



**COLORADO**  
Department of Transportation  
Region 4

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**I-76 Corridor Improvements  
Scope of Work**

December 8, 2023  
Region 4

**Project:  
I-76 Corridor Improvements  
Project: STM 0762-060  
Project Code: 25037  
Estimated Start Date: June 1, 2024**

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The Contract Administrator for this Task Order will be:

Jeff Dollerschell, Resident Engineer  
Region 4 - Sterling Residency

Office: 970-370-9340

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

Joel McCracken, Project Engineer  
Region 4 - Sterling Residency

Office: 970-520-7005



## **General Scope of Work**

The scope of work is for construction management, inspection services, materials testing and Public Information management services for the I-76 Corridor improvements project. This project consists of work on I-76 between the Iloff and Crook interchanges. I-76 (MP 132.7 to MP 149.3) will consist of constructing two (2) mainline detour crossings and six (6) interchange on/off ramp detour crossings. Work will consist of full-depth concrete panel replacement, sawing and sealing, and diamond grinding (Eastbound MP 132.7-149.3 and Westbound 144.1 - 149.3). Other work includes traffic signage, delineators, striping, and upgrading guardrail.

This project is expected to be completed in two construction seasons. Season one is anticipated to run from June 1, 2024, to November 22, 2024, with winter shutdown from November 2024 to March 2025. Season two will run from approximately April 1, 2025, to November 30, 2025. The project is approximately 300 working days and is expected to finish by November 2025.

This project will be delivered by the Design/Bid/Build process.

CDOT will require one full-time Consultant Assistant Project Engineer, one full-time Consultant senior inspector, one part-time Consultant head materials tester, one part-time Consultant Office Engineer, and a Consultant Public Information Manager for the duration of the project. The CDOT Resident Engineer and CDOT Project Engineer will supervise the Consultant team on a weekly/daily basis as needed.

The Consultant Assistant Project Engineer will assist the CDOT Project Engineer in administering the project and will be in Responsible Charge when the CDOT Project Engineer is not on the project.

The Consultant Inspector will be responsible for day-to-day activities as assigned by the CDOT Project Engineer. These responsibilities may include documentation and inspection of construction activities, supervision and documentation of time and material work, and preparation of daily diaries documenting contractor activities and relevant observations.

The Consultant Materials Head Tester will perform weekly audits on the materials documentation and test results to ensure compliance and the timely submittal of the Material Final documentation. The Head Tester will be responsible for all materials sampling, testing, documentation, and project inspection in the absence of the CDOT tester.

The Consultant Office Engineer will perform weekly audits of the contractor's payrolls and other Civil Rights documentation. The Office Engineer will assist with other administrative duties as required in accordance with Section 2.

The Consultant Public Information Manager will be responsible for providing public information services and meeting the requirements outlined in Section 2.

### **Section 1 - General Requirements**

#### **A. Project Standards**

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

Construction management, inspection and testing shall be known as "the work." Proposed work procedures shall be coordinated with CDOT Resident Engineer prior to the start of work.

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

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

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

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

The Consultant managers, inspectors and testers assigned to the project shall be competent in road and bridge construction and must be thoroughly familiar with CDOT's specifications, manuals, forms, and documentation requirements. The consultant team must consist of one person experienced with B2G and LCPTracker. The level of qualification provided shall be approved by the CDOT Resident Engineer. A copy of work experience and/or proof of Licensing shall be provided before work begins to the CDOT Resident Engineer. Consultant personnel who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Resident Engineer.

**C. Project Staffing Authority**

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

**D. Submittal of Final Documentation**

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

**E. Routine Billing & Reporting**

The Consultant shall provide the following on a regular basis:

1. A baseline expected contract burn rate will be created before work starts with an update each month providing actual cost vs expected cost. The expected cost may change from month to month as changes are requested by CDOT. This shall be provided with the month billing.
2. Monthly billing formats, suitable to the CDOT Project Engineer, for all contract activities performed by the Consultant staff.
3. Monthly billings that include the contract status.
4. Periodic reports and billings required by CDOT Procedural Directive 400.2.

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5. Form 10 shall include signed certification from the Consultant regarding hours and mileage submitted.
6. Supporting documentation for all direct costs.
7. One single invoice will be provided each month, but billing will be reported and detailed separately for each specific project charge numbers in a manner acceptable to the Resident Engineer.

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

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

1.1 Traffic Control: Monitor and inspect the Contractor's implementation of traffic signing, barriers, and other traffic control measures and enforce contract requirements.

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

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

1.3 Project Documentation: Inspection work shall conform to the CDOT Construction Manual, the Inspector Checklist and SiteManager requirements. Each of the Consultant's field inspectors shall maintain a daily diary for each day the Consultant performs work on the project. They shall use CDOT's Form 103, automated 103a - Project Diary, or other form approved by the CDOT Resident Engineer. SiteManager documentation procedures will apply. The contents of the diary shall be brief, with accurate statements of progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be submitted to the Project Engineer the next working day of its date and will become a part of the permanent project record.

#### **Task 2.0 Post Construction Support**

2.1 As-Constructed Drawings: Assist in completion of 11"x 17" as-constructed drawings of work completed by the Contractor, including final pay quantities.

2.2 Preparation of Final Pay Estimate: Assist in determining final pay quantities with appropriate supporting documentation and checks.

#### **Task 3.0 Project Support**

3.1 Progress Reports: Prepare weekly progress reports documenting project progress in accordance with the contract.

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3.2 Certified Payroll: Review certified payroll documentation provided by the Contractor and conduct random interviews of Contractor employees to determine if the Contractor is in conformance with CDOT's EEO/Labor Compliance policies.

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

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

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

**General Work Description**

The Consultant Assistant Project Engineer shall assist with the day-to-day project management with inspection capabilities. Consultant Assistant Project Engineer responsibilities may include, but are not limited to the following:

- Construction schedule reviews of initial schedule and progress schedules Periodic reports and billing required by CDOT Procedural Directive 400.2.
- Preparation of monthly progress estimates for monthly and final billings for consultant fees and construction contractor payments.
- Conducting weekly progress meeting with contractor, subcontractors, utilities, and other interested parties.
- Email weekly meeting minutes to the Project Engineer and other interested parties following the weekly meeting.
- Assist in the preparation of Contract Modification Orders (CMO) and Minor Contract Revisions (MCR) for the CDOT Project Engineer's approval.
- Monitor traffic control and safety for compliance with the approved MHT.
- Prepare responses to Contractors' and suppliers' request for information, submittals, change notices, claims, and correspondence.
- Shall be well versed in the use of AASHTOWare SiteManager Software.
- CDOT 205 Permit to Sublet
- Methods of Handling Traffic (MHTs)
- Progress schedule
- Methods Statements
- EEO requirements
- Inspection

1. Provide the following documentation, reports and billings on a routine basis:

- Maintaining project files, project diaries, and time counts.
- Monitoring contractor payroll compliance.
- Monitoring project contractor for fulfillment of project plans and specifications.
- Securing project documentation from the Contractor.

2. Prepare and transmit updates of construction activities to the CDOT Public Information Office, including weekly Lane Closure Reports.

3. Review of drawings and data submitted by the construction Contractor and suppliers for general conformance with the intent of the specifications. Inform and obtain concurrence as needed from the CDOT Resident Engineer and keep relative documentation for project records.

4. Communicate with adjacent landowners, as required, to resolve issues that arise due to

construction.

5. Monitor and inspect traffic control and safety for compliance with the approved MHT.
6. Verify project compliance with CDPHE and other environmental permits issued for the project.
7. Prepare a punch list of uncompleted work, non-conformance reports, and deficiency notices.
8. Prepare responses to Contractors' and suppliers' request for information, submittals, change notices, claims, and correspondence.
9. Shall be well versed in the use of AASHTOWare SiteManager Software. This project will use the SiteManager Materials and Laboratory Information Management System (SMM/LIMS) software. The Consultant Assistant Project Engineer will be required to have a basic knowledge of the procedures for the SMM/LIMS software.

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

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

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- Assisting in preparing the final “As-Constructed” plans upon project completion.
- Assisting in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.
- Assisting in preparing responses to contractors’ and suppliers’ requests for information, submittals, change notices, claims, and correspondences.

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

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

### **Consultant Public Information Management Work Description**

The Public Information Management of the project shall require public communication experience with an emphasis on public/media relations, marketing or other related fields, and strong written and verbal communication skills.

The Consultant Public Information Manager, from Notice to Proceed of the Construction Contract through Final Acceptance of the project, shall be responsible for:

- Completing and updating the Project Onboarding Checklist (<https://form.jotform.com/71167524405150>) on a monthly basis or as requested by the Engineer.
- Be available or on-call each day there is work on the project and shall be available upon the Engineer’s request outside of normal working hours.
- Establish a public information office equipped with a telephone having a local phone number and voicemail, a computer and an email address. The public information office may be located within the project office, off-site, or within the PIM’s office. The telephone line shall be the Project Hotline and shall be included on the Project Information signs. The voicemail greeting shall be updated at least weekly. The greeting shall include the project’s completion date, forthcoming activities for the update period, and allow the caller to leave a voice message. The PIM shall answer calls, check voicemail and email messages, and respond to messages throughout each day that construction operations are in effect. The PIM, and when necessary the Engineer, shall respond to all inquiries with a phone call, a voice message, or an email within one work day. The PIM shall document the name, contact information, either a phone number or email address, and the action taken. Within two days of receiving the message, the PIM shall enter message details and follow-up action into a Dialog matrix.
- Prepare and submit lane closures.
  - Dialog Project Account - At the Pre-Construction Conference, the PIM shall submit a “Request for Dialog Account” to the Engineer. The Engineer will provide the Consultant a login and password for the Dialog Customer Service Program and the Lane Closures and Updates Program. At least once per week, the PIM shall be responsible for entering project information into the Dialog Project Account.
  - Weekly Lane Closures - The PIM shall enter the planned weekly lane closures and updates into the Dialog Program by Thursday at 12:00 P.M. for the upcoming Sunday through Saturday. The

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information will be included on the website, [www.cotrip.org](http://www.cotrip.org), and a media report. The PIM shall develop Traffic Advisories that include lane closure and update information. The Engineer will approve the Lane Closure and Updates by each Friday at 3:00 P.M. Each Monday by 12:00 P.M., the PIM shall review [www.cotrip.org](http://www.cotrip.org) and verify that the lane closure and update information is accurate. If corrections are necessary, the PIM shall coordinate those corrections to [www.cotrip.org](http://www.cotrip.org) with the Engineer.

- Real-Time Lane Closure Changes - The PIM shall notify the Engineer at least 24 hours in advance for changes to an approved Lane Closure. The Engineer will notify the PIM when the Dialog Program record is available for changes. After changes are made, the PIM shall notify the Engineer that the changes are ready for review and approval.
- Develop a variety of Public Information Collateral to share project information with the public as necessary for major project milestones. Major project milestones will be determined by the Project Engineer but may include items such as long-term closures or impactful construction activities.

Collateral includes the following:

- Photographs and Video Recordings - The PIM shall take photographs and video recordings on regular intervals (Monthly) and submit them to the Engineer. A cell phone camera is permitted. Photographs and video recordings may capture traffic control, paving, slope repair, erosion control, bridge deck, and rail work activities. Photographs and video recordings may also include other key areas of work as identified by the Engineer and will be used in Public Information Collateral. The PIM shall submit a minimum of two digital photographs or video recordings each month to the Engineer. Each photograph and video recording shall include project number, project code, date, time, location and station or milepost, and name of person taking the picture or video recording.
- Web Page Updates - The PIM shall work with CDOT to develop the latest project information for the internet web page content. The PIM shall supply information for the web page using the CDOT web page template. When applicable, the updates shall contain all appropriate web page links to and from other sites. The PIM shall provide updated information at least weekly.
- Project Fliers - The PIM shall develop Project Fliers using the CDOT template and shall include CDOT's logo. At least 14 days prior to delivering Project Fliers, the PIM shall prepare and submit a draft of the flier to the Engineer and the Region 4 Communications Manager (RCM) for approval. The Engineer's review will not exceed seven days. Fliers shall be approved by the Engineer and the RCM before distribution. Fliers shall be delivered in person, by mail, and by email. The list of recipients shall be developed via <http://uspseverydoordirectmail.com>, the use of a mailing list from county GIS mapping, or other approved method. An email containing the flier shall be sent to stakeholders identified in the Stakeholder List. The Region 4 Communications Manager will post the Project Fliers on social media.

The project will require Project Fliers at the following milestones, and any others determined by the Engineer:

1. Initial Project Flier
    - At least four days prior to the start of work, the PIM shall deliver one approved flier per property and tenant owner within 5 miles of the project limits. The Initial Project Flier shall provide the project start and end dates, project location, description of work, traffic impacts, scheduled work hours and work days, the project hotline number, project email address, project web address, project map, photo of project area, and a construction safety message as defined by CDOT.
  2. Major Traffic Switches (detours with full roadway closures)
- Media Releases - The PIM shall develop media releases using the CDOT template. The releases shall include detour maps or other visual aids. The PIM shall develop media releases based on major construction milestones such as project start, lane shifts, a traffic switch, detours, closures, and on other occasions as directed by the Engineer. CDOT will address all media inquiries and media requests. The PIM shall immediately notify the Engineer of any on-site



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situations involving the media. When the media contacts the PIM or Consultant staff, the PIM shall provide the Region 4 Communications Manager's information.

- At least 14 days prior to the start of work, the PIM shall submit for approval by the Engineer and Region 4 Communications manager a media release summarizing the project scope, construction phasing, potential construction activities that impact traffic, the project end date, and a summary of project benefits.
  - At least 14 days prior to any milestone determined by the Engineer, the PIM shall submit a draft of the media release to the Engineer and Region 4 Communications Manager for approval. The Engineer's review will not exceed seven days. The media release shall be approved by the Engineer and Region 4 Communications Manager before distribution. CDOT will distribute media releases.
- Maps and Graphics - The PIM shall develop maps, detour maps, and graphics for use in Public Information Collateral.
- Develop and submit a Public Information Plan (PIP) within ten days of the Pre-Construction Conference for approval by the Engineer. The PIP shall be specific to the project. The Plan shall include the public information strategies for community and business relations, government affairs and media relations.
  - Respond to correspondence from stakeholders and the public by following Table 626-1

**Table 626-1 RESPONSE PROTOCOL**

TYPE OF COMMUNICATION	TIMING OF RESPONSE
Project Hotline calls and voice messages	<ul style="list-style-type: none"> <li>▪ Answer calls and check messages throughout each work day.</li> <li>▪ Respond the same day or within 24 hours.</li> <li>▪ Enter details into Dialog within two days.</li> </ul>
Email messages	<ul style="list-style-type: none"> <li>▪ Respond the same day.</li> <li>▪ For high volume situations, respond within two work days.</li> <li>▪ Enter details into Dialog within two days.</li> </ul>
Calls from CDOT Staff	<ul style="list-style-type: none"> <li>▪ Respond as soon as possible, and within 24 hours.</li> </ul>
Web page Inquiries	<ul style="list-style-type: none"> <li>▪ Respond the same day.</li> <li>▪ For high volume situations, respond within two work days.</li> </ul>
Public Meeting Inquiries	<ul style="list-style-type: none"> <li>▪ Respond within one week of the meeting.</li> </ul>

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- Conform to the Project Onboarding Checklist or Region Public Information Management Communication Checklist available from the Engineer.
- Complete and update a Public Information Management contact sheet with the names and contact information of the individuals pertinent to Public Information for approval by the Engineer. At a minimum the Contact Sheet will include the Resident Engineer, the Project Engineer, Region 4 Communications Manager, CDOT Website Administrator, CDOT Dialog Administrator, CDOT Colorado Traffic Management Center, Contractor Superintendent, PIM and Traffic Control Supervisor. This PIM contact sheet shall be included in the PIP.
- Submit a Stakeholder List as part of the PIP. The Stakeholder List shall include stakeholder's information including stakeholder group, contact name, telephone number, email, and notes on communication needs for the project and project impacts.

#### **Office Engineer/Administrator Qualifications**

The project office engineer/administrator will serve a part-time role in the project and shall be responsible for the Civil Rights/EEO documentation on the project. The office engineer/administrator shall have a minimum of two (2) years of B2G and LCPtracker experience. They shall have thorough knowledge of the use and completion of related CDOT forms and documentation. The Office Engineer will perform weekly audits of the contractor's payrolls and other Civil Rights documentation. The Office Engineer will assist with other administrative duties as required.

#### **Inspectors Qualifications**

The Project Inspection Technician(s) (PIT) shall be permanently assigned to the project and shall perform all materials inspection and construction documentation as directed by the Project Engineer. The PIT shall have a minimum of two (2) years' experience in related road and bridge construction. The PIT shall have thorough knowledge of the use and completion of CDOT forms and documentation, including the CDOT Construction Manual, the CDOT Materials Manual, and the CDOT Inspector's Checklist. References of inspection experience shall be available for all staff and may be requested at any time during the Contract. This person/people should have history of performing preconstruction input and analysis. MHT and traffic control experience, erosion control inspection, CDOT reporting requirements Capable of independent construction observation, Understands order of precedence, methods of measurement and payment. Has completed CDOT basics, basic math, plan reading and surveying.

#### **Tester Qualifications**

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

**Public Information Personnel Qualifications**

CDOT is seeking public information management support staff from the Consultant to facilitate public information management of these projects. The Consultant shall provide one Public Information Manager.

Personnel qualifications and staffing levels for the project shall be subject to the approval of the CDOT Resident Engineer. CDOT will reserve the right to review the resume and interview any new proposed public information staff to the project.

The Consultant Public Information Manager shall be responsible for performing all activities related to public information for the project. Other requirements of the Consultant Public Information Manager include:

- Experience in public/media relations
- Experience in marketing (or other related field)
- Excellent verbal and written communication skills
- A minimum of 5 years of experience in Public Information (Administrative/Business Office experience is not considered Public Information experience)

**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 “NA” 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.		✓

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4. Distribute electronic award sets of plans and specifications to the CDOT Resident Engineer, Contractor, and Consultant staff.		✓
5. Issue Notice to Proceed to the Contractor.		✓
6. Schedule, attend, conduct, and prepare minutes of all project meetings as follows:		
a. Job Showing		✓
b. Pre-construction Conference	✓	✓
c. Project First Workshop (if required)	✓	✓
d. Weekly Project Meetings	✓	✓
e. Pre-Survey Conference (if required):	✓	✓
(1) Construction Staking	✓	✓
(2) Survey Documentation	✓	✓
f. Bridge Construction Communications	✓	✓
g. Structural Concrete Pre-pour Conference	✓	✓
i. HMA Pre-paving Conference	✓	✓
<b>DESCRIPTION OF TASK</b>	<b>CONSULTANT</b>	<b>CDOT</b>
8. Public Relations:		
a. Prepare and coordinate with CDOT and 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.	✓	✓
9. 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	✓	✓

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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	✓	✓
10. Construction inspection including calculations, measurements, and documentation of interim and final pay quantities as directed by the Project Engineer.	✓	
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 Resident Engineer, 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	✓	✓

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the CDOT Region EEO Administrative Program Specialist.		
12. Materials:		
a. CDOT Form # 250 – Materials Documentation Record:	✓	✓
(1) Fill out and distribute CDOT Form # 250 before the Contractor commences work.		✓
(2) 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:	✓	✓
(1) Concrete	✓	✓
(2) Hot Bituminous Pavement	✓	✓
d. Acceptance of manufactured products	✓	✓
e. Inspecting fabrication of structural steel and pre-cast concrete structural components.	✓	✓
f. Inspecting fabrication of bearing devices	✓	✓
<b>DESCRIPTION OF TASK</b>	<b>CONSULTANT</b>	<b>CDOT</b>
g. Laboratory check testing.	✓	✓
h. Acceptance testing.	✓	
i. Independent assurance testing - develop, complete and distribute CDOT Form # 379 – Project Independent Assurance Sampling Schedule.		✓
j. Approve sources of materials.	✓	✓
13. Maintain time counts	✓	✓
14. Maintain project files for documentation; provide duplicate documentation to CDOT Resident Engineer when requested.	✓	✓
15. Obtain, accept, and approve all required material certifications.	✓	
16. Approve shop drawings	✓	✓
17. Perform Traffic Control Inspections	✓	✓
18. Approve temporary traffic signal equipment	✓	✓
19. Construction surveying – quality control checking and quantity verification (as needed only)	✓	✓

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20. ROW Monumentation – quality control checking	✓	✓
21. Prepare monthly estimates of the Contractor’s work performed, materials placed or stockpiled materials on hand in accordance with the Contract. Note: Only a CDOT Resident Engineer can approve and sign vouchers for interim and final Contractor pay estimates.	✓	✓
22. Review interim and final billings for Utility relocation work. Note: Only a CDOT Resident Engineer can approve and sign vouchers for interim and final Utility Company billings.	✓	✓
23. Prepare CDOT Form # 90 [Contract Modification Order (CMO)] and/or # 90 [Minor Contract Revision (MCR)] including letter of explanation for CMO/MCR  Note: The Consultant may negotiate costs for extra work but only CDOT can approve costs. Only the CDOT Resident Engineer can approve and sign CMO/MCR’s for modifying CDOT’s Contract or paying the Contractor for modifying CDOT’s Contract or paying the Contractor.	✓	✓
<b>DESCRIPTION OF TASK</b>	<b>CONSULTANT</b>	<b>CDOT</b>
24. Monitor project financial status and submit monthly in a format acceptable to the Region, such as CDOT Form # 65a – Project Financial Status Report.		✓
25. Prepare and submit monthly progress reports to the Region Program Engineer: CDOT Form # 110a – Status of Active Construction Projects and CDOT Form # 517a – Status of Construction Project Finals		✓
26. Prepare appropriate responses to Contractor, subcontractor or supplier requests for information, submittals, disputes, claims, change notices, or other correspondence.	✓	✓
27. Prepare response for Project Engineer status of claim & Claim Status Report Form	✓	✓
28. Prepare complete claim record	✓	✓
29. Give oral or written presentation to Region Director for claims.	✓	✓

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30. Give presentation for Claim Review Board or AAA Arbitration board.	✓	✓
31. Conduct routine, random, project reviews to ensure the project is being administered in accordance with the terms of the construction contract.	✓	✓
32. Conduct final project inspection of completed or unacceptable work and prepare punch list for final acceptance.	✓	✓
33. Prepare and submit CDOT Form # 1212a – Final Acceptance Report		✓
34. Prepare final project acceptance letter and distribute per procedures in the CDOT Construction Manual.	✓	✓
35. Advertise for final settlement.		✓
36. Maintain accurate as constructed notes and prepare and distribute final as-constructed plans per procedures in the CDOT Construction Manual.	✓	✓
37. Check final quantities, final plans, and prepare the final pay estimate. Note: Only CDOT can sign final pay estimate sheets and voucher.	✓	✓
38. Check material records.	✓	✓
39. Submit final materials certifications	✓	✓

DESCRIPTION OF TASK	CONSULTANT	CDOT
40. Obtain and review FHWA Form PR 47 (Statement of Materials and Labor Used) from the Contractor, check and submit to the Region.	✓	✓
41. Complete and submit CDOT Form # 950 for project closure.		✓
42. Submit original of all project records to the CDOT Resident Engineer. (CDOT will retain project records for six years from the date of project closure.)		✓