water proofing membrane of bridge decks, new bridge rail and guardrail, erosion control, drainage improvements, signing, and striping.

This project is expected to be completed over an 8-10 month period. The construction of this project is anticipated to start August 30, 2021 and anticipated to be completed by June 24, 2022.

This project will be delivered by the utilizing the alternative delivery Construction Manager/General Contractor ("CM/GC") procurement and construction processes.

CDOT will need Consultant personnel for one full-time Project Engineer, one full-time Assistant Project Engineer, one full-time Materials Tester, one full-time Materials Tester/Inspector and one full-time Public Information Manager for the duration of the project. The 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 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 Materials Tester/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 and assisting the head materials tester.

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

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responsible to review the Contractor's baseline and monthly schedules and submit comments to the Resident Engineer.

The Consultant Public Information Manager will be responsible for all activities associated with Public Information Management for this project

The time period for the work described in this scope of work covers the period March 15, 2021 to August 24, 2022. Contractor Notice to Proceed is expected in March 2021. Field work is expected to begin in August 2021 and substantial completion is expected by June 2022.

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, possessing a Professional Engineering license in the State of Colorado, 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.

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**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.

**Consultant Public Information Manager (PIM)** - Consultant employee who performs public information management of the project.

**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 approximately March 16, 2021 to August 24, 2022. It is anticipated that the project will have day work (7am to 7pm) with some night work when required for safety critical bridge work, traffic switches, and some utility work. 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 implemented.

### **Project Standards**

All documentation shall be in accordance with the latest versions of the Colorado Department of Transportation's Construction Manual, 2020/2021 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, 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.

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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.

### **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 shall anticipate running the Pre-Construction (mid-August 2021) and Partnering Meetings prior to construction.

### **Consultant Construction Management Work Description**

The Construction Administration of the project shall require CDOT and roadway construction experience with emphasis on bridge construction, concrete construction, environmental constraints, embankment, hot mix asphalt, utility relocations, and traffic control management. The Consultant personnel shall be prepared to work in cold and wet weather conditions.

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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.
- Attend Project First Meetings.
- Attend weekly CM/GC meetings prior to commencement of construction.
- Monitoring and documenting contractor payroll compliance.
- 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 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 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.

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- 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.

When directed by the Consultant Project Engineer, the Inspector or Materials Tester 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, Consultant Assistant Project Engineer, Consultant Inspector, and Consultant Materials Tester 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 Materials Tester 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.

### **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



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approved by the Resident Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be given to the CDOT Project Manager within one working day of its date.

### **Construction Personnel Qualifications**

CDOT is seeking construction administration support staff from the Consultant to facilitate construction management of the US 36/US 40 Timber Bridge Replacements 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 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 construction, hot mix asphalt, embankment, structural concrete 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
- Structural concrete
- 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

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- Experience in overseeing safety critical work as defined in the Project Special Provisions
- 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 and bridge construction and HMA pavement 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 Consultant Inspector/Materials Tester 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 3 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 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

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CDOT construction projects. The other tester shall assist the Head tester during the busy construction months and serve as an inspector during the other times on the project. Both Materials Testers shall have experience in cast in place concrete, asphalt, earthwork, and certifications accordingly. The Consultant Materials Tester shall review the project plans, specifications, and the 2020/2021 versions 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 Materials Testers 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 Materials Testers shall input test results and other materials data into Site Manager LIMS and keep it updated on a daily basis. The Consultant Materials Testers shall be thoroughly familiar with CDOT forms and documentation requirements. The Materials Testers shall be assigned to the project and report to the project site. The Consultant Materials Testers shall be approved by the CDOT Resident Engineer and have the following certifications:

- 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. NICET Certification shall be provided to the CDOT Project Manager or equivalent.
- The Materials Tester performing concrete tests shall be certified by The American Concrete Institute (ACI) and have certification of testing concrete for compressive strength.
- The Materials Tester performing hot mix asphalt tests shall be Level II, A&B certified by The Colorado Asphalt Technician Certification Program (LabCAT).
- WAQTC, Soils Certification

The Consultant Materials Testers 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(s) performing inspection must have relevant construction inspection experience on at least two recent CDOT projects.
3. The Consultant Materials Tester(s) must have relevant construction materials test experience on at least one recent CDOT project (within the past 2 years).
4. Personnel shall be thoroughly familiar with CDOT forms and documentation requirements.

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5. The Consultant Materials Tester(s) shall have completed CDOT's Site Manager LIMS training.
6. The Consultant Project Engineer, Assistant Project Engineer, and Inspector 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.   |            | ✓    |

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|   |                   |             |
|---|-------------------|-------------|
| 6. Schedule, attend, conduct, and prepare minutes of all project meetings as follows:   |                   |             |
| a. Job Showing  |                   | ✓           |
| b. Pre-construction Conference  | ✓                 |             |
| c. Project First Workshops (Initial, Interim, & Final)  | ✓                 |             |
| d. Weekly Project Meetings  | ✓                 |             |
| e. Pre-Survey Conference (if required):   | ✓                 |             |
| (1) Construction Staking  | ✓                 |             |
| (2) Survey Documentation  | ✓                 |             |
| f. Bridge Construction Communications   | ✓                 |             |
| <b>DESCRIPTION OF TASK</b>  | <b>CONSULTANT</b> | <b>CDOT</b> |
|   |                   |             |
| g. Structural Concrete Pre-pour Conference  | ✓                 |             |
| h. Pre-Erection Girder Conference   | ✓                 |             |
| i. Concrete Pavement Pre-paving Conference  | ✓                 |             |
| j. HMA Pre-paving Conference  | ✓                 |             |
| 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:<br><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  | ✓                 | ✓           |

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|  |   |   |
|--|---|---|
| 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.)    | ✓ |   |
| 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.  |   | ✓ |

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|   |                   |             |
|---|-------------------|-------------|
| (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  | ✓                 | ✓           |
| <b>DESCRIPTION OF TASK</b>  | <b>CONSULTANT</b> | <b>CDOT</b> |
| 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.  | ✓                 | ✓           |

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|   |                   |             |
|---|-------------------|-------------|
| 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<br><br>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. | ✓                 | ✓           |
| <b>DESCRIPTION OF TASK</b>  | <b>CONSULTANT</b> | <b>CDOT</b> |
| 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  |                   | ✓           |



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|  |   |   |
|--|---|---|
| 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.) |            | ✓    |

**Consultant Public Information Management Work Description**

The Public Information Management of the project shall require CDOT and public communication experience with emphasis on public/media relations, marketing or other related field, and strong written and verbal communication skills.

The Consultant Public Information Manager, from Notice to Proceed of the Construction Contract through Final Acceptance of the project, shall be responsible for:

- Complete and update the Project Onboarding Checklist (<https://form.jotform.com/71167524405150>) on a monthly basis or as requested by the Engineer.
- Be available or on-call each day there is work on the project and shall be available upon the Engineer's request outside of normal working hours.
- Establish a public information office equipped with a telephone having a local phone number and voicemail, a computer and an email address. The public information office may be located within the project office, off-site, or within the PIM's office. The telephone line shall be the Project Hotline and shall be included on the Project Information signs. The voicemail greeting shall be updated at least weekly. The

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greeting shall include the project's completion date, forthcoming activities for the update period, and allow the caller to leave a voice message. The PIM shall answer calls, check voicemail and email messages, and respond to messages throughout each day that construction operations are in effect. The PIM, and when necessary the Engineer, shall respond to all inquiries with a phone call, a voice message, or an email within one work day. The PIM shall document the name, contact information, either a phone number or email address, and the action taken. Within two days of receiving the message, the PIM shall enter message details and follow-up action into a Dialog matrix.

- Prepare and submit lane closures.
  - Dialog Project Account - At the Pre-Construction Conference, the PIM shall submit a "Request for Dialog Account" to the Engineer. The Engineer will provide the Consultant a login and password for the Dialog Customer Service Program and the Lane Closures and Updates Program. At least once per week, the PIM shall be responsible for entering project information into the Dialog Project Account.
  - Weekly Lane Closures - The PIM shall enter the planned weekly lane closures and updates into the Dialog Program by Thursday at 12:00 P.M. for the upcoming Sunday through Saturday. The information will be included on the website, [www.cotrip.org](http://www.cotrip.org), and a media report. The PIM shall develop Traffic Advisories that include lane closure and update information. The Engineer will approve the Lane Closure and Updates by each Friday at 3:00 P.M.. Each Monday by 12:00 P.M., the PIM shall review [www.cotrip.org](http://www.cotrip.org) and verify that the lane closure and update information is accurate. If corrections are necessary, the PIM shall coordinate those corrections to [www.cotrip.org](http://www.cotrip.org) with the Engineer.
  - Real-Time Lane Closure Changes - The PIM shall notify the Engineer at least 24 hours in advance for changes to an approved Lane Closure. The Engineer will notify the PIM when the Dialog Program record is available for changes. After changes are made, the PIM shall notify the Engineer that the changes are ready for review and approval.
- Develop a variety of Public Information Collateral to share project information with the public as necessary for major project milestones. Major project milestones will be determined by the Project Engineer but may include items such as long-term closures or impactful construction activities. Collateral includes the following:
  - Photographs and Video Recordings - The PIM shall take photographs and video recordings on regular intervals (Monthly) and submit them to the Engineer. A cell phone camera is permitted. Photographs and video recordings may capture traffic control, paving, slope repair, erosion control, bridge deck, and rail work activities. Photographs and video recordings may also include other key areas of work as identified by the Engineer and will be used in Public Information Collateral. The PIM shall submit a minimum of two digital photographs or video

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- recordings each month to the Engineer. Each photograph and video recording shall include project number, project code, date, time, location and station or milepost, and name of person taking the picture or video recording.
- Web Page Updates - The PIM shall work with CDOT to develop the latest project information for the internet web page content. The PIM shall supply information for the web page using the CDOT web page template. When applicable, the updates shall contain all appropriate web page links to and from other sites. The PIM shall provide updated information at least weekly.
  - Project Fliers - The PIM shall develop Project Fliers using the CDOT template and shall include CDOT's logo. At least 14 days prior to delivering Project Fliers, the PIM shall prepare and submit a draft of the flier to the Engineer and the Region 4 Communications Manager (RCM) for approval. The Engineer's review will not exceed seven days. Fliers shall be approved by the Engineer and the RCM before distribution. Fliers shall be delivered in person, by mail, and by email. The list of recipients shall be developed via <http://uspseverydoordirectmail.com>, the use of a mailing list from county GIS mapping, or other approved method. An email containing the flier shall be sent to stakeholders identified in the Stakeholder List. The Region 4 Communications Manager will post the Project Fliers on social media.

The project will require Project Fliers at the following milestones, and any others determined by the Engineer:

1. Initial Project Flier
  - a. At least four days prior to the start of work, the PIM shall deliver one approved flier per property and tenant owner within ½ miles of the project limits. The Initial Project Flier shall provide the project start and end dates, project location, description of work, traffic impacts, scheduled work hours and work days, the project hotline number, project email address, project web address, project map, photo of project area, and a construction safety message as defined by CDOT.
2. Major Traffic Switches (detours)
  - Media Releases - The PIM shall develop media releases using the CDOT template. The releases shall include detour maps or other visual aids. The PIM shall develop media releases based on major construction milestones such as project start, lane shifts, a traffic switch, detours, closures, and on other occasions as directed by the Engineer. CDOT will address all media inquiries and media requests. The PIM shall immediately notify the Engineer of any on-site situations involving the media. When the media contacts the PIM or Consultant staff, the PIM shall provide the Region 4 Communications Manager's information.

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- At least 14 days prior to the start of work, the PIM shall submit for approval by the Engineer and Region 4 Communications manager a media release summarizing the project scope, construction phasing, potential construction activities that impact traffic, the project end date, and a summary of project benefits.
    - At least 14 days prior to the any milestone determined by the Engineer, the PIM shall submit a draft of the media release to the Engineer and Region 4 Communications Manager for approval. The Engineer’s review will not exceed seven days. The media release shall be approved by the Engineer and Region 4 Communications Manager before distribution. CDOT will distribute media releases.
  - Maps and Graphics - The PIM shall develop maps, detour maps, and graphics for use in Public Information Collateral.
- Develop and submit a Public Information Plan (PIP) within ten days of the Pre-Construction Conference for approval by the Engineer. The PIP shall be specific to the project. The Plan shall include the public information strategies for community and business relations, government affairs and media relations.
- Respond to correspondence from stakeholders and the public by following Table 626-1

**Table 626-1 RESPONSE PROTOCOL**

| TYPE OF COMMUNICATION                    | TIMING OF RESPONSE  |
|--|---|
| Project Hotline calls and voice messages | Answer calls and check messages throughout each work day.<br>Respond the same day or within 24 hours.<br>Enter details into Dialog within two days. |
| Email messages                           | Respond the same day.<br>For high volume situations, respond within two work days.<br>Enter details into Dialog within two days.                    |
| Calls from CDOT Staff                    | Respond as soon as possible, and within 24 hours.   |
| Web page Inquiries                       | Respond the same day.<br>For high volume situations, respond within two work days.  |
| Public Meeting Inquiries                 | Respond within one week of the meeting.   |

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- Conform to the Project Onboarding Checklist or Region Public Information Management Communication Checklist available from the Engineer.
- Complete and update a Public Information Management Contact Sheet with the names and contact information of the individuals pertinent to Public Information for approval by the Engineer. At a minimum the Contact Sheet will include the Resident Engineer, the Project Engineer, Region 4 Communications Manager, CDOT Website Administrator, CDOT Dialog Administrator, CDOT Colorado Traffic Management Center, Contractor Superintendent, PIM and Traffic Control Supervisor. This PIM Contact Sheet shall be included in the PIP.
- Submit a Stakeholder List as part of the PIP. The Stakeholder List shall include stakeholder's information including stakeholder group, contact name, telephone number, email, and notes on communication needs for the project and project impacts.

### **Public Information Personnel Qualifications**

CDOT is seeking public information management support staff from the Consultant to facilitate public information management of the US 36/US 40 Timber Bridge Replacements project. From the Consultant, one Consultant Public Information Manager shall be provided.

The Consultant will be expected to have strong experience in public communications, public/media relations and marketing.

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 public information staff to the project.

The Consultant Public Information Manager shall be responsible for performing all activities related to public information for the project. Other requirements of the Consultant Public Information Manager include:

- Experience in public/media relations
- Experience in marketing (or other related field)
- Excellent verbal and written communication skills
- A minimum of 5 years of experience in Public Information (Administrative/Business Office experience is not considered Public Information experience).