



COLORADO
Department of Transportation
Region 4

Owner's Representative - Professional Services

Scope of Work

I-70 Seibert East Part 2 & Stratton Spur

Construction Management, Inspection & Materials Testing Services

Date: October 21, 2025

CDOT Region 4 South Program - Limon Residency

Project Number: NHPP 0705-083

Project Codes:

21987

The Contract Administrator for this Contract will be:

Rhianna Poss, P.E.
Limon Resident Engineer
2738 Victory Highway
Limon, CO 80828
Phone: (719) 740-9527

Active day-to-day administration will be delegated to:

Karl Larson, CEPM II
Limon Project Manager
2738 Victory Highway
Limon, CO 80828
Phone: (719) 740-1052

Table of Contents

Scope of Work	1
Table of Contents	2
Introduction	3
Project Location.....	3
Project Timeline	3
Project Goals.....	3
Project Scope Elements	4
Stakeholders.....	4
General Scope of Work	4
General Work Description	5
Key Personnel Descriptions	8
Supporting Staff Descriptions	10
Personnel Qualifications	13
Certifications	15
Initial Project Meeting	15
Project Standards	15
Routine Billing & Reporting.....	16
Authorization to Proceed	17
Status of Contract.....	17
Documentation	18
Submittal of Final Documentation.....	18
Project Authority.....	19
Labor, Vehicles, Materials and Equipment.....	19
Field Laboratory.....	19
Specific Testing Requirements.....	20
Definitions.....	20

Introduction

CDOT Region 4 (Limon Residency) requests construction management services and materials testing services for the I-70 Seibert East Part 2 & Stratton Spur project. The project is located on I-70 between MP 401 and MP 407 near Seibert and on SH 57 A (Stratton Spur) from MP 0.0 to MP 0.534 in the town of Stratton. The project will reconstruct portions of I-70 with 12" Portland Cement Concrete Pavement (PCCP) over 12" Aggregate Base Course (ABC). The remaining portions of I-70 will be rehabilitated with a 1.5" Hot Mix Asphalt (HMA) bond breaker and 8" PCCP. A 2" HMA overlay is planned for the on/off ramps at the I-70 junctions in both Seibert and Stratton. Structure rehabilitation work will occur on G-25-N and G-25-J. Mainline guardrail will be upgraded. New delineator installation and striping will be included.

In addition to the work on I-70, SH 57A (Stratton Spur) will require 5" removal of existing HMA by milling followed by a 5" HMA fill from the I-70 junction to US 24 (MP 0.0 to MP 0.534) within the town of Stratton. Some areas of reconstructed curb and gutter will be included within the roadway limits.

Project Location

Interstate 70 from MP 401 to MP 407 near Seibert and SH 57A from MP 0.0 to MP 0.534 in Stratton. This location denotes the actual limits of construction. Temporary signing and detour construction crossovers will extend beyond these limits.

Project Timeline

The anticipated project milestones are listed below:

Estimated Project Advertisement:	October 2025
Estimated Notice of Award:	December 2025
Estimated Contractor Notice to Proceed:	January 2026
Estimated Construction Completion:	November 2027

The anticipated consultant milestones are listed below:

Estimated RFP Advertisement:	October 2025
Estimated Consultant Notice to Proceed:	January 2026
Estimated Contract Completion:	January 2028

Project Goals

The goal of the Project is to construct the Project Scope Elements in their entirety to minimize impacts to stakeholders and the traveling public. In addition, CDOT is committed to delivering projects which uphold the Department's values of Safety, Public Service, Integrity, Customer Service, Excellence & Accountability, and Respect. An exceptional proposal will demonstrate how the goals of this project will be pursued by the proposer in accordance with these values.

A. Improve Safety, Mobility, Operations and Maintenance

- Improve the safety, mobility, operations and maintenance characteristics throughout the project. This includes reconstructing degrading concrete pavement, rehabilitating structures, and resurfacing existing asphalt roadway.

B. Minimize Construction and Public Traveler Impacts

- Minimize impacts to the traveling public, residents and business owners during construction.



I-70 Seibert East Part 2 & Stratton Spur
NHPP 0705-083 (21987)

Prioritize proactive risk management by identifying potential hazards, assessing their likelihood and impact, and implementing effective mitigation strategies.

C. Optimize Scope, Schedule and Budget

- Balance schedule and budget to maximize the scope and positive impact of the Project.

Project Scope Elements

I-70 Scope:

- Concrete paving (12" reconstruction and 8" rehabilitation)
- Asphalt paving (1.5" bond breaker)
- Rehabilitation of structures G-25-N and G-25-J (Class 2 & 3 removals, concrete deck patching, joint replacement, minor substructure rehabilitation, polyester concrete overlay)
- Replace mainline guardrail
- Replace delineators
- New signing & striping
- 2" overlay of on/off ramps at Seibert I-70 junction

SH 57A Scope:

- 5" mill of existing asphalt roadway
- Asphalt paving (5" resurfacing)
- Reconstruct portions of curb and gutter
- New signing and striping
- 2" overlay of on/off ramps at Stratton I-70 junction

Stakeholders

Agency/Stakeholder	Role & Involvement
CDOT	• Lead Agency
Kit Carson County	• Level of Involvement - High/Med • Will want to know travel impacts/delays/detours/project changes • County of Project Location
Private Property or Business Owners and/or Residents	• Level of Involvement - Medium • Will want to know travel impacts/delays/detours
Traveling public	• Roadway safety/trip reliability input • Will want to know travel impacts/delay/detours

General Scope of Work

Consultant services are requested to provide construction administration support, project engineering services (construction management), inspection, and materials-testing services required for construction of the I-70 Seibert East Part 2 & Stratton Spur project located on I-70 from MP 401 to MP 407 near Seibert and on SH 57A from MP 0.0 to MP 0.534 in Stratton.



I-70 Seibert East Part 2 & Stratton Spur
NHPP 0705-083 (21987)

CDOT is seeking supplemental construction administration support staff from the Consultant to augment the CDOT staff as required for the Seibert East Part 2 & Stratton Spur project. CDOT will need the following key personnel: one full-time Consultant Project Engineer, one full-time Consultant Senior Inspector, one full-time Consultant Junior Inspector, one full-time Consultant Head Materials Testing Technician, and one full-time Materials Testing Technician/Inspector. CDOT is also seeking the following support personnel: one Consultant Schedule Specialist, one Consultant Civil Rights Specialist, and one Consultant Public Information Manager. CDOT will provide one full-time Assistant Project Engineer for the duration of the project. CDOT staffing on this project may vary as conditions change through the duration of construction work. It is expected that 5 or more consultant staff may be required full-time to meet the project's requirements, depending on project needs.

This project is expected to be completed in two construction seasons. *Season One* is anticipated to run from March 22, 2026, to October 31, 2026, with winter shutdown from November 1, 2026, through March 21, 2027. *Season Two* is expected to run from, approximately, March 22, 2027, through October 31, 2027. The project is **291 working days** and is expected to finish by October 31, 2027. The project will be delivered by the Design/Bid/Build process. **During the winter shutdown period, it is expected that the Consultant staff will not work and therefore will not have billings. Work during this period must be approved by the CDOT Resident Engineer.*

Work is anticipated to be mainly day work. Work will likely be required on some weekends. Night work and work on holidays may also be required. The Consultant should be prepared to have employees work day, night, weekend or holiday shifts if required. Work weeks may be more or less than the standard 40-hour week.

The CDOT and Consultant Team will be responsible for all OA documents, including all final Construction as-built documentation as well as full Materials testing OA as described under ATSER by the CDOT Materials Lab. Multiple Senior and Junior Inspectors and specialists will be required to meet the OA requirements over the project duration.

Construction Traffic Control will be a major part of this project and will require an experienced team to review and coordinate traffic control with the Contractor. The project team will need to monitor the demanding daily traffic management and help to resolve issues arising from the project.

General Work Description

The construction administration of the project will require Consultant personnel to have CDOT roadway and bridge construction experience. Specific experiences should include concrete paving, asphalt paving, asphalt milling, bridge rehabilitation, environmental constraints, embankment, and traffic control management.

The Consultant shall provide support to the CDOT Resident Engineer through assignment of personnel to construction administration, inspection, and materials testing responsibilities. The Consultant will be expected to provide support for the following activities:

- **Meetings:** The Consultant personnel shall be present at and assist with the facilitation of all project meetings as required including weekly progress meetings with the Contractor, Subcontractors, utilities, and other interested parties. The Consultant staff shall be required to attend and facilitate the Project Preconstruction Meeting, Project First Meeting, and other meetings prior to commencement of the project as directed by the CDOT Resident Engineer.



I-70 Seibert East Part 2 & Stratton Spur
NHPP 0705-083 (21987)

- Documentation: Maintain project submittal register, track project correspondence, track installed quantities, check daily diaries, prepare inspectors progress reports, and complete appropriate CDOT paperwork and forms. The Consultant shall provide all correspondence, and other construction administration documentation required per the CDOT Construction Manual, and applicable CDOT forms to the CDOT Resident Engineer for review and signature. Submittal of standard documentation reports shall be submitted and filed electronically on a weekly basis.
- Project Schedules: Review of Contractor schedules in accordance with 108.03 of the Standard Specifications.
- Quality / Conformance with Plans and Specifications: Monitor and inspect the Contractor's construction activities with respect to the contract documents and relevant schedule submittals governing the performance of the work. Resolve construction problems and/or recommend action for their resolution, as they relate to changed field conditions or conflicts in the contract documents. Perform specialty tests, investigations, or monitoring to fulfill the intent of the CDOT inspection program. Notify Contractor, Consultant Project Engineer and Resident Engineer of non-compliance with the contract documents.
- Submittals and Shop Drawings: Submittals, design drawings, shop drawings, working drawings, materials, and test procedures received from the Contractor will be reviewed and/or forwarded to appropriate CDOT and/or Design Consultant personnel for review. Approved drawings will be returned to the Contractor, as well as a copy retained for use during the remainder of the project.
- Methods of Handling Traffic (MHT) / Safety: Review and Approve the Contractor's Method(s) of Handling Traffic (MHT) submittals. During construction, monitor the Contractor's MHT for implementation of traffic signing, barriers, and other traffic control measures in accordance with the approved plan. Monitor 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).
- Safety Critical Work: Review the Contractor's safety critical work plans, method statements, procedures, working drawings, shop drawings, PE engineered plans and drawings, demo plans, erection plans, etc. for compliance with contract requirements. A Consultant Professional Engineer will provide a written report of each work item to the Contractor, with comments and a recommendation to approve, reject/revise/resubmit, or accept with comments. Participate in pre-construction meetings for all safety critical work items. Participate in on-site inspection activities associated with safety critical work items. Maintain documentation of all safety critical work, analysis, comments, reviews, documentation, meetings, etc.
- Quantity Tracking: Perform daily inspections of construction activities to document activities performed and assessment of conformance with the contract documents. Quantities of work elements constructed will be measured in accordance with the CDOT Construction Manual and recorded on an electronic Form 266 to support the preparation and processing of progress pay estimates to the Contractor. Quantities will be documented in an interim quantity spreadsheet for tracking quantities constructed as compared to the original design quantities on the project. Quantities of work will be agreed upon with the Contractor and then reflected in monthly progress pay estimates prepared by the Consultant's staff. Assist CDOT in resolving disputes in quantities with the Contractor prior to the preparation of the pay estimate.



I-70 Seibert East Part 2 & Stratton Spur
NHPP 0705-083 (21987)

- Pay Estimates: Determine quantities with appropriate supporting documentation. Checks and prepares pay estimates in PMWeb.
- Daily Diaries: Consultant's personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT's Form 103a - Project Diary, unless otherwise approved by the Consultant Project Engineer or CDOT Resident Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project.
- Submittals: Review, provide comments, and acknowledge completeness of required submittals. Provide recommendations for Approval and/or Acceptance of submittals. Forward to specialties as necessary for review/approval. Manage the receipt, filing, storage, cataloging and review of all project Contractor Submittals
- Change Orders: discussions with: Contractor, Area Engineer, RE, Specialties as necessary. Also write CMO and justification letter, prepare package with attachments, price justification/negotiation, form 90, etc. per the CDOT Construction Manual.
- Civil Rights Compliance: Review certified payroll documentation in LCP Tracker provided by the Contractor and conduct interviews of Contractor employees to determine if the Contractor is in conformance with CDOT EEO/Labor Compliance policies. Review 205's and sublet compliance in B2GNow. Obtain all required EEO forms (205s, 832, 838, 1337, 1391, 1418, etc.) from the Contractor and review for compliance. Send all necessary documentation to Region 4 EEO Officer.
- Stormwater Management: Inspect erosion control, review SWMP notebook, and participate in Erosion Control Compliance Reviews. Ensure compliance with all permits such as 404 and NPDES.
- Materials Testing Coordination: The Consultant Project Engineer, Assistant Project Engineer, Inspectors and MTTs shall review project quantities on a weekly basis to ensure that sufficient tests have been performed for all material placed to date. Facilitate weekly CP-16 meeting with applicable project and Contractor personnel. When directed by the Consultant Project Engineer, the Inspectors or Materials Testing Technicians (MTTs) shall sample, test and document specified materials incorporated into the project. This includes materials delivered to the project that are listed in the Summary of Approximate Quantities. 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 (CMO) or plan approximate quantities may be increased or decreased. When directed by the Consultant Project Engineer or the CDOT Resident Engineer, the Consultant Inspector or MTTs shall document and transport samples of any materials to the CDOT Region 4 or Central Laboratories that are required to be tested by CDOT.
- Completion, Inspection, and Punch List: Participate in the final inspection with the Contractor, Consultant Project Engineer, CDOT Resident Engineer and CDOT Maintenance representative(s) upon substantial completion. Following the final inspection, prepare a punch list of remaining and/or outstanding work to be performed by the Contractor prior to partial or final project acceptance.
- As-Constructed Drawings: Maintaining accurate notes reflecting actual construction details to be



used in preparation of as-constructed plans. Complete as-constructed drawings of work completed by the Contractor including final pay quantities.

- Communication: Provide communication to Contractor field crews, adjacent property/business owners, local agencies, stakeholders, CDOT staff, public information manager, etc. Assist in preparing responses to contractors' and suppliers' requests for information, submittals, change notices, claims and correspondence. Explain construction and work with adjacent property owners to resolve issues that may arise during construction.
- Miscellaneous project related duties as requested by the CDOT Resident Engineer or other CDOT units.
- Project documentation may be stored in a shared drive such as Google Drive or other CDOT approved applications. At the end of the project, all required final documentation shall be transferred to CDOT's ProjectWise on premise or the ProjectWise Cloud system by the Consultant. Full Final project closure including "As Constructed" plans must be completed within 45 days after the Letter of Acceptance of the project.
- Preparation of Final Pay Estimate: Assist in determining final pay quantities with appropriate supporting documentation and quality control.
- Preparation of Materials Final: Prepare the final materials documentation for closing the project. Any final materials documents requiring a Professional Engineer stamp shall be supplied by the Consultant.
- Periodic reports and billings required by CDOT Procedural Directive 400.2

Key Personnel Descriptions

The following Key Personnel Descriptions are identified as critical to the success of the project. Each of these key personnel shall be identified in the Project Team section of the proposal per **Section 5B** of the RFP.

Consultant Project Engineer:

- The Consultant Project Engineer (CPE) shall support CDOT's project staff throughout the duration of the Project. The CPE shall be a Professional Engineer registered in the State of Colorado.
- This Engineer shall be experienced and competent in all areas of CDOT road and bridge construction management, inspection and materials testing. The exceptional candidate will have extensive experience with concrete and asphalt paving, structure rehabilitation, traffic control management, reviewing Critical Path Method (CPM) schedules, and strong public relations skills.
- The Consultant Project Engineer shall have a minimum of 3 years of experience on CDOT construction projects or equivalent DOT project with at least 2 years of experience in administration of CDOT construction projects.
- The CPE shall review and approve all Methods of Handling Traffic and have taken the Traffic Control Supervisor (TCS) class and hold a current TCS certification.



I-70 Seibert East Part 2 & Stratton Spur
NHPP 0705-083 (21987)

- Review the Contractor's safety critical work plans, method statements, procedures, working drawings, shop drawings, PE engineered plans and drawings, demo plans, erection plans, etc. for compliance with contract requirements. Provide a written report of each work item with comments and a recommendation to approve, reject/revise/resubmit, or accept with comments.
- Participate in pre-construction meetings for all safety critical work items. Participate in on-site inspection activities associated with safety critical work items. Maintain documentation of all safety critical work, analysis, comments, reviews, documentation, meetings, etc.
- The CPE shall be the final authority regarding acceptance of work that conforms or is in non-compliance with the plans and specifications. The CDOT Resident Engineer, or CDOT Project Manager, as delegated by the CDOT Resident Engineer, shall be responsible for signature approval of all construction contract modification orders (CDOT FORM 90) and all construction contract payments.
- The CPE is in direct charge of the work and is responsible for the administration of the project Contract as defined in the CDOT Standard Specifications. This includes approving and setting work hours for both project construction and inspection.
- The CPE shall be designated as the Engineer in Responsible Charge of the Work as delegated by the CDOT Resident Engineer in accordance with the scope of work in the consultant's contract with CDOT. The CPE is NOT authorized to sign or approve CMOs. The CDOT Resident Engineer shall maintain the ability to revoke or change the delegation of The Engineer in Responsible Charge at any time. All work performed by consultant staff will be under the responsible charge of the CPE.

CDOT Assistant Project Engineer:

- The CDOT Assistant Project Engineer is the employee on the project who will assist the CPE in administering the project. The CDOT Assistant Project Engineer will perform construction inspection and other project-related services under the responsible charge of the CPE and at the direction of the CDOT Resident Engineer.
- The CAPE will be expected to participate in on-site inspection activities to ensure inspectors/testers are appropriately documenting and covering all job-site activities.
- The CAPE shall assist CDOT with job showings under advertisement and completion of the Contractor Q&A form (1389).
- Participate in pre-construction meetings for all safety critical work items. Participate in on-site inspection activities associated with safety critical work items. Maintain documentation of all safety critical work, analysis, comments, reviews, documentation, meetings, etc.

Consultant Inspectors:

- **Two (2)** Consultant Inspectors will be needed for the duration of the project, one shall be a senior inspector, and one shall be a junior inspector. The senior inspector shall have a minimum of 2 years of CDOT construction project experience. It is preferred that the junior inspector have at least 1 year of CDOT construction experience but is not required.
- The Consultant Inspectors perform construction inspection and other project-related services under the direction of the Consultant Project Engineer.



I-70 Seibert East Part 2 & Stratton Spur
NHPP 0705-083 (21987)

- The Consultant Inspectors will primarily perform roadway and bridge inspection work as needed. Other inspection and paperwork duties may also be required.
- The Consultant Inspectors shall have experience with concrete and asphalt paving, asphalt milling, and bridge rehabilitation. They should hold the APM Inspector certification. They must have taken the Traffic Control Supervisor class and hold current TCS certification.

Consultant Materials Technicians:

- The Consultant Materials Technicians (MTTs) are the employees who perform construction materials testing services and other project-related services under the direction of the CPE.
- **Two (2)** MTTs will be needed for the duration of the project, one shall be the head materials tester and one shall be a materials tester/inspector. Both will be required for the duration of the project.
- The Consultant Head MTT shall have a minimum of 3 years of testing experience on CDOT construction projects and shall have strong experience testing both PCCP and HMA. The other tester/inspector shall have a minimum of 1 year of asphalt and concrete testing experience on a CDOT construction project.
- Both Consultant MTTs shall have experience in asphalt, concrete, earthwork, and hold current certifications including ACI Field and Strength, LabCAT Level A, B and APM Inspector, and WAQTC.
- The Consultant MTTs shall review the project plans, specifications and the current version of the CDOT Field Materials Manual and the project specific CDOT Form 250 (Materials Certification Checklist) to complete the project with the number and types of tests that will need to be performed on the project.
- Additional testing may be required if requested by the CDOT Resident Engineer or the CPE. The Consultant MTTs shall input test results and other materials data into ATSER and keep it updated daily. The Consultant MTTs shall be thoroughly familiar with CDOT forms and documentation requirements.

Supporting Staff Descriptions

In addition to the staff identified above, the Project will require additional support staff, inspectors, and testers. The staff shall be available to the project and report to the project site as requested by the Consultant Project Engineer. The following descriptions include the anticipated number of staff needed for each description.

- **Civil Rights Specialist - One (1) - (Approximate workload; 15% - 20%)** - The Civil Rights Specialist will ensure conformance with all Civil Rights/EEO/DBE/Labor Compliance policies and procedures throughout the project. This person will work closely with the Region 4 Civil Rights Office to ensure compliance with all applicable laws and regulations. Review all certified payroll documentations provided by the Contractor for conformance to the specifications and functional uses, may conduct random interviews of Contractor employees to determine if the Contractor is in conformance with CDOT's DBE, EEO/Labor Compliance policies, manage the OJT requirements of the contract and write reports for progress estimates when approved. Perform monitoring of monthly payments by the Contractor to subcontractors. Also monitor confirmations/discrepancies



of payments noted by subcontractors and vendors. The Civil Rights Specialist will coordinate with the Consultant Project Engineer on missing documentation and make recommendations for approval of monthly progress payments. The Civil Rights Specialist will attend all weekly project meetings and provide updated Civil Rights status.

- **Consultant Schedule Specialist - One (1) - (Approximate workload; 15%)** - The Consultant Schedule Specialist will provide reviews of CPM schedules and provide feedback to the Consultant Project Engineer. The Consultant Schedule Specialist will review the Contractor's initial and baseline schedule and method statement submittals and submit written comments to the Consultant Project Engineer on acceptability. The Schedule Specialist will review the Contractor's accepted as-planned schedule, schedule updates, and method statements for compliance with contract requirements. They will perform a schedule delay analysis and determine the amount of Contractor and/or CDOT excusable delays if necessary. The Consultant Schedule Specialist will provide ongoing schedule review and evaluation support through project completion. They shall be experienced in CPM schedule review for CDOT road and bridge construction projects. The schedule reviewer shall be familiar with Microsoft Project and Primavera software to review contractor submitted schedules. The schedules shall be thoroughly reviewed in accordance with the project and CDOT specifications to provide recommendations to the Consultant Project Engineer and CDOT Resident Engineer.
- **Consultant Public Information Manager (PIM) - One (1) - (Approximate workload; 15% - 20%)** - The Public Information Manager shall require CDOT and public communication experience with emphasis on public/media relations, marketing or other related field, and strong written and verbal communication skills. The PIM, from Notice to Proceed of the Construction Contract through Final Acceptance of the project, shall be responsible for the following:
 - Complete the Project Onboarding Checklist and update monthly or as requested by the CPE.
 - Be available 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 the construction operations are in effect. The PIM, and when necessary, the CPE, shall respond to all inquiries with a phone call, a voice message, or an email within one working 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.
 - Establish a Dialog Project Account.
 - Prepare and submit lane closures. The PIM shall enter planned weekly lane closures into the Dialog program by Thursday at 12:00 p.m. for the upcoming Sunday through Saturday. The information shall be included on the website, www.cotrip.org, and a media report. The PIM shall develop Traffic Advisories that include lane closure and update information. The CPE will approve the Lane Closure and updates by Friday



at 3:00 p.m. The PIM shall work closely with the CPE and notify the CPE of any changes to a Lane Closure. The PIM shall allow the CPE to review and approve any necessary changes.

- 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 CPE but may include items such as long-term closures or impactful construction activities. Collateral includes the following:
 - Photographs and Video Recordings (taken monthly and submitted to the CPE)
 - A cell phone camera is permitted. The PIM shall submit a minimum of two digital photographs or video recordings each month to the CPE. Each photograph and video recording shall include the project number, project code, date, time, location and station or milepost, and name of person taking photograph or video recording.
 - Web Page Updates (updated weekly) - 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.
 - Project Fliers (requires approval from Region 4 Communications Manager 14 days prior to posting and will be posted by the Region 4 Communications Manager) -The PIM shall develop Project fliers using the CDOT template and shall include the CDOT logo. Fliers shall be approved by the CPE and the Region 4 Communications Manager prior to distribution. Fliers shall be delivered in person, by mail, and by email. The project will require Project Fliers at the following milestones, and any others determined by the CPE:
 - Initial Project Flier - At least four days prior to the start of work, the PIM shall deliver one approved flier per property and tenant owner within ½ mile of the project limits. The Initial Project Flier shall provide the project start and end dates, project location, description of work, traffic impacts, scheduled work hours and work days, the project hotline number, project email address, project web address, project map, photo of project area, and a construction safety message as determined by CDOT.
 - Major Traffic Switches (detours)
 - 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 CPE. CDOT will address all media inquiries and media requests. The PIM shall immediately notify the CPE of any on-site situations involving the media. If the PIM is contacted by the media, they shall provide the media with the Region 4 Communications Manager's contact information. The PIM shall submit a media release for approval by the Region 4 Communications Manager and the CPE at least 14 days prior to the start of work. This media release shall summarize the project scope, construction phasing, potential construction activities that impact traffic, the project end date, and a summary of project benefits. Any media releases requested by the CPE shall be submitted for approval at least 14 days prior to the milestone.
 - Maps and Graphics - The PIM shall develop maps, detour maps, and graphics



for use in the Public Information Collateral.

- Develop and submit a Public Information Plan (PIP) within ten days of the Pre-Construction Conference for approval by the CPE. The PIP shall be specific to the project. The PIP 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

Type of Communication	Timing of Response
Project Hotline calls and voice messages	● Answer calls and check messages throughout each work day ● Respond the same day or within 24 hours ● Enter details into Dialog within two days
Email Messages	● Respond the same day ● For high volume situations, respond within two work days ● Enter details into Dialog within two days
Calls from CDOT Staff	● Respond as soon as possible, and within 24 hours
Web page inquiries	● Respond the same day ● For high volume situations, respond within two work days
Public Meeting Inquiries	● Respond within one week of the meeting

These Consultant positions may be adjusted as necessary to part-time or eliminated as directed by the CDOT Resident Engineer as the project needs dictate. An additional MTT should be available to support the testing needs during times of heavy workload. Additional staff may be required during periods of heavy workload and other support as necessary. Work is planned to be completed during the day, however night, weekend or holiday work may be required. CDOT will provide an Assistant Project Engineer to supplement the Consultant team.

It is expected that the Consultant Project Engineer and Materials Head Tester will remain on the project for approximately 45 days beyond project acceptance for the completion of the final project documentation and punch list work. The Consultant should be diligently working to complete the final documentation throughout the duration of the project to limit the documentation work post construction. Please refer to the project timeline to plan for these requirements.

Personnel Qualifications

Key Personnel:

CDOT requires that all Key Personnel be engaged to perform their specialty for all services required by this contract, and the Key Personnel shall be retained for the life of this contract to the extent practicable and to the extent that such services maximize the quality of work hereunder. If Key Personnel are unavailable for a working shift due to a vacation, holiday, weekend plans, etc., it is expected that a substitute of equivalency shall be provided. Notification shall be given to the CDOT Resident Engineer or Project Manager or a substitution at least one week prior to the substitution.



If the Consultant or a subconsultant decides to replace any of its Key Personnel, the Consultant shall notify the CDOT Resident Engineer in writing of the desired change. No such changes shall be made until at least two qualified replacement candidates are recommended by the Consultant and a replacement is approved in writing by the CDOT Resident Engineer or its designated representative. The approval shall not be unreasonably withheld. Failure of the Consultant to comply with the requirements of this provision may be the cause for CDOT's termination of the contract.

The CDOT Resident Engineer or its designated representative will respond to the Consultant's written notice regarding replacement of Key Personnel within fifteen working days after receipt of the list of proposed changes. If the CDOT Resident Engineer or its designated representative does not respond within that time, the listed changes shall be deemed to be approved.

If, during the term of the contract, the CDOT Resident Engineer or its designated representative determines that the performance of approved Key Personnel is not acceptable, a notification shall be sent to the Consultant. The notification shall include a reasonable timeframe to correct such performance. Thereafter the Consultant may be required to reassign or replace such Key Personnel. If the CDOT Resident Engineer or its designated representative notifies the Consultant that certain Key Personnel of a subconsultant should be replaced, the Consultant shall use its best efforts to replace such Key Personnel within a reasonable time, but not to exceed fifteen working days from the date of the notice.

Supporting Staff Qualifications:

The Consultant staff shall have sufficient education, training, and experience to meet the minimum qualifications, and be experienced and competent in all aspects of highway construction within the scope of this project. The Personnel who do not meet all 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. Back-up Consultant resources should be available in case of loss of staff, sickness, or vacations or as necessary to meet the project's needs.

Certain tasks must be done by Licensed Professional Engineers (PE) who are registered with the Colorado State Board of Registration for Professional Engineers and Land Surveyors. National Institute for Certification in Engineering Technology (NICET) or other certifications may be required for project inspectors and testers. All tasks assigned to the Consultant must be conducted by a qualified person on the Consultant team. The qualified person is a professional with the necessary education, certifications (including registrations and licenses), skills, experience, qualities, or attributes to complete a particular task.

A copy of work experience, references and/or proof of Licensing shall be provided before work begins to the CDOT Resident Engineer. Personnel provided by the Consultant who do not meet 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.

The following chart, with the appropriately checked certifications, shall be maintained by consultant employees engaged in this type of work performed for the State.



Certifications

Class/Certification	Consultant Project, and Assistant Engineer	Consultant Inspectors	Consultant Materials Testers
Basic Highway Math	Y*	Y	Y
Basic Highway Surveying	Y*	Y	Y
Basic Highway Plan Reading	Y*	Y	Y
Transportation Erosion Control Supervisor (TECS)	Y	Y	N
Traffic Control Supervisor**	Y	Y	N
Bridge Inspection	Y	Y	N
Specialty Certifications	To be determined by the Resident Engineer and Consultant		
CAPA Asphalt Inspection	Y	Y	Y
LabCAT Level A & B	N	N	Y
WAQTC	N	N	Y
ACI Field Testing Tech I	N	N	Y
ACI Concrete Strength	N	N	Y
CDOT Materials Technician Certification Program	N	N	Y
Certified Nuclear Gauge Operator Certification	N	N	Y

*Not required if the Consultant is a licensed Professional Engineer

**CDOT Traffic Control Supervisor, Technician and Flagger certifications are required by CDOT Procedural Directive 1512.1 (Effective September 2022)

Initial Project Meeting

The Consultant team, CDOT Assistant Project Engineer, CDOT Project Manager, and CDOT Resident Engineer shall meet to coordinate and schedule the required work. The consultant shall complete all work in accordance with their approved schedule. The Consultants shall anticipate attending the Pre-Construction and Project First Meetings (anticipated February 2026) prior to construction. It is expected that the Consultant Project Engineer will facilitate the Pre-Construction meeting.

Project Standards

All sampling, testing, and documentation shall be in accordance with the Colorado Department of Transportation (CDOT) Field Materials Manual, Construction Manual, CDOT M&S Standards and applicable Project and Standard Special Provisions in the construction project contract and the applicable CDOT Standard Specifications for Road and Bridge Construction. The applicable CDOT Field Materials Manual, including Colorado Procedures and Colorado Procedure-Laboratory, shall be the one currently in use when the construction project is advertised. If the required method is not described in the CDOT Field Materials Manual, the required work shall be completed in accordance with the current AASHTO Standard Specifications for Transportation Materials and Methods of



Sampling and Testing (as revised and supplemented) or the ASTM Standards and Tentatives. Proposed work procedures shall be coordinated with the Consultant Project Engineer prior to the start of work.

References to "the specifications" shall include all applicable CDOT Standard Specifications for Road and Bridge Construction including Supplemental Specifications, Project Standard Revisions and Project Special Provisions, and project plans and specifications.

All activities performed shall be as directed and authorized by the CDOT Resident Engineer, or as delegated to the CDOT Assistant Project Engineer(s) as approved by the CDOT Resident Engineer.

Routine Billing & Reporting

The Consultant shall provide the following on a routine basis:

- Periodic Reports and Billings:
 - The periodic reports and billings required by CDOT Procedural Directive 400.2 (Monitoring Consultant Contracts), including monthly drawdown schedules.
 - Consultant Invoicing Guidelines. Please provide the following seven sections and information in each invoice in the following order:
 1. Form 1313
 2. Invoice
 - a) Provide invoice in a similar format to the original PCW
 - Noting each employee, time worked, multiplier, Fee
 - Sum total hours worked and labor, subtotal fixed fees, subtotal sub-consultants, subtotal vendor under prime (sub consultants should note their own vendors on their invoices), provide invoice total, total billed to date and total amount left on TO for Prime, Sub and Vendor for ease of tracking
 - b) Provide columns next to employees ensuring Consultant has reviewed for:
 - Employee on original TO
 - Employee on MPA and date
 - Employee added to TO by letter and date
 - Employee added to MPA Date and documentation
 - c) Provide a header for the invoice noting:
 - SAP OL#, SAP PO#, Invoice Date, Invoice #, Project # and subaccount #, current billing period, TO# and any other pertinent information
 3. Progress Report shall be submitted per the contract documents. The progress report shall also summarize all the work performed by the Prime, Sub Consultants and Vendors. Provide header as noted in 2c. Each item below requires a section in the Progress Report.
 - Report on Progress of each work activity or milestone identified in the contract, to show the amount of work accomplished during the current month and the amount of work accomplished overall.
 - A report on the time scheduled for each work activity or milestone identified in the contract to show planned time completion and actual times used to do the work.



- A description of the cause for delays beyond the planned completion of time of work activities or milestones contained in the project.
 - A report on the cost incurred to date on each work activity or milestone contained in the contract and a comparison to the cost estimates for such activity or milestone. Monthly billings will include a monthly budget forecast sheet showing invoicing from start estimated through completion tracking the project budget. In other words, verify the burn rate of prime, subs, and vendors to ensure they are on track and on task.
 - A description of possible remedies to get activities or milestones that are behind schedule, back on schedule, and to get activities or milestones that are exceeding cost estimates, back within planned costs.
 - Documentation of meetings that were held during the subject time period.
 - A report on the participation of DBE sub-consultants.
4. Letter(s) adding employee(s) to task order with all required information (should have been approved by CDOT PM prior to any work done by employee per HQ Contract/Agreement Unit-see Add Employee Process document)
 5. Labor backup - timesheets
 - The Prime, Sub-consultants and Vendors shall submit detailed hourly back up of effort noting time/date of activities and number of hours or costs.
 6. Sub-consultant billings and Vendors - should have the same documentation as prime, except Form 1313, which is optional.
- General Reports and Submittals:
 - In general, all reports and submittals must be approved by CDOT prior to their content being utilized in follow-up work effort.

Authorization to Proceed

Work shall not commence until the consultant receives the written Notice to Proceed for the contract or any individual Task Order if Task Order Directed Agreement. Work shall be completed within the allotted contract time. Time charged shall be exclusive of time lost for:

- Reviews and approvals
- Responses/direction from CDOT

The consultant shall not perform work out of scope without prior written approval from the CDOT Resident Engineer. Per the contract, subconsultants and vendors may not go over task order or contract budget.

Status of Contract

The Consultant shall monitor the fiscal status of the Task Order and the status of the work throughout the duration of the contract. The Consultant will advise the CDOT Resident Engineer of any potential for supplementing their Task Order or negotiation an additional Task Order. The Consultant shall notify CDOT in a timely manner of any changes that need to be made. Failure to monitor contract



status and provide timely notification may result in non-payment and possible discontinuation of the Consultant's services.

Documentation

The Consultant shall provide all correspondence and applicable CDOT Forms to the CDOT Resident Engineer or their authorized representative for review and approval.

The Consultant personnel shall be capable of preparing in field force account analyses, review of MHTs, construction quantity calculations required for this type of project, inspection reports daily diaries, review of 205s, and other construction administration documentation required per CDOT construction manual. The Consultant personnel shall be familiar with PMWeb and be able to prepare necessary documents such as monthly pay estimates, CMOs, etc. in the application.

Each of the consultant personnel shall maintain a daily diary for each day the tester performs work on the project. They shall use CDOT's Form 103, Project Diary, unless otherwise approved by the CDOT Resident Engineer. The contents of the diary shall be an accurate statement of progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be uploaded to the shared drive in Google within one working day of its date. The CDOT Project Manager will verify that project daily diaries are uploaded and accurate on a weekly basis. Test results, sample submittals and inspection documentation transmitted to CDOT's Region or Central Laboratory shall be recorded on appropriate CDOT Forms.

The Consultant Project Engineer and Materials Lead shall be required to review project quantities on a weekly basis to ensure that sufficient tests have been performed for the material placed to date. The consultant shall use CDOT worksheets, unless otherwise approved by the CDOT Resident Engineer.

The Consultant shall upload copies of all worksheets to the shared drive in Google on a daily basis. The Consultant shall also keep the CDOT Form 626 up to date at all times and provide copies of this form to the Consultant Project Engineer, CDOT Resident Engineer and the Contractor within 12 hours for any material found to be out of compliance with the specifications.

The Consultant shall coordinate the schedule for Independent Assurance Tests for the project in accordance with CDOT Form 379, with the Region IAT person.

Submittal of Final Documentation

Final pay documentation shall be submitted to the CDOT Resident Engineer within 30 working days after completion of the construction project work. The Consultant Project Engineer, CDOT Assistant Engineer, and Consultant Materials Lead shall finalize the project. This includes assisting the CDOT Resident Engineer and Region Finals Engineer in obtaining and correcting documentation and completing as-constructed plans during the final checking process. All documentation shall be completed electronically and placed on CDOT's ProjectWise Cloud server. This shall be completed within 60-days of project acceptance.

A completed CDOT Form 250 shall be submitted to the Consultant Project Engineer and CDOT Resident Engineer no more than 30 calendar days after the Consultant has been notified of final quantities. Failure to submit final documentation as required will result in withholding of payments.



Project Authority

The Consultant Project Engineer will be responsible for approving and setting work hours for both project construction inspection and materials testing. The CDOT Resident Engineer shall have the final authority for project staffing.

The Consultant Project Engineer and/or CDOT Resident Engineer shall be the final authority regarding acceptance of work not conforming to the plans and specifications. The CDOT Project Manager and CDOT Resident Engineer shall be responsible for signature approval of all construction Contract Modification Orders (CDOT FORM 90). The Consultant Project Engineer and CDOT Resident Engineer shall be responsible for signature approval of all construction contract payments.

Labor, Vehicles, Materials and Equipment

Personnel qualifications, staffing level, and number and types of vehicles shall be as approved by the CDOT Resident Engineer. Employees required to operate vehicles must possess and maintain a valid driver's license.

The Consultant shall furnish all personnel with all equipment and transportation required to perform the work. Consultant personnel shall have appropriate vehicles equipped with programmable LED light bars (large flashing amber beacon arrays), newer cell phones, computers, printers, PPE, and other miscellaneous equipment (calculator, camera, office and lab supplies, safety equipment, etc.) required for performing the work. PPE shall be in accordance with CDOT Procedural Directive (PD) 80.1.

Each consultant staff shall be supplied with a computer running Windows 10 or later Windows operating systems capable of wired and wireless network connections and loaded with or have access to the following software:

- PMWeb
- ATSER
- ProjectWise (a/k/a ProjectWise Explorer or ProjectWise Cloud)
- Microsoft Word/Excel/PowerPoint
- Scheduling - Microsoft Project and/or Primavera
- LCP Tracker for Project Payroll tracking
- B2GNow System for DBE/ESB tracking and prompt payment
- Adobe Acrobat/BlueBeam Revu

The Consultant shall have a phone with a digital camera with GPS cache ability that can be downloaded to a central location and available for staff to review at all times. Written and photo documentation of the project shall be uploaded weekly to the shared drive in Google and made available to the CDOT Resident Engineer.

Field Laboratory

CDOT will provide a field laboratory for the Project. The CPE will advise the Materials Work Lead on the availability of the field laboratory.

The following equipment and supplies shall be furnished by the Consultant in sufficient quantity to



ensure performance of all work required in a timely manner. Such equipment and supplies shall remain the property of the Consultant.

1. A.C. content gauge and/or extraction equipment and solvents
2. Nuclear Asphalt Content Gauge
3. Nuclear Moisture/Density Gauge
4. Concrete air meter, slump cone, and other testing equipment
5. Sieves for aggregates and soil gradations
6. Electronic scales
7. Asphalt & A/C sample containers and small tools
8. Proctor equipment for soil curves and 1-point tests
9. Atterberg, Rice Value, and Sand Equivalent equipment
10. Sample drying equipment
11. Concrete cylinder molds which conform to AASHTO requirements, except that PAPER MOLDS SHALL NOT BE USED, AND PLASTIC MOLDS SHALL NOT BE REUSED
12. Miscellaneous equipment for performing the required soils, asphalt, and concrete tests

Personnel staffing level and qualifications of testing personnel and laboratories for the project shall be subject to the approval of the CDOT Resident Engineer. The CDOT Resident Engineer and the Consultant Project Engineer shall receive and review the testing personnel and consultant laboratory qualifications prior to commencement of testing on the project. Sampling and testing personnel qualifications shall be in conformance with the requirements of the applicable CP-10.

The Consultant's work shall be under the direction of, and shall be reviewed, stamped and signed by a Professional Engineer registered in the State of Colorado. This includes providing a final Professional Engineer stamped Form 250 (Materials Certification Checklist) and Forms 472 and 473. The Professional Engineer shall be available to review work, resolve problems, and make decisions in a timely manner as requested by the CPE, and must be experienced and competent in road and bridge construction materials testing.

Specific Testing Requirements

The Consultant shall sample, test, inspect, and document all materials generated and produced on the project. This includes materials delivered to the project that are listed in the Summary of Approximate Quantities in accordance with the Field Materials Manual; materials that may be added to the project through contract modification; and altered material quantities whether increased or decreased.

Testing of materials that are specifically designated to be pre-inspected or pretested by any other Department of Transportation personnel shall remain the responsibility of CDOT. The consultant shall document and transport samples of any and all materials to the CDOT Central Laboratory that are required to be tested by CDOT regardless of pre-inspection or pretesting responsibilities.

Definitions

1. CDOT Resident Engineer - Refer to section 101.02 of the CDOT Standard Specifications for Road and Bridge Construction, version 2025



I-70 Seibert East Part 2 & Stratton Spur
NHPP 0705-083 (21987)

2. Consultant - The individual, firm, or corporation under contract to perform construction management services as outlined in this Scope of Work
3. Consultant Project Engineer - Refer to section 101.02 of the CDOT Standard Specifications for Road and Bridge Construction, version 2025
4. CDOT Assistant Project Engineer - The CDOT employee who assists the Consultant Project Engineer in managing the construction and documentation of the project as outlined in this Scope of Work.
5. Consultant Inspector - The Consultant employee who performs construction inspection, documentation, and other project related services as outlined in this Scope of Work.
6. Consultant Materials Testing Technician - The Consultant employee who perform materials testing and documentation services as outlined in this Scope of Work
7. Contractor - Refer to section 101.02 of the CDOT Standard Specifications for Road and Bridge Construction, version 2025
8. Engineer in Responsible Charge - The CO State, PE licensed Engineer who is in direct control of, and personally supervises, the construction work to ensure conformance of the contract and engineered design.

