

CO 119 Safety & Mobility Improvements & Bikeway Project
CONSTRUCTION ADMINISTRATION
SCOPE OF WORK

Scope Date: October 10, 2023

Estimated Construction Start Date: Spring 2024
Region 4

PROJECT NUMBER: STA 1191-033
PROJECT CODE: 21497
CMS ID NUMBER:
PROJECT LOCATION: CO 119 Diagonal Highway – Boulder County
CONTRACT TYPE: Project Specific, Specific Rate of Pay
CONTRACT SUBJECT: Pre-Construction Support, Construction Management, Inspection and Testing Services

The Contract Administrator for this Contract will be:

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

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Project Background

The Colorado State Highway 119 (CO119) Safety & Mobility Improvements & Bikeway Project (the “Project”) will be delivered through the Construction Manager/General Contractor (CM/GC) process and the selected CM/GC will support the preconstruction phase through analyzing the design and phasing options to optimize the scope within the budget and will have the opportunity to be the General Contractor during the construction phase. CDOT is soliciting Construction Management, Inspection, and Testing services (Consultant) to support CDOT staff during preconstruction and construction services.

The scope of this project has been prioritized due to current and potential funding sources. The Project, a joint project between CDOT, RTD, and Boulder County, is designing improvements for safer travel through the corridor for all modes of transportation and provide faster and more reliable transit travel. The Project will provide critical intersection improvements, a commuter bikeway, and implement Bus Rapid Transit (BRT), connecting the Cities of Boulder and

Longmont. Traffic signals will be upgraded to provide transit signal priority where needed through the corridor to reduce transit travel time. The planned improvements promote safe, efficient, and equitable mobility options for people and goods traveling by car, truck, transit, bicycle, mobility device and on foot. The project is designed to integrate with other active multimodal projects on the corridor to ensure community members can safely and reliably travel throughout the corridor using their mode(s) of choice. The majority of the estimated funding needed has been secured for implementation of the Project. The project partners are actively seeking additional funds. Construction is expected to start in Spring 2024.

The Project must be scalable and flexible to be able to be broken into discrete packages based on available funding at the time. An approximate \$115M in construction funding is reasonably expected, with an overall potential Program cost of \$163M. Program costs include design, ROW, utilities, environmental, construction, and indirect costs.

The following corridor and Project Goals have been determined:

CORRIDOR GOALS

During planning and design efforts, CDOT, RTD and Boulder County have used the following Multi-Modal Project Goals to guide the ongoing design of the roadway improvements, Bus Rapid Transit system and commuter bikeway respectively.

1. Improve safety in the whole corridor.
2. Maximize intersection operational efficiency.
3. Maximize corridor-wide operational efficiency.
4. Maximize the number of people able to move through the corridor.
5. Improve Transit Travel Times.
6. Improve Connectivity to the bicycle and pedestrian network.

CM/GC PROJECT GOALS

A successful Project will:

1. Commit to the CM/GC process by engaging team members at the right time to proactively problem solve, reduce risk, streamline design development, and construct a successful Project while showing a return on investment.
2. Create a collaborative culture that engages in open conversation regarding project delivery throughout preconstruction and construction.
3. Utilize innovation to maximize scope, provide best value, and not exceed the budget. Leverage available funding and any cost savings to incorporate unfunded scope and be adaptable to variable funding and scope adjustments with the ability to change direction and deliver quickly.
4. Strategically phase work by identifying areas and construction packages to minimize disruption to the traveling public, maintain existing transit service and bike/pedestrian connections, while balancing cost and schedule.

The Project's major elements include, but are not limited to:

- CO 52 Intersection
 - Reconstruction – Split Intersection

- Airport Rd Intersection
 - Operational Reconfiguration
- Hover St Intersection Improvements
 - Reconstruction – grade separation
 - Tunnel under Hover St for 2 through lanes of Boulder bound traffic with a barrier separated bicycle and pedestrian path
- Unsignalized Intersections – Safety Improvements
 - 55th St
 - Monarch Rd
 - Oxford Rd
 - N 83rd St
 - S Fordham St
- General Signalized Intersection Improvements
 - Jay Rd
 - 63rd Street
 - Niwot Rd
 - Airport Rd
- Park-n-Rides
 - 63rd Street
 - Niwot Rd
- ITS
 - Transit Signal Priority
 - Fiber optic Installation
- Traffic Signal, Signing and Striping Improvements
- Queue Bypass Lanes
 - Jay Rd
 - 63rd Street
 - CO 52
 - Niwot Rd
 - SB Airport Rd
- Bus Rapid Transit (BRT) Stations
 - 47th Street
 - 63rd Street
 - CO 52
 - Niwot Rd
- Commuter Bikeway
 - Bikeway underpasses at:
 - Construction funding secured
 - Jay Rd
 - 63rd St
 - CO 52
 - Niwot Rd
 - E of 47th St (Southern access to median)

- E of Fordham St (Northern access to median) (CO119 MM 53)
- *Design funding only – construction funding being pursued*
 - *SB (Boulder Bound) CO 119*
 - *Airport Rd*
 - *NB (Longmont Bound) CO 119*
 - *2nd Ave in Niwot*
- Underpass pump systems
- Prefabricated ped/bike bridges over Fourmile Canyon and Left Hand creeks – *Design funding only, construction funding being pursued*
- Approximately 9 miles of 12' wide concrete bikeway (*design funding secured, partial construction funding secured*)
- *Bikeway trail connections at CO 52 to Boulder industrial park (design funding secured, construction funding being pursued)*
- Retaining walls
- Underpass lighting and lighting at key junctions
- Drainage and irrigation structures
- *There is a potential for unfunded project elements to be added to this project and will be based on securing additional funding. Unfunded scope elements have been noted in italics in the scope above.*
- Additional work added from project savings will be incorporated into the original CM contract.

Should the work described above for the Focus Area be completed work packages in the remainder of the Project Approach limits may be progressed.

The Project risks have been identified as:

- Deviations from past commitments if cost saving measures or alternative design are utilized
- Fluidity and change of course based on resources, funding, timing, and scope of the project
- Meeting aggressive design schedule
- Material availability – R40, concrete, products containing steel, etc.
- Obtaining railroad agreements in a timely manner
- Lead time for utility relocations and irrigation agreements
- Public and stakeholder acceptability of design
- Potential need for design exceptions due to funding limitations
- Potential lack of contractor labor availability during construction
- Permitting and approvals (Floodplain, 1041, NEPA, etc.)
- Maintain and transition bus service during construction
- Threatened and Endangered Species
- Groundwater

GENERAL SCOPE OF WORK

Consultant services are requested to provide construction administration support, project engineering services (construction management), inspection, and materials-testing services required for construction of the Project, located in Boulder County, approximately milepost 44.2 to 55.5.

CDOT is seeking supplemental construction administration support staff from the Consultant to augment the CDOT staff as required for the Project. CDOT staffing on this project will vary as conditions change through the duration of construction work. It is expected that 15 or more consultant staff may be required full time to meet the project's QA requirements, depending on Construction Packages and project needs. It is anticipated that the project will operate 5 days a week with limited night work, however, nights, weekends and holidays may be required. The exact personnel requirements will be based upon the CM/GC construction schedule.

The CDOT and Consultant Team will be responsible for all QA documents, including all final Construction as-built documentation as well as full Materials testing QA as described under ATSER by the CDOT Materials Lab. Several Senior and Junior Inspectors and specialists will be required to meet the QA requirements over the project duration. A large amount of data generated by the project will be managed and controlled in the office as part of the project.

Construction Traffic Control will be a major part of this project and will require a dedicated team to review and coordinate traffic control with the Contractor. The project team will need to monitor the demanding daily traffic management and help to resolve issues arising from the project. Construction of several structures will require an experienced safety critical specialist to review and comment on safety critical work elements and submittals and attend project meetings.

This Project is being delivered using the Construction Manager/General Contractor (CM/GC) process in packages. The first package is expected to be in construction by Spring 2024 with project completion scheduled for December 2026. It will be expected that the selected Owner's Representative Consultant will also be involved in the design review process including innovation, risk, cost estimating, and specification development meetings.

This Scope of Work (SOW) has been carefully reviewed by the Department and reflects a plan of approach based on the project goals. The Consultant's analysis of the project, 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.

GENERAL WORK DESCRIPTION

The construction administration of the project will require Consultant personnel to have a combination of CDOT construction experience and roadway and bridge construction experience. Specific experiences should include reinforced concrete, pavements, and bases, retaining walls, caissons, piling, environmental constraints, erosion control, embankment, HMA, ITS, permanent traffic devices, and temporary traffic control management. Additional experience in the CM/GC project delivery method will be beneficial.

A separate consultant will be providing Design Support for the project during construction, but Consultant Owner's Representative staff will be required to provide details of any encountered project issue to them for evaluation and proposed changes to the design plans.

The Consultant shall provide support to the CDOT Construction Manager/Project Engineer through assignment of personnel to construction administration and inspection responsibilities. The Consultant will be expected to provide support for the following activities:

Pre-Construction Activities include but are not limited to:

- Review and provide comments on design plans and specifications

- Attend and participate in the design review meetings (Assistant Project Engineer to attend all major in-person meetings. Other key personnel will attend as requested)
- Assist CDOT with other duties/tasks as requested

Construction Activities include but are not limited to:

- Progress Reports: Prepare weekly progress reports for the CDOT Construction Manager/Project Engineer and Consultant Assistant Project Engineer documenting project progress in accordance with the Basic Contract. Project Status Report shall include all activities that transpired during the previous week, a forecast of the upcoming week, project budget and schedule updates, outstanding RFI's and CMO's, known and/or possible claim or dispute issues, and any other issues of possible concern
- Preparing and transmitting updates of construction activities to the Project Engineer for CDOT's Public Information Office
- Monitoring contractor payroll compliance requirements as they relate to B2G and LCP Tracker.
- Weekly Progress Meeting agenda and minutes
- Daily Work Diaries by all staff members
- Securing project documentation from the contractor
- Anticipating project problems, then formulating and implementing solutions
- Reviewing drawings and data submitted by the construction contractor and suppliers for conformance with the specifications. Inform and obtain concurrence as needed from the CDOT Project Engineer 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 as required to resolve issues that arise due to construction
- Monitoring compliance with and taking appropriate action to preserve safety on the project for all workers and traveling public in accordance with Methods of Handling Traffic (MHT)
- Initial, follow up, and final inspections of work in progress including interim and final measurements
- Notifying contractors and CDOT Project 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
- Inspection of erosion control, review of SWMP notebook, and participation in Erosion Control Compliance Reviews
- Preparation of inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures
- 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 communication to contractor field crews
- Preparation of final "As Constructed" plans upon project completion
- Perform miscellaneous project related duties as requested by the CDOT Project Engineer and 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

- Evaluate the project schedule (see below for requirements)
- Assist Project Engineer with coordination of all construction contract activities, assist in the supervision of other project staff and assignment of duties and responsibilities
- Review, give comments, and acknowledge completeness of required submittals
- Maintaining of project files, project diaries and time counts
- Prepare periodic reports and billings required by CDOT Procedural Directive 400.2
- Participate in and ability to facilitate (as necessary) weekly progress meetings with contractor, subcontractors, utilities and other interested parties
- Change Orders/MCR – discussions with: Contractor, Area Engineer, RE, Specialties as necessary. Also write CMO and justification letter, prepare package with attachments, price justification/negotiation, form 90, etc.
- Review/Monitor Schedule (baseline, updates and narrative reviews)
- Weekly meetings (agendas, minutes, preparation, facilitation, etc...)
- Pre-con meetings (agendas, minutes, distribution, preparation, facilitation, etc...)
- Review inspectors work (diaries, 266's, DWR's, calculations, spreadsheets, etc...)
- Participate in Traffic Control Reviews
- Review inspectors work (diaries, 266's, DWR's, calculations, spreadsheets, etc...)
- Erosion control management and oversight, bi-weekly reviews, post-storm event reviews, MAR
- Submittal review and approve and forward to specialties as appropriate for review/approval
- Manage the receipt, filing, storage, cataloging and review of all project Contractor Submittals

Post Construction Activities include but are not limited to:

- As-Constructed Drawings: Complete 11"x 17" as-constructed drawings of work completed by the Contractor, including final pay quantities.
- Preparation of Final Pay Estimate: Assist in determining final pay quantities with appropriate supporting documentation and checks.
- Preparation of Materials Final: Prepare the final materials documentation for closing the project.

Management of Consultant Project Construction Inspection

The consultant, CDOT Construction Manager/Project Engineer, and CDOT Project Director shall meet, coordinate and schedule the required work. The consultant shall complete all work in accordance with their approved schedule.

Project Standards

All inspection and documentation shall be in accordance with the Colorado Department of Transportation (CDOT) Field Materials Manual, Construction Manual, CDOT M&S Standards, CDOT Inspector's Checklist 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 Field Materials Manual, including Colorado Procedures and Colorado Procedure-Laboratory, 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 the current AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing (as revised and supplemented) or the ASTM Standards and Tentatives. Proposed work procedures

shall be coordinated with the CDOT Construction Manager/Project Engineer prior to the start of work.

Labor, Vehicles, Materials, and Equipment

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the CDOT Construction Manager/Project Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the CDOT Construction Manager/Project Engineer. Employees required to operate vehicles must possess and maintain a valid driver's license. The Consultant Inspectors permanently assigned to a project shall be competent in road and bridge construction and be thoroughly familiar with CDOT specifications, manuals, forms, and documentation requirements including SiteManager or PMWeb. The level of qualification provided shall be as requested and approved by the CDOT Construction Manager/Project Engineer.

A short summary bio of work experience and list of Certifications and/or Licenses of each proposed consultant staff member shall be provided to the CDOT Construction Manager/Project Engineer. 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 Construction Manager/Project Engineer.

The Consultant shall furnish all personnel with all equipment and transportation required to perform the work. Consultant personnel shall have appropriate vehicles equipped with programmable LED light bars (Large flashing amber beacon arrays), newer cell phone, computers, and other miscellaneous equipment (calculator, office and lab supplies, safety equipment, etc.) required for performing the work.

Each consultant staff shall be supplied with a computer running Windows 10 or later Windows operating systems capable of wired and wireless network connections and loaded with the most current version of MS Office software (Microsoft Project & SiteManager/PMWeb or QA/QC program if applicable), and Adobe Pro/DC for editing and mastering PDF files.

The Consultant shall have a phone with a digital camera with GPS cache ability that can be downloaded to a central location and available for staff to review at all times. Written and photo documentation of the project shall be made available to the CDOT Construction Manager/Project Engineer on a regular basis. The Consultant shall provide drone services to assist in measuring bid items and providing progress updates as requested.

KEY PERSONNEL DESCRIPTIONS

The following Key Personnel Descriptions are identified as critical to the success of the project.

Consultant Assistant Project Engineer

- The Consultant Assistant Project Engineer (CAPE) will be responsible for day-to-day management of the field staff by ensuring all work activities for all work shifts are appropriately staffed. The CAPE will meet regularly with the Project Work Leads to determine staffing needs and will assign inspectors and testers as needed. CAPE will also work with the Work Leads to track the progress of field items and report to the Consultant Schedule Specialist to accurately reflect schedule progress. CAPE will review the Contractor's submittals as assigned by the PE.
- The CAPE will be expected to participate in on-site inspection activities to ensure Work

Leads and inspectors/testers are appropriately documenting and covering all job-site activities.

- In addition to the tasks listed above, the CAPE will review the Contractor's safety critical work plans, method statements, procedures, working drawings, shop drawings, PE engineered plans and drawings, demo plans, erection plans, etc. for compliance with contract requirements. The CAPE will provide a written report of each work item to the CDOT Construction Manager/Project Engineer, with comments and a recommendation to approve, reject/revise/resubmit, or accept with comments. Participate in pre-construction meetings for all safety critical work items. Participate in on-site inspection activities associated with safety critical work items. Maintain documentation of all safety critical work, analysis, comments, reviews, documentation, meetings, etc.

Consultant Schedule Specialist

- The Consultant Schedule Specialist will be a key member of the management team providing reviews of CPM schedules and providing feedback on the technical aspects of the schedules as well as monitoring critical and near critical activities and communicating any potential issues with the Project team. Regular attendance at Weekly Meetings will also be required to maintain a working knowledge of the progress of the project.
- Review the Contractor's initial and base-line schedule in Primavera and method statement submittals and submit written comments to the CDOT Construction Manager/Project Engineer on acceptability. Review the Contractor's accepted as-planned schedule, schedule updates, and method statements for compliance with contract requirements. Perform a schedule delay analysis and determine the amount of Contractor and/or CDOT excusable delays. Prepare schedule reports and exhibits to assist in evaluation of schedule delays and remaining as-planned work. Presentations and attend meetings, as requested on schedule related items. Provide ongoing schedule review and evaluation support through project completion. If needed, assist the project team and assemble the data needed to create an as-built schedule.
- During the design phase, the Consultant Schedule Specialist will review Design Schedules to ensure feasibility and correct logic. They will review the CM Schedules to assist CDOT in determining the accuracy and confirm the logic and durations.

PROJECT WORK LEAD DISCIPLINES

Each identified discipline will have a Project Work Lead responsible for the overall completion of construction management and quality assurance. Work Leads will oversee the work of other inspectors within their assigned discipline and will be responsible for all project quality assurance documentation and its timely submittal to the CAPE for inclusion into progress estimates. Work Leads will be responsible for all project deliverables such as project diaries, inspection reports, photos, quantity records, and other documentation. The documentation shall be prepared and submitted throughout the duration of construction in accordance with CDOT requirements. Work Lead personnel will be required to prepare weekly progress reports for the CDOT Construction Manager/Project Engineer and Consultant Assistant Project Engineer documenting project progress in accordance with the Contract. The Work Leads will also meet with the Schedule Specialist to update the current schedule with accurate information and properly forecast upcoming work.

The following Project Work Lead Descriptions are identified as critical to the success of the Key Personnel.

- Structures/Walls - The Structures Lead will oversee the day to day construction of bridges, structures, and walls on the project. This will include ensuring inspection coverage of all structures operations and assisting the CAPE - Safety Critical/Field in timely reviews of relevant submittals. This person will have to work closely with inspection staff to ensure all critical inspection points are understood and properly evaluated and documented prior to continuation of construction operations.
- Traffic Control - The Traffic Control Lead will be responsible for monitoring the Contractor's Day to day traffic operation for compliance to all CDOT and Federal standards. Duties will include review and commenting of MHT's, 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 may be required.
- Roadway/Drainage/Utilities - The Roadway Lead will monitor and manage all subgrade, paving, drainage, guardrail, utility relocation, and general roadway operations. This person will ensure inspection coverage of these operations and coordinate with other Work Leads to monitor progress and schedule impacts throughout the Project.
- Intelligent Transportation Systems (ITS) / Electrical / Lighting - The ITS Lead will be responsible for inspection of installation and testing of ITS, electrical and lighting systems designed for the project. This person will be expected to provide weekly updates to the CDOT Construction Manager/Project Engineer and CAPE regarding progress status and issues with coordination. The ITS Lead will also have to be familiar with CDOT ITS, Colorado Transportation Investment Office (CTIO), and energy providers' policies and procedures to ensure on time completion of each system.
- Environmental/Erosion Control/Landscaping - The Environmental Lead shall 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, air quality compliance, issuance of 105's for non-compliance, and attendance of all inspections required by the permit. The Environmental Lead will ensure compliance of mitigation of all biological and endangered species issues on the project as well as overall re-establishment and landscaping. This person is expected to be qualified in all aspects of Environmental concerns related to the project with the ability to support the CDOT Construction Manager/Project Engineer to maintain full environmental compliance on the project.
- Materials - The Materials Lead shall manage the sampling, testing, and documentation of specified 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. Additional quantities may be added by Contract Modification Order or plan approximate quantities may be increased or decreased. The Materials Lead and Materials Testing Technicians shall review project quantities on a weekly basis to ensure that sufficient tests have been performed for all material placed to date. The Materials Lead shall be competent in LIMS and will be required to complete all CDOT required documentation for submittal of the Final Materials Documentation books.

ADDITIONAL STAFF REQUIREMENTS

In addition to the staff identified above, the Project will require additional support staff, inspectors, and testers. All inspectors are required to be certified in CDOT Basic Math, Survey, and Plan

Reading and have Flagger card and TCS per PD 1512. The staff shall be available to the project and report to the project site as requested by the CDOT Construction Manager/ Project Engineer. The following descriptions include the anticipated number of staff needed for each description.

- Construction Office Engineer – One (1) - Assists the Construction Manager during the Preconstruction phase to prepare for construction packages. Duties performed by the Consultant Office Engineer may include setting up and maintaining tablets, electronic documentation systems, Pay Estimate/Preconstruction invoice preparation in Site Manager, CPM schedule tracking and review with access to Primavera, Data Management through Project Wise or other program as determined by CDOT, plans and specification updates for As-Constructed plans, etc.
- Administrative Support and Document Managers – One (1) - Responsible for all office operations and document control as developed by the Office Engineer. This person will need to have strong organizational and computer skills to assist the OE in document management. Recording meeting minutes and other various office tasks as requested by the OE, CDOT Construction Manager/Project Engineer and CAPE will be required.
- Senior Level Inspectors – Three (3) – Generally more than eight (8) years of experience and experienced in construction management. Senior Level Inspectors will serve as the senior inspector for each Work Lead. If the Work Lead is unavailable, the Senior Level Inspector should be able to handle the duties without issue.
- Junior Level Inspectors – Five (5) – Generally four (4) to eight (8) years of experience and experienced in construction management. Junior Level Inspectors will be assigned to each lead discipline and would be expected to work independently for short periods of time if needed.
- Entry Level Inspectors – Two (2) – Generally zero (0) to four (4) years of experience. Entry Level Inspectors will be assigned as needed to each lead discipline throughout the project as the schedule and project needs dictate.
- Materials Testing Technicians – Three (3) - The Materials Testing Technicians (MTT or Testers) shall have experience in cast in place concrete, asphalt, earthwork, as well as the requisite certifications. The MTTs shall review project plans, specifications, and the current version of the CDOT Field Materials Manual and the project specific CDOT Form 250 to assist the Materials Manager in completing the project with the number and type of tests that will need to be performed on the project. The MTTs, Materials Manager, the Consultant Project Engineer, and the CDOT Construction Manager/Project Engineer shall meet on a regular basis to address any questions or issues involving testing procedures, frequency, or documentation. Additional testing may be required if requested by the CDOT Construction Manager/Project Engineer or the CAPE. The MTTs shall be thoroughly familiar with CDOT forms and documentation requirements.
- Project Public Information Manager- One (1) - The Consultant PPIM will answer directly to the CDOT Region 4 Communications Manager and the Project Director. The CDOT PPIM will manage all aspects of public information for the project (CO 119), including strategy oversight, key meetings, coordination with CDOT Engineers and Contractor, and oversight of the Contractors Public Information Manager (PIM). As delegated, the CDOT PPIM will be the spokesperson for CDOT for issues relating to the Project. The PPIM will support the Project Director and Regional Communications Manager by representing CDOT at

various political, special interest and citizens groups meetings. In addition, the PPIM will determine and disseminate pertinent information regarding the project. **See below for additional requirements.**

- EEO Specialist – This position could be part-time and remote. Generally, three (3) to five (5) years of experience in EEO/AA/DBE/OJT or labor compliance tasks. This position must perform required EEO/AA/DBE/OJT or labor compliance tasks. Check certified payrolls (LCP Tracker) to verify contractor/subcontractor compliance with contract requirements. Monitor subconsultant contract's DBE participation to ensure compliance with the "commercially useful function" requirements and prompt payments (B2G). Coordinate with the Contractor and Project Engineer on missing documentation and submittals required for EEO/AA/DBE/OJT compliance.
- Finance Plan / Cost Estimate Review support – It is anticipated that CDOT will provide the Initial Financial Plan. Consultant shall create/update Corridor Finance Plan on an annual basis per the FHWA Financial Plan Checklist. Each of the nine sections in the Initial Financial Plan should be updated to reflect any changes that have occurred since its approval. The Annual Updates should also include discussions on the reasons and trends associated with these updates. The current project cost estimate should be compared to the previous project cost estimate, and differences should be explained in sections 10 and 11 as appropriate. The cost-to-complete estimate should be adjusted to reflect expended costs. The Funding and Cash Flow sections should be revised to identify the funding sources used for actual expenditures and those proposed to fund the remaining cost-to-complete. The current project schedule should be compared to the previous project schedule, and differences should be explained in sections 12 and 13 as appropriate. Changes since the previously approved financial plan should be clearly presented and their major reasons should be clearly described. Work to develop information needed for CER. Consultant shall attend Finance Plan/CER meetings annually.

GENERAL WORK DESCRIPTION FOR PROJECT MATERIALS TESTING

The consultant shall sample, test and inspect those specified materials utilized in construction. Test results and inspection observations shall be documented and approved by the CDOT Construction Manager/Project Engineer in accordance with the references cited below under **Project Standards**. Project specific work will be defined by task order, prior to work commencing.

Management of Consultant Project Materials Testing

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

Project Staffing Authority

The CDOT Construction Manager/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. This includes approving and setting work hours for both project construction and the materials testing.

Project Standards

All sampling, testing, and documentation shall be in accordance with the Colorado Department of Transportation (CDOT) Field Materials Manual, Construction 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 Field Materials Manual, including Colorado Procedures and Colorado Procedure-Laboratory, 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 the current AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing (as revised and supplemented) or the ASTM Standards and Tentatives. Proposed work procedures shall be coordinated with the CDOT Construction Manager/Project Engineer prior to the start of work.

Personnel staffing level and qualifications of testing personnel and laboratories for the project shall be subject to the approval of the CDOT Construction Manager/Project Engineer. The CDOT Construction Manager/Project Engineer shall receive and review the testing personnel and consultant laboratory qualifications prior to commencement of testing on the project.

Sampling and testing personnel qualifications shall be in conformance with the requirements of the applicable CP-10. Additionally, each MTT must possess a current and valid driver's license.

The Consultant's work shall be under the direction of, and shall be reviewed, stamped and signed by a Professional Engineer registered in the State of Colorado. The only work to be stamped will be the summary sheets, i.e., CDOT Forms 6, 9, 58, 69, 212, 250, and 554. The CDOT Construction Manager/Project Engineer may request that additional forms be stamped. The Professional Engineer shall be available to review work, resolve problems, and make decisions in a timely manner as requested by the CDOT Construction Manager/Project Engineer, and must be experienced and competent in road and bridge construction materials testing.

Copies of the MTTs required certifications and a resume, with references, including their materials testing experience shall be provided to the CDOT Construction Manager/Project Engineer.

The MTTs shall be thoroughly familiar with CDOT testing procedures, forms, and documentation requirements. If oversight is necessary, the Consultant shall provide the supervision and guidance needed for completion of the work. Oversight required by the Consultant will not be paid for by CDOT.

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 Construction Manager/Project Engineer. Failure to perform the testing and documentation processes may result in termination of the task order as determined by the CDOT Construction Manager/Project Engineer.

Specific Testing Requirements

The Consultant shall sample, test, inspect, and document all materials generated and produced on the project. This includes: materials delivered to the project that are listed in the Summary of

Approximate Quantities in accordance with the SCHEDULE (Quality Assurance) in the Field Materials Manual; materials that may be added to the project through contract modification; and altered material quantities whether increased or decreased. The Materials Lead, MTTs, and the PE shall be required to review project quantities monthly to ensure that sufficient tests have been performed for the material placed to date. The Consultant shall also provide any other services as requested by the CDOT Construction Manager/Project 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. The Consultant shall document and transport samples of any and all materials to the CDOT Central Laboratory that are required to be tested by CDOT regardless of pre-inspection or pre-testing responsibilities. The items and test frequencies of Department tested materials shall be in accordance with the column titled "Central Laboratory" in the SCHEDULE.

Documentation

Each of the MTTs shall maintain a daily diary for each day they perform work on the project. They may use CDOT's Form 103, Project Diary, or a form as approved by the CDOT Construction Manager/Project Engineer. The contents of the diary shall be a brief and accurate statement 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 CAPE within three working days of its date. Test results, sample submittals and inspection documentation transmitted to CDOT's Region or Central Laboratory shall be recorded on appropriate CDOT Forms.

The Materials Lead and MTTs will be required to review project quantities on a weekly basis to ensure that sufficient tests have been performed for the material placed to date. The Consultant may use CDOT worksheets or worksheets approved by the CDOT Construction Manager/Project Engineer. CDOT Forms and worksheets are available through the Head Tester at no cost to the consultant.

The Materials Lead shall furnish the CAPE with copies of all worksheets on a daily basis. The Materials Lead shall also keep the CDOT Form 626 up to date at all times and provide copies of this form to the CDOT Construction Manager/Project Engineer and the Contractor within 12 hours for any material found to be out of compliance with the specifications.

The Materials Lead shall coordinate the schedule for Independent Assurance Tests for the project in accordance with CDOT Form 379, with the Head Tester, or directly with the Region IAT person.

PROJECT COORDINATION

The Consultant shall partner and coordinate with the groups below. The CDOT Project Management Team (defined below) shall be included in all coordination.

- Executive Oversight Committee
- CDOT Project Management Team
 - CDOT Project Director
 - CDOT Design Project Manager

- CDOT Construction Manager/Project Engineer
- CDOT Specialty Groups
 - Region 4 Materials
 - Region 4 Traffic
 - Region 4 Hydrology and Hydraulics
 - Region 4 Survey
 - Region 4 Environmental
 - Region 4 Right-of-Way
 - Region 4 Utilities
 - CDOT Staff Bridge
 - CDOT Staff Geotech
 - CDOT Public Information Office
 - CDOT Operations Center
- Design Consultant and Subconsultants
- CM/GC Contractor and any subcontractors
- ICE
- CDOT Engineering Estimates and Market Analysis (EEMA) Group
- CDOT Maintenance Forces
- Headquarters and Regional Civil Rights Manager
- CTIO

Submittal of Final Documentation

Final documentation shall be submitted to the CDOT Construction Manager/Project Engineer within 20 working days after Project Acceptance. A completed CDOT Form 250 shall be submitted to the CDOT Construction Manager/Project Engineer 10 days after the Materials Lead has been notified of final quantities. Failure to submit final documentation as required may result in withholding any and all Consultant payments.

Work Duration

The time for the work described in this scope of work covers the period from Notice to Proceed to December 2026 or 90 days after Final Acceptance of the construction project, whichever is later. The anticipated time period for the Priority Section work described in this scope is approximately 2 years for design and 3 years for construction. Should additional funding be identified, these time periods will be extended. If additional funding is not secured by the completion of construction of the Priority Section and/or added design or construction packages, this contract will be terminated.

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. Workweeks 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 Construction Manager/Project

Engineer if it is anticipated that Consultant services may not be required for a period exceeding two weeks. A procedure shall be agreed upon at the Initial Project meeting to resolve this issue.

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 will not be paid for travel to and from the project. Commuting mileage will not be paid 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 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 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 Construction Manager/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. Pre-construction support services will be issued as a separate task order from the Construction services.

Project Standards

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

Proposed work procedures shall be coordinated with the CDOT Construction Manager/Project Engineer and Project Director prior to the start of work.

Engineer's Certification

The CDOT Construction Manager/Project Engineer shall be the final authority regarding acceptance of work performed by the Consultant. The CDOT Construction Manager/Project

Engineer shall be the final authority regarding acceptance of work not conforming to the plans and specifications.

The CDOT Construction Manager/Project Engineer shall certify in writing that all inspection and Construction Management conforms to the plans, specifications, and purpose of design.

The CAPE 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.

**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 “N/A” 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.		✓
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 award sets of plans and specifications to the CDOT Project Director.		✓
5. Issue Notice to Proceed to the Contractor.		✓
6. Schedule, conduct and prepare minutes of all project meetings as follows:		
a. Job Showing		✓
b. Pre-construction Conference	✓	✓
c. Partnering Workshop (if required)	✓	✓
d. Weekly Project Meetings	✓	✓
e. Pre-Survey Conference (if required):		
i. Construction Staking	✓	✓
ii. Survey Monumentation	✓	✓
f. Bridge Construction Communications	✓	✓
g. Structural Concrete Pre-pour Conference	✓	✓
h. Concrete Pavement Prepaving Conference	✓	✓
i. HMA Prepaving Conference	✓	✓
j. Contractor Weekly Safety “Tool Box” Meeting	✓	✓
7. Public Relations:		
a. Prepare and coordinate with CDOT and	✓	✓

DESCRIPTION OF TASK	CONSULTANT	CDOT
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: <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	✓	✓
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 CDOT Construction Manager/Project Engineer.	✓	✓
10. Contact Modification Order (CMO), Minor Contract Revisions (MCR), and Pay Estimates		
a. Prepare CMO's, MCR's and Pay estimates with proper documentation (including all Site Manager entry).	✓	✓
b. Review and Approve CMO's, MCR's, and Pay Estimates	✓	✓
11. 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.)	✓	✓

DESCRIPTION OF TASK	CONSULTANT	CDOT
b. Complete and submit to the CDOT Project Director, 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.	✓	✓
12. Materials:		
a. CDOT Form # 250 – Materials Documentation Record:		
i. Fill out and distribute CDOT Form # 250 before the Contractor commences work.	✓	✓
ii. 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:		
i. Concrete	✓ submit to CDOT	✓
ii. Hot Mix Asphalt	✓ submit to CDOT	✓
d. Acceptance of manufactured products	✓	✓
e. Inspecting fabrication of structural steel and precast concrete structural components.	✓	✓

Transportation Demand Management Plan

To support congestion mitigation and safety during the project, a Transportation Demand Management (TDM) Plan shall be implemented for construction. Recognizing the future CO 119 corridor will be a multimodal corridor, it is important for the project team to increase awareness about the many ways travelers are able to access the corridor by all modes of transportation. TDM seeks to reduce the number of solo drivers traveling through the construction project to improve safety and to increase use of other modes of travel to driving solo.

There are already a handful of efforts and Organizations/Partners along the corridor that are focused on reducing single-occupant vehicle (SOV) travel, reducing vehicle miles, and increasing the use of RTD, carpool/vanpool, telework, etc. in the corridor area. Engagement with these stakeholders and with internal CDOT TDM experts is a critical component to this project. The Consultant should build off the CO 119 First and Final Mile and TDM Study that was completed in 2021. This Study was developed in partnership with the City of Boulder, Boulder County and the City of Longmont and can be found at CommutingSolutions.org (commutingsolutions.org)

The Consultant shall develop a multi-phased TDM Plan to identify the strategies required during the various phases of construction. Reference to other large-scale construction projects that successfully incorporated for TDM Strategies such as Central 70 can be used as a reference. Apart from the CO 119 First and Final Study and TDM Study the Consultant should review the following:

Additional Plans for Review:

- RTD First Last Mile Plan
- US 36 Construction Mitigation Program Final Report
- US 36 Program Evaluation Memo
- C-70 Final Report
- LA FMLM Plan
- LA Metro FMLM Strategic Plan
- DRCOG Active Transport Plan

Cross agency engagement to build off of the existing TDM Plans and efforts in the corridor is expected.

This effort can be combined with the Public Information Services.

Consultant Public Information Services Requirements:

Consultant Public Information Management

The Consultant shall provide a Public Information Manager (PIM) who will be the responsible charge for all activities associated with public information services. The PIM shall have professional experience in Public/Media Relations, Marketing or other related field and good verbal and written communications skills (note: administrative/business office skills are NOT considered a related field.) PIM may be a qualified sub-consultant and shall not have any other duties on the project. The Engineer will coordinate all aspects of the PIM's work, including all required submittals, with the Regional Communications Manager (RCM).

(a) *Activities of the PIM.* Throughout the duration of the project, the PIM shall be responsible for the following:

(1) *On Call.* The PIM shall be available or on call on every day there is work on the project and shall be available upon the Engineer's request at other than normal working hours.

(2) *Project Meetings.* The PIM shall be available, as requested by the Engineer, to participate in weekly project meetings held on-site. At the meetings, PIM will discuss communications issues and develop strategies to provide timely details for upcoming media advisories/press releases, lane closure reports, website updates and information line recordings.

(3) *Public Information Plan.* The PIM shall submit a Public Information Plan (PIP) for approval by the Engineer. The PIP shall include project milestones and planned public information strategies; primary stakeholder communications list; identification of any public information issues and proposed outreach and approach to crisis communications. The PIP shall be updated as necessary based on project milestones and progress.

(4) *Dialog Project Account.* The PIM shall submit a "Request for Dialog Account" as part of the on-boarding process for a Project. Dialog is a web-based communications support system provided by the Department. At this time, the PIM will provide all the project details that will appear on the Dialog Project Page. The PIM shall receive a login and password with which to access the Dialog Customer Service Program as well as the Lane Closures & Work Updates Program.

(5) *Public Information Line/Communications.* The PIM shall establish a public information office equipped with a telephone, voicemail, computer and email address. The public information office may be located off-site or within the PIM's field office, provided that the telephone line is a local call line. The voicemail greeting for the project information line shall provide an updated message each week (even if the work is continuous), or each day if necessary, concerning the project's completion date and forthcoming activities on the project and allow the recording of a message from the caller. If unable to answer the public information line, the PIM shall check and respond to voicemail messages throughout each day of construction operations and lane closures are being carried out. The PIM shall track inquiries made by citizens and businesses, including names, addresses, phone numbers, and subsequent action taken during construction; these customer inquiries and follow-up action shall be entered into Dialog. The system shall provide an automated report to the Engineer and Regional Communications Manager each week. All inquiries and complaints shall be followed up with a return phone call or email from either the PIM and, when necessary, the Engineer or Regional Communications Manager.

(6) *Photos/Video.* The PIM shall take and submit photos/videos with a description of the project work on regular intervals to the Engineer and Regional Communications Manager. A cell phone camera is permitted. Photographs/videos may include traffic

control, paving, slope repair, erosion control, bridge deck and rail work, and other key areas of work as identified by the Contractor, Engineer or Regional Communications Manager for use in reports to interested agencies, social media, and flyers. A minimum of two digital photographs/videos with a description outlining (date and activity depicted) shall be submitted each month to the Engineer and the Regional Communications Manager

- (7) *Media Relations.* At least two (2) weeks prior to the project start date, the PIM shall prepare a media release summarizing the project scope, construction phasing, potential traffic and construction, duration of project and summary of project benefits. The PIM shall develop additional media releases and traffic advisories based on major construction milestones such as major traffic shifts, key closures, to include detour maps or other visual aids, etc. or as requested by CDOT, using the CDOT template provided by the Department. The media releases and traffic advisories will be submitted for approval in accordance with Table 626-2. CDOT will distribute media releases, traffic advisories and other information.

The PIM or Contractor shall immediately notify the Engineer of any on-site situations involving the media. Should media call, the PIM will provide only the Regional Communications Manager’s contact information. CDOT will address all media inquiries and media requests.

- (8) *Weekly Lane Closures & Work Updates.* The PIM shall assign a Lane Closure & Work Updates “Preparer” and a “Backup Preparer” who will be responsible for entering Lane Closures & Work Updates into the Dialog Program each week. The PIM, or the assigned Preparer, shall enter Weekly Lane Closures & Work Updates into the project through the Lane Aware each Thursday by 3pm for the following week’s activities) Sunday through Saturday.

- (9) *Develop Transportation Demand Management during construction.* Provide information to travelling public, regardless of whether they drive alone, with travel choices, such as work location, route, time of travel and mode.

(10)

- (11) *Web Page Updates.* The PIM shall work with CDOT to develop internet web page content specifically for this project and provide consistent updates with the latest project information (web page development experience is not necessary as the PIM will simply supply information for the CDOT web page template). It shall contain all appropriate links to/from other sites if applicable, e.g., local city, county, bus service, etc. PIM will ensure the web page is updated at least weekly with pertinent schedule information, new photos, contact information, etc.

- (b) *Response Protocol to CDOT and the Public.* The PIM shall conform to Table 626-1 in responding to correspondence from stakeholders and the public:

**Table 626-1
RESPONSE PROTOCOL**

TYPE OF COMMUNICATION	TIMING OF RESPONSE
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Hotline Calls	Check messages throughout day Respond same day (initial call) or within 24 hours (including weekends if work is occurring)
Email	Same day (within two business days for high volume situations)
Webpage Inquiries	Same day (within two business days for high volume situations)
Public Meeting Inquires	Within one week of the meeting

(c) *Deliverables Protocol to CDOT.* The PIM shall conform to Table 626-2 in submitting the following for Department review and approval prior to dissemination:

**Table 626-2
DELIVERABLES AND SUBMITTAL TIME TO CDOT ENGINEER**

Deliverable	When to be submitted
Emergency Response Telephone Tree (when required in the Contract)	Before works starts
Local Telephone Hotline Project Email Address	Before works starts
Stakeholder Distribution List (if required for non-work zone flyer recipients and emergency service providers)	At Pre-Construction Meeting
Lane Closure Reports Real-Time Lane Closures or Changes	Weekly, on Thursday by 3 pm. A minimum of 24 hours in advance if a change In real-time if in the field change
Traffic Advisories/Media Releases	48 hours prior to scheduled distribution date
Fliers, posters or other public material	5 Working Days prior to the scheduled distribution date In cases of rapid response, 48 hours prior to distribution
Photos/Video	Two a month or as requested.

(d) *Deliverable protocols to the public.* The PIM shall conform to Table 626-3 in providing the following information to the public:

**Table 626-3
DELIVERABLES AND SUBMITTAL TIME TO THE PUBLIC**

Deliverable	When to be published
Full road closures of impactful duration (e.g. weekend closure of interstate) Detours and major traffic impacts lasting seven days or longer	14 days prior to the beginning of activity in any area of the Project.
Major project activities (such as major lane shifts, bridge demolitions, etc.) lasting	7 days prior to the beginning of the activity

seven days or less	
Other remaining types of construction Activities in any area of the Project including: <ul style="list-style-type: none"> ▪ Night Work ▪ Utilities ▪ Change of business/residential access 	7 days prior to the beginning of activity in any area of the Project or as determined jointly by teams
Other construction updates (e.g., cancellation of planned closures, additional lane closures, closure removals, major traffic shifts, etc.) that directly impact the public.	As soon as known with at least 24 hours' notice

(e) *Public Information Contact Sheet.* A Public Information Contact Sheet shall be completed by the PIM with the names of contact as appropriate to the project: