

Scope Date: October 23, 2024

SCOPE OF WORK

PROJECT NUMBERS: C 052A-051
PROJECT CODES: 23509
CMS ID NUMBER:
PROJECT LOCATION: Prospect Valley Resurfacing Phase II
CONTRACT TYPE: Project Specific
CONTRACT SUBJECT: Construction Management, Inspection, Testing and Public Information Services

Project Background

The CO 52 corridor in Weld and Morgan County has become a critical east-west route in the northern Front Range. This project provides needed resurfacing, safety improvements, and bridge preventative maintenance to extend the life of the roadway. The limits of this project are approximately from milepost **48.0** to **61.0** on route 052A.

1. Administration & General Requirements

A. Administration

The active day-to-day administration and monitoring of this contract is delegated to:

For CDOT: **Prospect Valley Resurfacing Phase II, C 052A-051, 23509**
Michael J Schleicher, PE I
Project Engineer
10601 W. 10th Street, Greeley CO 80634
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For Consultant: Name

TBD

Address:

Phone:

FAX:

E-mail:

B. General Requirements

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

incorporate the Consultant's input. This work is located on CO-52 in Weld and Morgan County located in Region Four of the Colorado Department of Transportation.

The positions described herein are based on anticipated needs. The Department reserves the right to not utilize any of the positions listed if at the time of construction the Department has available resources to staff the project from within and to otherwise determine a different team make up as determined by the Engineer.

2. Definitions

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

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

Consultant - The firm or corporation providing personnel under this agreement to perform construction services as outlined herein

Consultant Project Manager - The Consultant employee who administers the Consultant contract with CDOT.

Consultant Inspector - Consultant employee who performs construction inspection services, and other project-related services at the direction of the CDOT Project Engineer

Consultant Inspector/Materials Testing Technician – A consultant employee who performs material testing duties as well as some limited construction inspection duties.

Consultant Materials Testing Technician (MTT) - Consultant employee who performs construction materials testing services, construction inspection, and other project-related services at the direction of the CDOT Project Engineer.

Consultant Office Engineer - Consultant employee who is the project's Chief Clerical Officer. Responsible for communication with the Region Finals Engineer to coordinate project documentation needs for the Project Final and Site Manager requirements under the responsible charge of the CDOT Project Engineer.

Contractor - The individual, firm, or corporation contracting with CDOT to construct a transportation project.

CDOT Region Materials Engineer – The CDOT Region Materials Engineer (RME) assists the CDOT Resident Engineer and CDOT Project Engineer on this project with materials related issues including earthwork, concrete, asphalt, steel and other materials as required by the project.

3. General Requirements for Personnel, Vehicles, and Equipment

- A. During construction CDOT anticipates utilizing the following personnel to perform the work. The Consultant shall furnish up to approximately:

Prospect Valley Resurfacing Phase II, C 052A-051, 23509 (April 2025 to October 2025)

- 1 Consultant Project Manager (not full time to project)
- 1 Consultant Asst. Project /Office Engineer (which have significant CDOT Construction and Asphalt Paving experience)
- 1 Consultant Materials Testing Technician
- 1 Consultant Inspector (which have significant CDOT Construction experience)
- 1 Consultant CPM Schedule Expert (not full time to project.)
- 1 Consultant EEO Expert (not full time to project.)
- 1 Public Information Manager (PIM) (not full time communication professional)

- B. All personnel furnished by the Consultant shall have an appropriate vehicle, equipped with flashing amber beacon, all personal protective equipment, and a functional cellular phone in addition to specific equipment needs outlined in the qualifications section for each classification of personal provided by the consultant.
- C. Conditions Applicable to all Consultant Personnel: Overtime / Travel Pay / Commute Miles /Per Diem -Overtime hours will be paid by CDOT at the same rate as regular, non-overtime hours. Travel time in one direction will be paid. Commuting mileage (limited to one round trip per week at a maximum of 4 hours per round trip and a maximum of 200 miles. Per Diem shall follow the Federal Guidelines.
- D. Labor, Materials, Vehicles & Equipment

CDOT will provide a field office and field laboratory Class – 2 and any required traffic control. The Consultant shall provide the following for their personal assigned to the project and as agreed to by the CDOT Project Engineer and the Consultant Assistant Project Engineer each employee will have access to the following:

- A suitable vehicle equipped with at least one (1) flashing, oscillating, or rotating amber beacon that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- Consultant Project Manager's vehicle and all Consultant Inspectors' vehicles shall each be equipped with an electronic distance-measuring device, accurate to within +/- 5 feet per mile.
- A cellular phone.
- Tablets for data collection.
- Each with a computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. Each computer shall be loaded with MS Office software (latest version), including MS Word and MS Excel at a minimum. Computers shall be capable of running current CDOT software, including Asphalt '03, Voids '03, Site Manager, etc. All computers shall be connected or networked to a Consultant-supplied project printer/scanner, as follows:
- Consultant shall provide a main project printer/scanner capable of making 11x17 color prints and 11x17 black-and-white scans. This printer/scanner shall be configured and connected or networked to all consultant-supplied computers on the project (except

Consultant Materials Testing Technician may have a separate, stand-alone printer). Consultant shall maintain this main printer/scanner with ink and paper in a serviceable condition for the duration of the project, at no additional cost to the project. Scans made by this main printer/scanner shall be available in PDF-format at all consultant-supplied project computers (except not required at Consultant MTT's computer).

- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3), including all applicable manuals.
- Manuals necessary for the completion of assigned tasks, including at a minimum, current editions of: *CDOT Standard Specifications for Road and Bridge Construction*, *CDOT Construction Manual*, *CDOT M& S Standards*, *CDOT Field Materials Manual*
- Additional manuals appropriate to the inspection and testing duties may be required and shall be provided immediately by Consultant upon request by the CDOT Project Engineer.

4. Personnel Qualifications

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the Engineer. Employees required to operate vehicles must possess and maintain a valid State of Colorado driver's license. The Consultant Project Manager(s) and 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 Site-Manager. The level of qualification provided shall be as requested and approved by the CDOT Project Engineer. The qualifications for the level(s) shall be commensurate to experience, and are as follows:

- Materials Testing Technician – four (4) or more years of experience in Materials testing and at least two (2) years of previous CDOT experience. At least 2 previous projects using LIMS.
- Inspector – four (4) or more years of experience in the Inspection of CDOT Bridge Construction and Highway construction inspection.
- Asst. Project Engineer – ten (10) or more years of experience in highway construction project management and supervision of consultant inspectors and testers. It is desirable that the Asst. Project Engineer has at least 10 years of experience working on CDOT roadway and bridge projects.
- Consultant CPM Schedule Expert – ten (10) years of overall experience in highway construction, and a minimum of Three Major CDOT projects performed in accordance with 108.03 and a certified Planning & Scheduling Professional (AACE International PSP Certification).
- Public Information Manager (PIM) – five (5) years of overall Public Relations experience and a minimum of 3 years of CDOT related experience.

A copy of work experience and proof of Certification and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

Personnel qualifications shall be subject to the approval of the CDOT Project Engineer. The Consultant shall assign personnel for the duration of the Contract, unless otherwise directed by the CDOT Project Engineer. Personnel shall have the following qualifications, or as approved by the CDOT Project Engineer:

5. General Work Description

The Consultant Inspectors shall inspect or sample and document specific materials and products or methods utilized in the construction of the project. The Consultant inspector shall also perform construction inspection documentation and such other project-related tasks as may be directed by the CDOT Project Engineer. The Consultant Materials Testing Technician shall perform all testing requirements per CDOT specifications. The Consultant Assistant Project Engineer will assist the CDOT Project Engineer with Project Duties as assigned. All Consultant personal shall also perform other project-related tasks as may be directed by the CDOT Project Engineer.

6. Work Duration

Anticipated Construction: April 2025 to October 2025.

The time for the work described in this scope of work covers the period from Notice to Proceed to October 2025 or 90 days after Final Acceptance of the construction project, whichever is later. 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. Project workweeks may be in excess of or less than the standard 40-hour week.

7. Location of Work

This project is located in Weld and Morgan County along CO 52 from approximately milepost 47.69 to milepost 61.0.

8. Authorization to Proceed

Work shall not commence until the written notice to proceed is received by the Consultant. The work shall be completed in the time specified.

9. Routine Billing & Reporting

The Consultant shall provide the following on a regular basis:

- a) Monthly billing formats, suitable to the Project Engineer, for all contract activities performed by the Consultant.
- b) Monthly billings should include the contract status.
- c) Periodic reports and billings required by CDOT Procedural Directive 400.2.
- d) Weekly time cards for consultant personnel. These timecards will be completed on CDOT Form10 or other format as specified by the Project Engineer. The Project Engineer prior to billing must sign these time cards.
- e) Supporting documentation for all direct costs
- f) Weekly approval of mileage for vehicle

10. Status of Contract

The Consultant shall monitor the status of the contract and advise the CDOT Resident Engineer and Project Engineer of any potential need to supplement the contract. Failure to monitor contract status and provide timely notification may result in discontinuation of the Consultant's services.

11. Project Standards

Work procedures will be coordinated by the CDOT Project Engineer prior to the start of work, and as the work proceeds.

All sampling, testing, inspection and documentation shall be in accordance with the *CDOT Construction Manual* and *CDOT Field Materials Manual*. The applicable *CDOT Field Materials Manual* shall be the one currently in use when the construction project is advertised. If the required method is not described in the *CDOT Field Materials Manual*, the required work shall be completed in accordance with:

- a) *AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing* (as revised and supplemented), or
- b) *The ASTM Standards and Tentatives*, in that order.

All construction inspection shall be in accordance with the latest versions of the *CDOT Construction Manual* and applicable *Inspector's Checklist*, *Standard Specifications for Road and Bridge Construction*, applicable *M & S Standards*, and the plans and specifications in use when the construction project is advertised or revised under advertisement.

12. Documentation

Each of the Consultant's project personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT Form 103, Project Diary, or a form approved by the CDOT Project Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. Each Consultant Inspector shall give a copy of his/her daily diary to the CDOT Project Engineer within one working day of its date.

Test results and sample submittals transmitted to CDOT's Region or Central Laboratory shall be recorded on appropriate CDOT Forms. The Consultant Inspector may use CDOT worksheets or worksheets approved by the CDOT Project Engineer. CDOT Forms and worksheets are available through the CDOT Project Engineer.

The Consultant Inspectors shall furnish the CDOT Project Engineer with original copies of all worksheets and test results on a daily basis. The CDOT Project Engineer shall be informed immediately of any non-specification material.

The Consultant Inspectors shall provide all correspondence and applicable CDOT forms to the CDOT Project Engineer or his authorized representative for review and signature.

There are yet to be determined standards for documentation of this project that will be required as determined by the FRO to meet Federal Reimbursement Requirements.

13. Submittal of Final Documentation:

Final documentation shall be submitted to the CDOT Project Engineer within 30 working days after completion of all work. Failure to submit final documentation as required will result in withholding of Consultant payments.

14. Project Personal Requirements/Qualifications

A. Consultant Materials Testing Technician Requirements

1. Project Standards

All sampling, testing, inspection, and documentation shall be in accordance with the Colorado Department of Transportation (CDOT) Construction Manual and Field Materials Manual. The applicable CDOT Manual shall be the one currently in use when the construction project is advertised.

If the required method is not described in the CDOT Field Materials Manual, the required work shall be completed in accordance with:

- a) AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing (as revised and supplemented), or
- b) The ASTM Standards and Tentatives, in this order.

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

2. General Work Description

The Consultant MTT (Materials Testing Technician) shall sample, test, and document all materials incorporated into the project. This includes materials delivered to the project that are listed in the Summary of Approximate Quantities or referred to in the Design/Build Plans and Specifications. The number of tests required shall be in accordance with the Schedule in the Field Materials Manual. Additional quantities may be added by Contract Modification Order, or plan approximate quantities may be increased or decreased. The MTT, the Consultant Project Manager, and CDOT's Project Engineer will review project quantities on a weekly basis to ensure that sufficient tests have been performed for all material placed to date. The consultant shall also provide any other project-related services requested by the CDOT Project Engineer.

Testing of materials that are specifically designated to be pre-inspected or pre-tested by this or any other Department of Transportation will remain the responsibility of CDOT. The MTT shall document and transport samples of any and all materials to the CDOT Region or Central Laboratory that are required to be tested by CDOT, regardless of pre-inspection or pre-testing responsibilities. The items and test frequencies of CDOT tested materials shall be in accordance with the column titled "Central Laboratory" in the Schedule in the Field Materials Manual.

3. Additional Labor, Materials, Vehicles & Equipment Required:

The Consultant shall furnish the Consultant Materials Testing Technician with the following:

- A computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. This computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum. This computer shall be capable of running current CDOT software, including Asphalt '03,

Voids '03, Site Manager, etc. This computer shall be connected or networked to the Consultant-supplied main project printer/scanner described above, or shall be provided with a separate stand-alone printer.

- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3) including all applicable manuals.
- CDOT will provide a Class II field laboratory and any required traffic control.

The following equipment shall be furnished along with the MTT for each project in sufficient quantity and in good working order (with current calibration) to ensure accurate performance of all work required in a timely manner:

- Nuclear Asphalt-Content Gauge;
- Nuclear Moisture/Density Gauge; (Calibrated according to CDOT requirements)
- Concrete air meter, slump cone, and other concrete testing equipment;
- Sieves for aggregates and soil gradations, including a full set of Half Height Sieves;
- Electronic scales;
- Asphalt & A/C sample containers and small tools;
- Proctor equipment for soil curves and one point tests;
- Atterburg, Rice value, and Sand Equivalent equipment;
- Sample drying equipment;
- Concrete cylinder molds which meet AASHTO requirements except that paper molds shall not be used, and plastic molds shall not be reused;
- Miscellaneous equipment for performing the required soils, asphalt and concrete tests.

4. Personnel Qualifications

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The MTT shall be thoroughly familiar with CDOT specification, manuals, forms, and documentation requirements. The MTT shall be permanently assigned to a project for the duration of the project and shall have the following qualifications:

- A degree in Engineering from a four year curriculum school or a *National Institute for Certification in Engineering Technology (NICET*)* Level II Certification in Construction Materials Testing and Inspection for the types of work being performed, e.g. aggregates, asphalt, concrete, and soils.
- The MTT performing concrete tests shall be certified by *The American Concrete Institute (ACI)*. Field and Strength.
- The MTT performing hot bituminous pavement tests shall be Level II, A&B certified by *The Colorado Asphalt Technician Certification Program (LabCAT)*.
- WAQTC, Soils Certification/ Inspection.
- The MTT shall be thoroughly familiar with CDOT specification, manuals, forms, and documentation requirements.

* Or equivalent as agreed to by the CDOT Project Engineer.

A copy of work experience and proof of Certification, Degree, and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

5. Documentation

Each of the Consultant's personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT's automated Form 103a - Project Diary unless otherwise directed by the Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project Engineer at the end of each workday.

Test results and sample submittals transmitted to CDOT's Region or Central Laboratory shall be recorded on appropriate CDOT Forms. The MTT may use CDOT worksheets or worksheets approved by the CDOT Project Engineer. CDOT Forms and worksheets are available through the CDOT Project Engineer.

The MTT shall furnish the CDOT Project Engineer with original copies of all worksheets and test results on a daily basis. The MTT shall also keep the CDOT Form 626 up to date at all times and provide copies of this form to the CDOT Project Engineer within 12 hours. The CDOT Project Engineer shall be informed immediately of any non-specification material. At the discretion of the CDOT Project Engineer, the MTT may also be required to provide the CDOT Form 626 to the contractor within 12 hours for any non-specification material.

The MTT shall provide all correspondence and applicable CDOT forms to the CDOT Project Engineer or his authorized representative for review and signature.

6. Assurance Sampling and Testing

The MTT shall coordinate the schedule of the Independent Assurance Tests (IAT) for the project with the Region Materials Section in accordance with the CDOT Form 379. Advance notice of 48 hours is required for proper coordination.

7. Submittal of Final Documentation

Final documentation shall be submitted to the CDOT Project Engineer within 30 working days after completion of all work. A completed CDOT Form 250 shall be submitted to the CDOT Project Engineer 10 days after the consultant has been notified of final quantities. Failure to submit final documentation as required will result in withholding of consultant payments. *Final Documentation work will be completed under a supplemental task order and is not to be completed in task order number one.*

B. Consultant Inspector Requirements

1. Project Standards

All construction inspection shall be in accordance with the Colorado Department of Transportation's Construction Manual, Field Materials Manual, Standard Specifications for Road & Bridge Construction, Project Standard Provisions, Project Special Provisions, and the plans and specifications in use when the project is advertised. All Consultant construction inspection activities shall be as authorized by the Engineer. For the purposes of this document, construction inspection shall be known as "the work" and references to "the specifications" shall include all applicable CDOT Standard Specifications for Road and

Bridge Construction as amended by Project Standard Provisions, Project Special Provisions, and project plans and specifications.

2. General Work Description

The Consultant Project Manager and Consultant Project Inspectors shall provide support to the CDOT project staff through assignment of personnel to assist with project management and inspection responsibilities. Inspection responsibilities include:

Assist the CDOT Project Engineer in the following Construction activities:

- Prepare inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures;
- Submit daily diary at the end of the working day;
- Submit payment-documentation reports (Form 266's) at the end of the working day;
- Prepare periodic reports and billings required by CDOT Procedural Directive 400.2;
- Monitor contractor payroll compliance;
- Participate in weekly progress meetings with contractor, subcontractors, utilities and other interested parties;
- Secure project documentation from the contractor;
- Anticipate project problems and propose solutions to CDOT Project Engineer;
- Review drawings and data submitted by the construction contractor and suppliers for conformance with the intent of the specifications;
- Obtain concurrence as needed from the CDOT Project Engineer and keep relative documentation for project records;
- Maintain accurate notes reflecting actual construction details to be used in preparation of as-constructed plans;
- Communicate with adjacent landowners as required to resolve issues that arise due to construction;
- Monitor compliance with and take appropriate action to preserve safety on the project for all workers and traveling public in accordance with Method of Handling Traffic (MHT);
- Perform initial, follow-up, and final inspections of work in progress including interim and final measurements;
- Notify contractors and CDOT Project Engineer of non-compliance with the contract plans and specifications;
- Perform special tests, investigations, or monitoring to fulfill the intent of the CDOT inspection program;
- Aid in the preparation of correspondence to the contractor, CDOT Staff, local agencies, etc.;
- Provide liaison and communication to contractor field crews;
- Prepare final "As-Constructed" plans upon project completion;
- Prepare punch lists of uncompleted work, non-conformance reports, and deficiency notices;
- Prepare responses to contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondence;
- Prepare and transmit updates of construction activities to the CDOT Public Information Office;
- Deliver material samples to designated laboratories or locations;
- Perform miscellaneous project-related duties as requested by the CDOT Project Engineer.

3. Personal Qualifications

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the Engineer. Employees required to operate vehicles must possess and maintain a valid State of Colorado driver's license. The Consultant Project Manager(s) and 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. The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer. The qualifications for the level(s) shall be commensurate to experience, and are as follows:

- a) Junior Level Inspector – four (4) to six (6) years of experience in highway construction inspection.
- b) Senior Level Inspector – more than six (6) years of experience in highway construction inspection.

The Consultant Inspectors shall either have a *National Institute for Certification in Engineering Technology (NICET*)* Certification Level III in Highway Construction or have an Engineer-In-Training (EIT) certification from the State of Colorado, unless otherwise approved by CDOT.

A copy of work experience and proof of Certification and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

* Or equivalent as agreed to by the CDOT Project Engineer.

4. Documentation

Each of the Consultant's personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT's automated Form 103a - Project Diary unless otherwise directed by the Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project Engineer at the end of each workday.

C. Consultant Assistant Project Engineer Requirements

1. Project Standards

All construction inspection shall be in accordance with the Colorado Department of Transportation's Construction Manual, Field Materials Manual, Standard Specifications for Road & Bridge Construction, Project Standard Provisions, Project Special Provisions, and the plans and specifications in use when the project is advertised. All Consultant construction inspection activities shall be as authorized by the Engineer. For the purposes of this document, construction inspection shall be known as "the work" and references to "the specifications" shall include all applicable CDOT Standard Specifications for Road and Bridge Construction as amended by Project Standard Provisions, Project Special

Provisions, and project plans and specifications.

2. General Work Description

The Consultant Project Manager and Consultant Project Inspectors shall provide support to the CDOT project staff through assignment of personnel to assist with project management and inspection responsibilities. Inspection responsibilities include:

Assist the CDOT Project Engineer in the following Construction activities:

- Manage day to day activities and work assignments of consultant project staff as agreed by the CDOT Project Engineer.
- Report project status, needs and issues to CDOT Project Engineer daily.
- Implement project document management plan/system in accordance with relevant CDOT manuals.
- Oversee project document management plan/system compliance.
- Assign contractor RFI's to Office Engineers for coordination with the designer or CDOT Specialty Units as required.
- Prepare inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures;
- Submit daily diary at the end of the working day;
- Submit payment-documentation reports (Form 266's) at the end of the working day;
- Prepare periodic reports and billings required by CDOT Procedural Directive 400.2;
- Monitor contractor payroll compliance;
- Participate in weekly progress meetings with contractor, subcontractors, utilities and other interested parties;
- Secure project documentation from the contractor;
- Anticipate project problems and propose solutions to CDOT Project Engineer;
- Review drawings and data submitted by the construction contractor and suppliers for conformance with the intent of the specifications;
- Obtain concurrence as needed from the CDOT Project Engineer and keep relative documentation for project records;
- Maintain accurate notes reflecting actual construction details to be used in preparation of as-constructed plans;
- Communicate with adjacent landowners as required to resolve issues that arise due to construction;
- Monitor compliance with and take appropriate action to preserve safety on the project for all workers and traveling public in accordance with Method of Handling Traffic (MHT);
- Perform initial, follow-up, and final inspections of work in progress including interim and final measurements;
- Notify contractors and CDOT Project Engineer of non-compliance with the contract plans and specifications;
- Perform special tests, investigations, or monitoring to fulfill the intent of the CDOT inspection program;
- Aid in the preparation of correspondence to the contractor, CDOT Staff, local agencies, etc.;
- Provide liaison and communication to contractor field crews;
- Prepare final "As-Constructed" plans upon project completion;
- Prepare punch lists of uncompleted work, non-conformance reports, and deficiency notices;

- Prepare responses to contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondence;
- Prepare and transmit updates of construction activities to the CDOT Public Information Office;
- Prepare and transmit updates of construction activities to the Flood Recovery Office (FRO);
- Deliver material samples to designated laboratories or locations;
- Perform miscellaneous project-related duties as requested by the CDOT Project Engineer.

3. Personnel Qualifications

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the Engineer. Employees required to operate vehicles must possess and maintain a valid State of Colorado driver's license. The Consultant Project Manager(s) and 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. The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer. The qualifications for the level(s) shall be commensurate to experience, and are as follows:

- Junior Level Inspector – four (4) to six (6) years of experience in highway construction inspection.
- Senior Level Inspector – more than six (6) years of experience in highway construction inspection.

The Consultant Inspectors shall either have a *National Institute for Certification in Engineering Technology (NICET*)* Certification Level III in Highway Construction or have an Engineer-In-Training (EIT) certification from the State of Colorado, unless otherwise approved by CDOT.

A copy of work experience and proof of Certification and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

* Or equivalent as agreed to by the CDOT Project Engineer.

4. Documentation

Each of the Consultant's personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT's automated Form 103a - Project Diary unless otherwise directed by the Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project Engineer at the end of each workday.

D. Consultant CPM Schedule Expert:

1. Project Standards

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 CDOT Project Engineer prior to the start of work.

2. General Work Description

The Consultant CPM Schedule Expert shall be responsible for analyzing the contractors schedule in accordance with the requirements of the construction contract on CDOT's behalf. The Contractor's progress schedule along with the weekly three week "look ahead" schedule will be reviewed on a weekly basis. In addition the Consultant CPM Schedule Expert will provide scheduling support to the project and the CDOT PE as needed. At a minimum the Consultant CPM Schedule Expert will be expected to:

- a) Review the Contractor's accepted as-planned schedule, schedule updates and method statements for compliance with contract requirements.
- b) Attend work session with contractor to develop a Baseline Project schedule if needed
- c) Initial schedule review including durations, logic, sequencing, and methods statements. Provide written comments and recommendation to Project Engineer.
- d) Review complete project schedule submitted by contractor and provide written comments and recommendation to Project Engineer.
- e) Re-review complete project baseline schedule. Provide written comments and recommendation to Project Engineer.
- f) Review proposed activities, durations, and logic resulting from changes for the purposes of establishing a new baseline schedule.
- g) Review monthly project schedule updates
- h) Assemble and review as-built data and review as-built schedules.
- i) Provide ongoing schedule review and evaluation support through project completion.

3. Qualifications

The Consultant CPM Schedule Expert shall be permanently assigned to the project for the duration of the project and shall have the following qualifications:

The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer. The qualifications for the level shall be commensurate to experience, and are as follows:

Consultant CPM Schedule Expert – ten (10) years of overall experience in highway construction, and a minimum of Three Major DOT projects performed in accordance with 108.03 and a certified Planning & Scheduling Professional (AACE International PSP Certification).

4. Additional Software & Equipment Required:

The following equipment shall be furnished along with the Consultant CPM Schedule Expert for each project in sufficient quantity and in good working order:

- A cellular phone.
- A computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. This computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum, the latest version of MicroSoft Project and Primavera Professional Project Management Software. This computer shall be also be capable of running Micro-Station and Inroads. This computer shall be connected or networked to the Consultant-supplied main project printer/scanner described above, or shall be provided with a separate stand-alone printer.

E. Additional Construction Inspection and Materials Testing Requirements:

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

Class/Certification	Consultant Assistant Project Engineer	Consultant Inspector	Consultant Inspector's Aide	Consultant Materials Testing Technician
Basic Highway Math	X *	X	X	X
Basic Construction Surveying	X *	X	X	X
Basic Highway Plan Reading	X *	X	X	X
Storm water Management and Erosion Control	X	X		
CCA Traffic Control Supervisor	X	X		
Concrete Transportation Construction Inspection	X	X		
SPECIALTY CERTIFICATIONS				
NICET** Level IV in Highway Construction				
NICET** Level III in Highway Construction				
NICET** Level II in Construction Materials Testing & Inspection				
Colorado Asphalt Technician Certification LabCAT		Level A		Level A,B,C

(Level C includes Volumetrics)				
Asphalt Paving Inspection LabCAT Level I		X		X
WAQTC Soils Certification		X		X
ACI Field Testing Grade I (including: casting concrete cylinders)				X
ACI Field Strength Testing Grade I, <u>or</u> : ACI Lab Testing Technician Level I (including: breaking concrete beams and cylinders)				X

* Not required if the Consultant Project Manager or Assistant Project Manager is a licensed Professional Engineer.

** Or equivalent as agreed to by the CDOT Project Engineer.

Each Consultant Inspector shall be thoroughly familiar with CDOT specifications, manuals, forms, and documentation requirements. Consultant personnel who do not meet these qualifications, or who fail to perform their work in an acceptable manner, shall be removed from the project upon request by the CDOT Project Engineer.

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 if necessary based on project milestones and progress.
- (1) *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.
- (2) *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.
- (3) *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
- (4) *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.

(5) *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 Dialog Project Lane Closures & Work Updates Page each Thursday by 3pm for the following week’s activities) Sunday through Saturday.

(6) *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
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	14 days prior to the beginning of activity in any area of the Project.

seven days or longer	
Major project activities (such as major lane shifts, bridge demolitions, etc.) lasting seven days or less	7 days prior to the beginning of the activity
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: