

US 285 CONSTRUCTION ADMINISTRATION SCOPE OF WORK

Scope Date: Feb 9, 2022
Estimated Construction Start June 1, 2022
Region 2

PROJECT NUMBER: STM 1151-038
PROJECT CODE: 22903
CMS ID NUMBER: TBD
PROJECT LOCATION: SH 115 - MP 27.7-39.0
CONTRACT TYPE: Project Specific
CONTRACT SUBJECT: Construction Management, Inspection and Testing Services

The Contract Administrator for this Contract will be:

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

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

Wayne Pittman, PE I
Project Engineer - Region 2
1480 Quail Lake Loop, Suite A
Colorado Springs, CO 80906
Office: (719) 659-7705
Email: PATRICK.PITTMAN@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 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

The project will consist of:

- Reconstruction of roadway in concrete pavement with 4 lanes, painted median, 10' shoulders, and NB turn lane MP 37.2 to MP 39
- Replacement of Structure J-17-X at Rock Creek Bridge (~MP 38.5), widened to 74'
- Construction of widened pavement for mobile weigh station at MP 37.8
- Bridge rehabilitation on several structures as needed
- Construction of alternating passing lanes, MP 28.0 to MP 29.3
- Overlay and/or reconstruction of existing Roadway with 8" of concrete pavement
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 - From MP 37.2 to MP 3.5
- Overlay of existing roadway with HMA or other method south of concrete as allowed by budget
- Full depth reclamation with cement treated base and HMA overlay from MP 27.7 to MP 35.5, in coordination with concrete pavement limit
- Construction of deceleration lanes at the following roads:
 - NB Left-turn deceleration and SB right turn deceleration at Old Canon City Rd
 - SB Right-turn deceleration at Calle del Fuente
 - SB Right-turn deceleration at Roca Roja Cir
 - SB Right-turn deceleration at Paseo Corto
 - SB Right-turn deceleration at Rancho Pavo Dr
 - SB Right-turn deceleration at Tierra Roja Dr
- Signs and ITS devices for weather tracking and improved traveler information. Installation of Fiber from north end of project to southernmost ITS device to be installed.

Work Duration

The time for the work described in this scope of work covers the period from Notice to Proceed to January. 30, 2024. 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: June 2022 to November 2023.

During construction, CDOT anticipates utilizing approximately:

- 1 Consultant Assistant Project Engineer
- 1 Senior Bridge Consultant Inspector
- 1 Full Time Consultant Inspector (Assistant to Senior Bridge)
- 2 Full Time Consultant Inspector (Erosion Control / Roadway)
- 4 Full Time Consultant Inspector (Roadway)
- 1 Full Time Consultant Inspector (Traffic Control)
- 3 Full Time Consultant Materials Testing Technicians (Certifications Required - Asphalt, Concrete, and Soils) (One Tester shall be full time LIMS)
- 3/4 Time Consultant Materials Runner
- Consultant Scheduling Specialist (12 hours/month)
- Consultant Public Information Manager

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 not** be allowed.

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.

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	Consultant Materials Testing Technician (MTT)
Basic Highway Math	X*	X
Basic Construction Surveying	X*	X
Basic Highway Plan Reading	X*	X
Storm water Management and Erosion Control	X	X
CCA Traffic Control Supervisor	X	
LabCAT (Levels)	Level A & I	A & B & I
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 Materials Technician/ Sample Runner

Project Standards

The transporting of Material samples and documentation shall be in accordance with the Colorado Department of Transportation (CDOT) Construction Manual, Field Materials Manual, 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

General Work Description

The Material samples runner will be required to coordinate with the project staff for the retrieval of the material samples for testing and transport samples from the project to the Region Materials Lab in a timely manner

Labor, Materials, Vehicles & Equipment

Documentation

The Consultant shall provide the Consultant Materials Technician/Sample Runner with the following:

- A suitable vehicle equipped with at least one (1) flashing, oscillating, or rotating amber beacon that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- Newer “smart” cellular phone.
- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3), including all applicable manuals.
- CDOT will provide a field-office space.

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.