



**COLORADO**  
Department of Transportation

Region Three  
PO Box 298  
Eagle, CO 81631

CDOT Region 3  
Consultant Scope of Work  
**October 30, 2023**

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The Contract Administrator for this Task Order:

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## **Project Background and Work Duration**

The Colorado Department of Transportation (CDOT) Region 3 Eagle Program anticipates multiple Construction projects to administer in the year 2024. Based on the need for construction management services CDOT Region 3 has determined that it would be in the best interest to create a scope of work that can cover the construction management requirements for delivery of these projects. These projects are anticipated to primarily take place over the 2024 construction season but punchlist, additional work and paperwork may carry over to the year 2025.

The purpose of this RFP is to have one prime consultant available on an as needed basis as these projects go to construction. Having these contracts in place will save time in the contracting process and allow for CDOT to obtain the necessary staff based on availability and project scope.

## **Expected Projects**

24015 - Dowd Canyon VSL Project.  
24311 - US 24 South of Minturn  
24321 - I-70 MP 170.5 Essential Wall Repair  
23465 - US 6 Post Blvd Roundabout

## **General Scope of Work**

This task order is requesting the Consultant provide the following personnel for construction activities for the following R3 Program East Construction Project:

### **Project 1**

**24015 Dowd Canyon VSL Project (November 2023 to December 2024)**  
**Construction of VSL system on I-70 MP 170 to MP 173.**

CDOT will not have staff on this project.

### **Project 2**

**24311 US 24 South of Minturn (February 2024 to December 2024)**  
**Resurfacing, Rockfall, Bridge work, and Shoulder widening South of Minturn on US 24 MP 147 to MP 158.**

CDOT will not have staff on this project.

### **Project 3**

**24321 - I-70 MP 170.5 Essential Wall Repair (February 2023 to December 2024)**  
**Replace wall on WB I-70 at MP 170.5.**

CDOT will not have staff on this project.

### **Project 4**



23465 - US 6 Post Blvd Roundabout (February 2024 to December 2024)  
**Reconstruct roundabout on US 6 MP 171 in Avon.**

CDOT will not have staff on this project.

### **Project and Team Coordination**

Due to the project locations, it is expected that the four projects will share staffing and resources. Coordinated with the intent that staff could be utilized on multiple projects as the contractor's schedule changes and flows with the intent to minimize time when staff doesn't have an active project.

### **Consultant Staffing and Working Time**

It is estimated that the Consultant will need to provide the following staffing levels. Staffing levels may be increased or decreased based on need due to fluctuations in CDOT staffing levels, project delays, contractor schedule and/or unforeseen reasons. Some positions may require overtime in excess of 8 hours a day, 40 hours a week and some positions will be part time, less than 40 hours per week. Night work, weekend work and holidays may be required pending the Contractor's schedule.

Project Engineer (1)  
Office Engineer (1)  
Inspector (5)  
Tester (3)  
Engineer in Responsible Charge (1)

### **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.

### **Diaries and Documentation**

All Consultant personnel shall maintain a daily diary for each day work is performed on the project. They shall use CDOT Form 103 or automated 103a - Project Diary, or other form approved by the CDOT Resident Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work along with any conversations concerning the work. Editorial comments shall not be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall become a part of the permanent project record and shall be given to the Project Engineer within one working day of its date.

### **Computer Equipment & Software**

Consultant computers shall include all necessary communications hardware and software to perform the work. The Consultant computers shall be capable of running the most current version of following software:

- SiteManager/LIMS or the latest program
- CDOT QA/QC software
- Microsoft Word
- Microsoft Excel



- Software capable of creating, merging and editing Adobe pdf documents
- Adobe Sign for CMOs
- Microsoft Project 2016
- Primavera Schedule software (P6)
- Project Wise (aka - ProjectWise Explorer)
- Bluebeam
- Survey123

### **Project Engineer**

He or she is in charge of the engineering details of the construction project and is responsible for the administration and satisfactory completion of the project. The Project Engineer will answer to the CDOT Resident Engineer or assigned other. The Project Engineers requirements are outlined in **Section 2**.

### **Office Engineer**

He or she is in charge of typical office paperwork for the projects. This person will assist the Project Engineer in all aspects of project documentation and management to successful final submittal. This person will also take responsibility of the Project Engineer as detailed above when the assigned Project Engineer is not available.

### **Project Inspectors**

The project inspectors will be responsible for day-to-day activities on the project. These responsibilities may include documentation and inspection of construction activities, supervision and documentation of time and materials work, preparation of daily diaries, documenting contractor activities and relevant observations enforcing contract requirements. The project inspectors shall have sufficient education, training, and experience to meet the minimum qualification comparable to CDOT's Engineer/Physical Science Tech III level employee and be experienced and competent in all aspects of highway construction within the scope of this project. Inspector's requirements are outlined in **Section 2**. The inspector will have the ability to inspector multiple operations as the same time along with being able to monitor and inspect the traffic control with the associated operations. At least one inspector will be familiar with electrical codes and system integration.

### **Project Testers**

The material tester will be responsible for all materials sampling, testing, documentation, and project inspection as required by the Project Engineer. The materials tester shall be proficient in CDOT/ AASHTO testing methods, LIMs and understand CDOT procedures, forms and computer programs when applicable. The Consultant shall furnish personnel, materials, and equipment required to perform the work. CDOT's Contractor will provide a field laboratory. References of testing experience shall be available for testers and may be requested during the contract. Tester's requirements are outlined in **Section 2**.

### **Engineer in Responsible Charge (EIRC)**

The Consultant shall provide an engineer to serve as the EIRC on all projects detailed above unless another EIRC has been specifically detailed. The EIRC's requirements are outlined in **Section 2**.



## Section 1 - General Requirements

### A. Project Standards

Construction management, inspection and testing shall be in accordance with the latest versions of the Colorado Department of Transportation's Construction Manual, Field Materials Manual, Colorado Department of Transportation Inspector's Checklist, Standard Specifications for Road & Bridge Construction, the Supplemental Specifications, if any, Standard and Project Special Provisions, applicable M & S standards, and the plans, permits, and other documents governing the construction of the project. All Consultant activities performed shall be as authorized by CDOT's Resident Engineer. All Consultant personnel shall comply with CDOT's Safety, Sexual Harassment, Discrimination, and Workplace Violence Policies and Procedures. For the purposes of this document, Construction management, inspection and testing shall be known as "the work." Proposed work procedures shall be coordinated with CDOT Resident Engineer prior to the start of work.

### B. Labor, Materials, Vehicles & Equipment

The Consultant shall furnish their personnel, materials, equipment, and transportation required to perform the work. Consultant personnel shall have appropriate vehicles (equipped with flashing amber light bar or equivalent lumens), cellular phones, computers, and miscellaneous equipment and supplies (printers, calculators, manuals, office supplies, safety equipment, etc.) required to perform the work as approved by the CDOT Resident Engineer. Vehicle mileage will be based from the nearest consultant home office to the project or from the location of the Consultants starts the day, whichever is shorter. The Consultant shall provide the Testers with all forms necessary for testing, recording results and submitting samples. Field Office and Field Laboratory will be provided by contractor.

The Consultant's work shall be under the direction of, and shall be reviewed by, a Professional Engineer, registered in the State of Colorado, or as appropriate by a Licensed Professional Land Surveyor, registered in the State of Colorado.

The Consultant shall assign personnel for the duration of the Contract, unless otherwise approved by CDOT's Resident Engineer. The Consultant is to be aware that number of personnel required on the project may vary due to seasonal workloads, project status, phasing and the availability of CDOT staff as other projects begin or are completed.

The Consultant managers, inspectors and testers assigned to the project shall be competent in road and bridge construction and must be thoroughly familiar with CDOT's specifications, manuals, forms, and documentation requirements. The consultant team must consist of one person experienced with B2G and LCP Tracker. The level of qualification provided shall be approved by the CDOT Resident Engineer. A copy of work experience and/or proof of Licensing shall be provided before work begins to the CDOT Resident Engineer. Consultant personnel 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.

### C. Project Staffing Authority

The Project Engineer is in direct charge of the work and is responsible for administration of the project contract as defined in the CDOT Standard Specifications and Standard Special Provisions, within the guidelines of the Contract. The Project Engineer reports directly to the CDOT Resident Engineer. The Project Engineer will approve and set work hours for project construction personnel. The Consultant staff reports directly to the Project Engineer. Consultant personnel shall be on the project when the Contractor is working.

### D. Submittal of Final Documentation



Final documentation shall be submitted to the CDOT Resident Engineer within 2 months after project acceptance. A completed and signed CDOT Form 250 shall be submitted to the CDOT Resident Engineer 1 month after the Consultant has been notified of final quantities. Failure to submit final documentation as required may result in withholding Consultant payments received subsequent to project acceptance until this material is received.

#### **E. Routine Billing & Reporting**

The Consultant shall provide the following on a regular basis:

1. A baseline expected contract burn rate will be created before work starts with an update each month providing actual cost vs expected cost. The expected cost may change from month to month as changes are requested by CDOT. This shall be provided with the month billing.
2. Monthly billing formats, suitable to the CDOT Resident Engineer, for all contract activities performed by the Consultant staff.
3. Monthly billings that include the contract status.
4. Periodic reports and billings required by CDOT Procedural Directive 400.2.
5. Form 10 shall include signed certification from the Consultant regarding hours and mileage submitted.
6. Supporting documentation for all direct costs.
7. One single invoice will be provided each month, but billing will be reported and detailed separately for each specific project charge numbers in a manner acceptable to the Resident Engineer.

#### **Task 1.0      Construction Inspection and Materials Testing Support**

Provide CDOT Resident Engineer/ Project Engineer with the following construction inspection support:

- 1.1      Traffic Control: Monitor and inspect the Contractor's implementation of traffic signing, barriers, and other traffic control measures and enforce contract requirements.
- 1.2      Daily Quality Control Inspection & Quantity Control: Perform daily quality control inspections of construction activities to document activities performed and assessment of conformance with the contract documents in accordance with Section 2 of this Scope of Work. Inspection items will include, but are not limited to, mill and overlay, concrete, curb ramps, guardrail, traffic control installations, rumble strips, signal systems, earthwork, storm sewer and other utility work, culvert rehabilitation, steep slope correction, and erosion control installations.

Quantities of work elements constructed will be measured and recorded to support the preparation and processing of progress pay estimates to the Contractor. Quantities will be documented in an interim quantity book for tracking of quantities constructed as compared to the original design quantities on the project. Consultant Management, Inspectors and Testers shall assist in resolving disputes in quantities, price adjustments and test results with the Contractor prior to the preparation of the pay estimate.

- 1.3      Project Documentation: Inspection work shall conform to the CDOT Construction Manual, the Inspector Checklist and SiteManager requirements. Each of the Consultant's field inspectors shall maintain a daily diary for each day the Consultant performs work on the project. They shall use CDOT's Form 103, automated 103a - Project Diary, or other form approved by the CDOT Resident Engineer. SiteManager documentation procedures will apply. The contents of the diary shall be brief, with 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 submitted to the Project Engineer the next working day of its date and will become a part of the permanent project record.

## **Task 2.0 Post Construction Support**

- 2.1 As-Constructed Drawings: Completion of 11”x 17” as-constructed drawings of work completed by the Contractor, including final pay quantities.
- 2.2 Preparation of Final Pay Estimate: Determining final pay quantities with appropriate supporting documentation and checks.

## **Task 3.0 Project Support**

- 3.1 Progress Reports: Prepare weekly progress reports documenting project progress in accordance with the contract.
- 3.2 Certified Payroll: Review certified payroll documentation provided by the Contractor and conduct random interviews of Contractor employees to determine if the Contractor is in conformance with CDOT’s EEO/Labor Compliance policies.

Deliverables generated during the project will include the following and will be submitted throughout the duration of the project, or at specific dates commensurate with the deliverable’s intent:

- Weekly Progress Reports.
- Project diaries, inspection reports, quantity records, and other documentation prepared during the course of construction in accordance with CDOT requirements.

## **Section 2 - Construction Management, Inspection and Testing**

### **General Work Description**

The Consultant Project Engineer/Office Engineer shall be responsible for day-to-day project management. Consultant Project Engineer responsibilities may include, but are not limited to the following:

- Construction schedule reviews of initial schedule and progress schedules Periodic reports and billing required by CDOT Procedural Directive 400.2.
- Preparation of monthly progress estimates for monthly and final billings for Consultant fees and construction contractor payments.
- Conducting weekly progress meeting with contractor, subcontractors, utilities, and other interested parties.
- Email weekly meeting minutes to the Resident Engineer and other interested parties following the weekly meeting.
- Prepare Contract Modification Orders (CMO) and Minor Contract Revisions (MCR) for the CDOT Resident Engineer’s approval.
- Monitor traffic control and safety for compliance with the approved MHT.



- Prepare responses to Contractors' and suppliers' request for information, submittals, change notices, claims, and correspondence
  - Shall be well versed in the use of AASHTOWare SiteManager Software.
  - CDOT 205 Permit to Sublet
  - Methods of Handling Traffic (MHTs)
  - Progress schedule
  - Methods Statements
  - EEO requirements
  - Inspection
1. Provide the following documentation, reports and billings on a routine basis:
    - Maintaining project files, project diaries, and time counts.
    - Monitoring contractor payroll compliance.
    - Monitoring project contractor for fulfillment of project plans and specifications.
    - Securing project documentation from the Contractor.
  2. Prepare and transmit updates of construction activities to the CDOT Public Information Office, including weekly Lane Closure Reports.
  3. Review of drawings and data submitted by the construction Contractor and suppliers for general conformance with the intent of the specifications. Inform and obtain concurrence as needed from the CDOT Resident Engineer and keep relative documentation for project records.
  4. Communicate with adjacent landowners, as required, to resolve issues that arise due to construction.
  5. Monitor and inspect traffic control and safety for compliance with the approved MHT.
  6. Verify project compliance with CDPHE and other environmental permits issued for the project.
  7. Prepare a punch list of uncompleted work, non-conformance reports, and deficiency notices.
  8. Prepare responses to Contractors' and suppliers' request for information, submittals, change notices, claims, and correspondence.
  9. Shall be well versed in the use of AASHTOWare SiteManager Software. This project will use the SiteManager Materials and Laboratory Information Management System (SMM/LIMS) software. The Consultant Assistant Project Engineer will be required to have a basic knowledge of the procedures for the SMM/LIMS software.
  10. Shall have successfully completed a TECS training program authorized by CDOT and be currently certified as a TECS for the duration of this Contract.

The Consultant Inspectors shall be responsible for day-to-day activities and documentation, Inspection responsibilities may include, but are not limited to the following:

- Performing duties described in the CDOT *Inspector's Checklist*.
- Preparing and transmitting updates of construction activities to the Consultant Project Engineer.
- Preparing and transmitting periodic reports required by CDOT.
- Monitoring and documenting Contractor payroll compliance.





- Participating in weekly progress meetings with contractor, subs, utilities, and other interested parties.
- Securing project documentation from the Contractor.
- Anticipating project problems and directing recommended solutions to the Project Manager.
- Reviewing drawings and data submitted by the construction contractor and suppliers for conformance with the intent of the specifications. Informing and obtaining concurrence as needed from the Project Engineer and keep relevant documentation for project records.
- Maintaining accurate notes reflecting actual construction details to be used in preparation of as-constructed plans.
- Communicating with adjacent landowners to resolve issues that may arise due to construction, as required.
- Reviewing and approving the Contractor's Method of Handling Traffic (MHT).
- Monitoring compliance with and taking appropriate action to preserve safety on the project for all workers and traveling public in accordance with Method of Handling Traffic (MHT) and the Manual of Uniform Traffic Control Devices (MUTCD).
- Providing initial, follow-up, and final inspections of work in progress including interim and final measurements and coordinating with the materials testers to ensure testing requirements are met.
- Notifying contractors and the Project Engineer of non-compliance with the contract plans and specifications in a timely manner.
- Performing special tests, investigations, or monitoring which are required to fulfill the intent of the CDOT Inspection Program.
- Preparing inspection documentation for development of progress payments for the Contractor in accordance with prescribed procedures.
- Submitting standard documentation reports no later than the following working day.
- Preparing routine correspondence to the Contractor, Project Engineer, local agencies, etc.
- Providing liaison and communication to contractor field crews.
- Assisting in preparing the final "As-Constructed" plans upon project completion.
- Assisting in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.



- Assisting in preparing responses to contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondences.

The Consultant Project Tester shall be responsible for day-to-day testing and documentation activities as required to meet contract. Testing responsibilities may include, but are not limited to the following:

- The tester shall sample, test, inspect, and document materials incorporated into the project.
- The tester shall perform inspection duties when not performing testing duties. Contractor activities to be inspected will be assigned by the Consultant Project Engineer as necessary.
- Test results and sample submittals transmitted to CDOT's Region 1 or Central Laboratory shall be recorded on appropriate CDOT Forms. It is the responsibility of the consultant to get and use CDOT forms.
- The Materials Testing Technician shall furnish the Project Engineer with original copies of all worksheets and test results.
- The tester shall review project quantities on a regular basis to verify that sufficient tests have been performed for the material placed to date.
- The Project Engineer and Contractor shall be informed immediately of any non-specification materials.

The Consultant EIRC shall be responsible to protect the general safety of the public. Responsibilities include but are not limited to the following:

- Act as the EIRC as detailed in the latest version of the CDOT Construction Manual
- Fulfill the requirements of CDOT's Construction Engineer In Responsible Charge Information Document (October 2015)
- Coordinate with project managers and inspectors to ensure traffic control compliance in the field.
- Review and sign all MHT's unless that task is delegated to a qualified person of their choice and that person is approved by the CDOT Resident Engineer.

The Consultant Office Engineer shall be responsible for review and approval of the Contractor's submitted baseline schedule and monthly updates. All scheduling and schedule review will be done in accordance with the Construction Contract, the Colorado Department of Transportation Standard Specifications for Road and Bridge Construction, the Colorado Department of Transportation (CDOT) Construction Manual and Field Materials Manual and industry norms and standards. The applicable CDOT Manual shall be the one currently in use when the construction project is advertised. Proposed work procedures shall be coordinated with the Project Engineer prior to the start of work.

The Consultant Office Engineer shall be responsible for analyzing the contractors schedule in accordance with the requirements of the construction contract on CDOT's behalf. The primary function of this position is to review the contractors baseline schedule and monthly updates for compliance. In



addition, the Consultant Office Engineer shall provide scheduling support to the project and the PE as needed. At a minimum the Consultant Office Engineer will be expected to:

- Review the Contractor's baseline schedule and schedule updates for approval.
- Attend work session with contractor to develop a Baseline Project schedule if needed
- Initial schedule review including durations, logic, sequencing, and methods statements. Provide written comments and recommendation to Project Engineer.
- Review complete project schedule submitted by contractor and provide written comments and recommendation to Project Engineer.
- Re-review complete project baseline schedule. Provide written comments and recommendation to Project Engineer and approval.
- Review proposed activities, durations, and logic resulting from changes for the purposes of establishing a new baseline schedule.
- Review monthly project schedule updates. Provide written comments and recommendation to Project Engineer and approval.
- Provide ongoing schedule review and evaluation support through project completion.

#### **Project Engineer/Office Engineer Qualifications**

The project manager/office engineer shall be permanently assigned to the project and shall be responsible for the administration and satisfactory completion of the project. The project engineer shall have a minimum of ten (12) years project management experience in related road and bridge construction. Managing multiple projects simultaneously is desired. It is desired that office engineer shall have a minimum five (5) years of project manager experience. They shall have thorough knowledge of the use and completion of CDOT forms and documentation, including the CDOT Construction Manual, the CDOT Materials Manual, and the CDOT Inspector's Checklist. References of inspection experience shall be available for all staff and may be requested at any time during the Contract. This person/people should have history of performing preconstruction input and analysis. MHT and traffic control experience, erosion control inspection, CDOT reporting requirements Capable of independent construction observation, Understands order of precedence, methods of measurement and payment. Has completed CDOT basics, basic math, plan reading and surveying.

The Office Engineer shall be knowledgeable and experienced with CDOT schedule requirements and have a general understanding of CDOT project requirements enabling them to perform the schedule review duties. They shall be proficient in Primavera (P6) schedule software along with Microsoft Project and able to efficiently and effectively manage the schedule review of all projects detailed above. They shall have a minimum of two (2) years of recent experience in reviewing schedules for CDOT projects.

#### **Inspectors Qualifications**

The Project Inspection shall be permanently assigned to the project and shall perform all materials inspection and construction documentation as directed by the Project Engineer. The Inspectors shall have a minimum of two (2) years' experience in related road and bridge construction. The Inspectors shall have thorough knowledge of the use and completion of CDOT forms and documentation, including



the CDOT Construction Manual, the CDOT Materials Manual, and the CDOT Inspector's Checklist. References of inspection experience shall be available for all staff and may be requested at any time during the Contract. This person/people should have history of performing preconstruction input and analysis. MHT and traffic control experience, erosion control inspection, CDOT reporting requirements Capable of independent construction observation, Understands order of precedence, methods of measurement and payment. Has completed CDOT basics, basic math, plan reading and surveying. One inspector should have experience in electrical codes and system integration.

### **Tester Qualifications**

Testers shall be experienced with LIMs, the Field Materials Manual and the Colorado Department of Transportation Standard Specifications for Road and Bridge Construction and have minimum two (2) year experience on CDOT projects in each specialty field (soils, aggregates, asphalt paving, concrete, etc.) that requires testing. Be certified by the American Concrete Institute (ACI) if testing concrete, be certified Level A/B by the Colorado Asphalt Technician Certification Program (LabCAT) if testing HMA, be certified through the WAQTC Qualification Program if testing soils and/or aggregates Testers shall also have necessary certification for handling and operating Nuclear Moisture/Density Gauge. Copies of Certifications shall be provided to CDOT's Resident Engineer and Project Engineer prior to the start of work on the project. One testers shall have relevant construction inspection experience on at least one recent CDOT project.

### **EIRC Qualifications**

EIRC shall be experienced with responsibilities as detailed in the CDOT's Construction Engineer In Responsible Charge Information Document (October 2015) with specific strength in reviewing MHTs and guiding a team to ensuring traffic control compliance in the field. The EIRC shall be a Professional Engineer licensed in the State of Colorado. The EIRC shall have a minimum of two (2) years recent experience as EIRC on similar size and scope of projects. Before work begins in the field, a letter to the project file shall be provided to the project manager detailing their designation as the EIRC for each project along with proof of their Professional Engineer license.

