

**I-25 Fillmore to Garden of the Gods Operation Improvement
CONSTRUCTION ADMINISTRATION
SCOPE OF WORK**

Scope Date: July 2022
Estimated Construction Start Date: January 2023
Region 2

PROJECT NUMBER: STM 0252-484
PROJECT CODE: 22827
CMS ID NUMBER: TBD
PROJECT LOCATION: I-25 Fillmore to Garden of the Gods Road
CONTRACT TYPE: Project Specific, Specific Rate of Pay
CONTRACT SUBJECT: Construction Management, Inspection and Testing Services

The Contract Administrator for this Contract will be:

Yun Han, PE II
Resident Engineer – Region 2
1480 Quail Lake Loop
Colorado Springs, CO 80906
Phone: (719) 659-7459
Email: Yunsu.Han@STATE.CO.US

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

TBD
Project Manager – Region 2
1480 Quail Lake Loop
Colorado Springs, CO 80906
Cell: (719) 565-9286
Email: Eric.Poling@STATE.CO.US

General Requirements

This Scope of Work (SOW) has been carefully reviewed by the Department and reflects a plan of approach based on the known goals. The Consultant’s analysis of the project goals, its evaluation of the work elements, and its formulation of the work plan, coupled with its understanding of and sensitivity to the key issues may produce new approaches or modifications to the project’s work elements. Therefore, the Final Scope of Work for the project may change in some details to incorporate the Consultant’s input. This work is located in Region 2 of the Colorado Department of Transportation.

The positions described herein are anticipated needs. The Department reserves the right to not utilize any of the positions listed if at the time of construction, the Department has available resources to staff the project from within.

Definitions

Resident Engineer - The CDOT Resident Engineer is responsible to the Region Program Engineer for the quality and successful completion of a transportation project. The Resident Engineer authorizes interim and final payments and all changes to the contracts for all Consultants and Contractors.

CDOT Assistant Project Engineer - The CDOT employee assistant to the Consultant Project Engineer. Responsible for assisting the Consultant Project Engineer with SiteManager Application, CMO's, pay estimates, erosion control, and any other assistance as needed.

Consultant Project Engineer – The Consultant employee assigned by the Resident Engineer to be the Chief Engineer's duly authorized representative. The Consultant Project Engineer is in direct charge of the project work and is responsible for the administration and satisfactory completion of the project under Contract.

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

Consultant Assistant Project Engineer – The Consultant's Individual in responsible charge of consultant services performed as described in this Contract. The Consultant Assistant Project Engineer shall report directly to the Consultant Project Engineer.

Consultant Inspector – Consultant employee who performs inspection of the Contractors work under the direction of the Consultant and CDOT Assistant Project Engineer and the Consultant Project Engineer.

Consultant Material Testing Technician (MTT) - Consultant employee who performs material testing of the Contractors materials under the direction of the Consultant Assistant Project Engineer and the Consultant Project Engineer.

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 Engineer.

Project Description and Project Location

I-25 Fillmore to Garden of the Gods Road in Colorado Springs, El Paso County, CO area. Interstate 25 is a major north/south interstate highway in Colorado Springs, CO with close to 120,000 AADT.

The limits of the project, I-25 from milepost 144.5 to 146.2, Colorado Springs, CO.

The key elements of the work on this Project include remove/replace bridge structure (I-25 over Elstone Road), bridge repair (Garden of the Gods Bridge on I-25), mill/fill HMA overlay, HMA superelevation correction, embankment, safety improvements, drainage, erosion control, and striping.

Work Duration

The time for the work described in this scope of work covers the period from Notice to Proceed to an expected completion date of December 2024. Work will be required during the day, night, 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(s) workload. The Consultant shall meet with the CDOT 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: January 2023 to December 2024

During construction, CDOT anticipates utilizing approximately:

- 1 Consultant Project Engineer (Full-Time)
- 1 Consultant Assistant Project Engineer (Full-Time)
- 1 Consultant Inspector (Structure) (Full-Time)
- 1 Consultant Inspector (Full-Time), plus additional on call inspectors during key structure, paving and concrete rehab work operations
- 1 Consultant Materials Testing Technician (Senior) - Materials Documentation Specialist (LIMS Materials and COC Entry) (Certifications Required – Asphalt, Concrete, and Soils) (Full-Time)
- 1 Consultant Materials Testing Technician – (Certification Required – Asphalt, Concrete, and Soils) (Full-Time)
- ½ Consultant Material Testing Technician – As needed basis
- Consultant Public Information Manager

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

Conditions Applicable to all Consultant Personnel: Overtime / Travel Pay / Commute Miles

Overtime hours are not allowable per State Fiscal Rules. Labor Hours will be billed to CDOT at the same rate as regular, non-overtime hours. Travel time and mileage will be paid for one way only for travel to and from the project. Mileage for travel while on the project will be paid for at the applicable State rate.

Authorization to Proceed

Work shall not commence until requisite Task Order are completed and written Notice to Proceed is received by the consultant, and work 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 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 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 Inspector

- The Consultant Inspector 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 will be required to communicate all traffic related issues, immediately, to the Consultant Project Engineer and or the Consultant Assistant Project Engineer.

Consultant Inspector (Structure)

- The Consultant Inspector (Structure) shall be responsible for monitoring and inspecting the structural construction for compliance to all CDOT and Federal standards. The Structure Inspector shall have a minimum of 10 years of relevant experience in bridge construction, bridge deck repair, wall construction, and bridge joint inspection. A Registered Professional Engineer in the State of Colorado is not required; however, it is a plus.

Assistant Project Engineer

- The Assistant Project Engineer (APE) will be responsible for the management of all project documentation. The APE will develop and maintain an electronic structured system for documentation and RFI tracking of the project. The APE will input all Inspector Reports, Change Orders, Stockpile Materials request, B2G, LCP Tracker and any other required information as needed. The APE will prepare all estimates per the direction of the Project Engineer and will assist and assemble Project Final Documentation (As-Built) for delivery to the Finals Engineer.
- The APE is expected to develop CMO justification memo drafts and cost data analyses within 48 hours of an identified CMO need. And, to ensure all CMO paperwork is completed within 14 days of executing each CMO.
- The APE is also expected to spend 50% of his/her time out on the field

Consultant Inspection Requirements: All personnel on the project should be capable of performing these duties as needed to deal with contingencies.

Consultant Materials Testing Technician Requirements:

Project Standards

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

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

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

General Work Description

The Consultant MTTs (Materials Testing Technicians) 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 MTTs, the Consultant Assistant Project Engineer, and the CDOT 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 (both hard copies and electronic format). The consultant shall also provide any other project-related services requested by the CDOT Project Engineer.

The Consultant Senior MTT shall perform weekly review of the CAR Form 250 and Certification Checklist. Any deficiencies of testing frequencies, lack of COC's, CTR, and etc. shall be discussed with CDOT Project Engineer and Consultant Team for immediate mitigation.

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 CDOT Engineer and Resident 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 Engineer or Resident Engineer and head tester, and distributed as described in CP-16. The CDOT 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 MTTs shall assist the CDOT Engineer in performance of construction inspection activities and other project-related activities, as directed by the CDOT 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 programmable LED light bars (Large flashing amber beacon arrays) that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- Newer "smart" cellular phone, able to run new apps such as Survey 123.
- A state-of-the-art computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. This computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum. This computer shall be capable of running current CDOT software, including Asphalt '03, Voids '03, Site Manager, etc. This computer shall be connected or networked to the Consultant-supplied main project printer/scanner described above, or shall be provided with a separate stand-alone printer.
- Miscellaneous equipment (calculator, camera, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3) including all applicable manuals.
- CDOT will provide a Class II field laboratory.

The following equipment shall be furnished along with the MTTs 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 Asphalt Content and 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;
- Concrete cylinder molds which meet AASHTO requirements;
- Miscellaneous equipment for performing the required soils, asphalt and concrete tests.

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

Documentation

The MTT shall maintain a daily diary (CDOT Form 103a) for each day the MTT performs work on the project. 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 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 Engineer. CDOT Forms and worksheets are available through the CDOT Engineer.

The MTT shall furnish the CDOT 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 Engineer within 12 hours.

The CDOT Engineer shall be informed immediately of any non-specification material. At the discretion of the CDOT 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 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 Engineer within 7 calendar days after completion of all work. A completed CDOT Form 250 shall be submitted to the CDOT Engineer 4 days after the consultant has been notified of final quantities. Failure to submit final documentation as required will result in withholding of consultant payments.

Additional Construction Inspection and Materials Testing Requirements:

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

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

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

Consultant Public Information Management

The Consultant Public Information Management shall be in accordance with the Colorado Department of Transportation (CDOT) Construction Manual, and applicable Project and Standard Special Provisions in the construction project contract and the applicable CDOT Standard Specifications for Road and Bridge Construction, Public Information Management (TIER III):

Public Information Manager (PIM). The Consultant shall designate a PIM who shall be responsible for all activities associated with Public Information Management for this project. The Consultant shall submit the name, contact information, and resume qualifications of the PIM and the Backup PIM for approval by the Engineer. The RCM will also review the PIM's and Backup PIM's resume. The PIM shall be identified, approved, and able to perform all requirements in this Section at least 14 days before the start of work. The PIM shall have a minimum of five years of professional experience in public/media relations, marketing, or other related field and good verbal and written communication skills. Administrative/business office experience is not considered experience in a related field.

1. *Activities of the PIM.* From the Notice to Proceed of the Construction Contract through the Final Acceptance of the project, the PIM shall be responsible for the following:
 - a. *Project Onboarding Checklist.* The PIM or Backup PIM shall complete and update the Project Onboarding Checklist (<https://form.jotform.com/71167524405150>) on a monthly basis or as requested by the Engineer. The checklist will assist the PIM and CDOT with tracking required activities and deliverables.
 - b. *On-Call.* The PIM shall 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.
2. *Lane Closure Reporting.*

The PIM shall coordinate with the Engineer and the contractor to complete the following:

 - a. *Dialog Project Account.* Prior to 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 or Backup PIM shall be responsible for entering project information into the Dialog Project Account.
 - b. *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 based on the submitted schedule from the contractor. The information will be included on the website, www.cotrip.org, and a media report. The PIM shall develop Traffic Advisories that include lane closure and update information. The PIM or Backup PIM shall coordinate with the Engineer and the RCM one week in advance of all planned "no work" periods per the contractors schedule. 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 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 with the Engineer.
 - c. *Real-Time Lane Closure Changes.* The PIM or Backup PIM shall coordinate with the Engineer at least 24 hours in advance for changes to an approved Lane Closure per the contractors schedule. 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.

3. *Public Information Collateral.* The PIM shall develop a variety of Public Information Collateral to share project information with the public as necessary for major project milestones such as long-term closures or impactful construction activities. Collateral includes the following:
 - a. *Photographs and Video Recordings.* The PIM or Consultant personnel shall take photographs and video recordings on regular intervals (Monthly) and submit them to the Engineer and the Region Communications Manager. 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 Contractor shall submit a minimum of two digital photographs or video 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.
 - b. *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 to include major project updates but at a minimum the weekly lane closures per the lane closure reports. CDOT will update the web page.
 - c. *Project Fliers.* The PIM shall develop Project Fliers using the CDOT template and shall include CDOT's logo, and at the Engineer's discretion may include the project logo. The PIM shall contact the Engineer for copies of the templates. At least 14 days prior to delivering Project Fliers, the PIM shall prepare and submit a draft of the flier to the Engineer. The Engineer's review will not exceed seven days. Fliers shall be approved by the Engineer 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 RCM will post the Project Fliers on social media.

This project requires Project Fliers at the following milestones:

1. Initial Project Flier
2. Project Midpoint Flier
3. Closeout Flier

Initial Project Flier. At least four days prior to the start of work, the PIM shall deliver one approved flier per property and tenant owner within ½ mile 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, email address, web address, project map, photo of project area, and a construction safety message as defined by CDOT.

- d. *Media Relations.* The PIM shall develop media releases at project startup, project midpoint, and project closeout 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, closures, and on other occasions as directed by CDOT. At least 14 days prior to the construction milestone, the PIM shall submit a draft to the Engineer for approval. The Engineer's review will not exceed seven days. The media release shall be approved by the Engineer before distribution. CDOT will distribute media releases.

At least 14 days prior to the start of work, the PIM shall submit for approval by the Engineer 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.

CDOT will address all media inquiries and media requests. The PIM or Backup 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 RCM's contact information.

4. *Maps and Graphics.* The PIM shall develop maps, detour maps, and graphics for use in Public Information Collateral.
5. *Public Information Plan.* The PIM shall 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, the stakeholder list, identification of public information issues, proposed outreach, and approach to crisis communications using the Public Information Collateral. The PIP shall be updated as necessary and as directed by the Engineer.
6. *Project Meetings.* The PIM shall participate in the weekly project meetings. The PIM shall discuss communication issues, and provide a status on the items in this specification.
7. *Language Assistance for LEP Persons.* CDOT is required to provide access to Limited English Proficient (LEP) persons. LEP persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. Examples of language assistance include translation of meeting notices and interpretation services at meetings. The PIM shall work with CDOT to provide reasonable accommodation for this project that may include interpretation services upon request by an LEP person. When the project is located in a community that has greater than five percent LEP persons and directed by the Engineer, Public Information Collateral shall be translated for those individuals. The PIM shall document all measures taken to communicate with LEP persons and record all requests for language assistance.
8. *Outreach Events.* The Consultant shall provide appropriate technical staff and they shall participate in all Outreach Events. This is estimated to be less than 20 hours for this project and will be at the direction of the Engineer.
 - a. *Public Meetings.* The PIM may host in-person and/or telephone town hall public meetings, as directed by the Engineer. The Public Meeting shall occur at a convenient location to the project and shall accommodate the anticipated number of attendees. The PIM shall publicize the meeting through multiple means using the Public Information Collateral. The Engineer will approve the method and content of the advertisement. The PIM shall develop and submit to the Engineer for approval all visual displays for the meeting. The Engineer's review of the advertisement method, content, and displays shall not exceed 10 days.
 - b. *Stakeholder Meetings.* The PIM and the Consultant shall participate with CDOT on all meetings requested by the Engineer.
 - c. *Tours and Special Events.* The PIM shall coordinate media, business, and government official tours of the construction areas and events. The PIM and the Consultant shall participate in tours and events.
9. *Response Protocol to CDOT and the Public.* The PIM shall follow Table 626-1 in responding to correspondence from stakeholders and the public.

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. Respond the same day or within 24 hours. Enter details into Dialog within two days.
Email messages	Respond the same day. For high volume situations, respond within two work days. 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. For high volume situations, respond within two work days.

10. *Deliverable Protocol*. The PIM shall conform to the Project Onboarding Checklist or Region Public Information Management Communication Checklist available from the Engineer and RCM.
11. *Public Information Management Contact Sheet*. The PIM shall complete and update a Public Information Management (PIM) 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 Communications Manager, CDOT Website Administrator, CDOT Dialog Administrator, CDOT Colorado Traffic Management Center, Contractor Superintendent, PIM, and Traffic Control Supervisor. The contact sheet shall include the Region 2 Joint Operations Center. The PIP shall include the PIM Contact Sheet.
12. *Stakeholder List*. The PIM shall 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. Consultant may request access to the CDOT Mailchimp account and use other methods (e.g., community web sites, school districts, chambers of commerce) for stakeholder identification.