

Request for Proposals (RFP)

Construction Management Services Scope of Work

I-70 Pavement Rehab Chambers to E-470



PROJECT NUMBERS: NHPP 0704-260

PROJECT LOCATION: I-70 from Chambers Rd to E-470

PROJECT CODE: 26936

March 5, 2026

Colorado Department of Transportation
4670 Holly Street
Denver, CO 80216

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INSTRUCTIONS

This Scope of Work is to serve as a template for Colorado Department of Transportation (CDOT) to develop and negotiate solid contracts with Consultant teams on projects and tasks. The Consultant shall coordinate all activities, tasks, meetings, communications, and deliverables with the CDOT/ Project Manager (PM) (or his or her designee) for this Project. All submittals will be through the CDOT/PM or a designee, who will make appropriate distribution. Upon notice to proceed (NTP), the Consultant shall be responsible and will account for all effort contained in the Final Scope of Work.

This Draft Scope of Work has been reviewed by the Department and reflects a plan of approach based on the known goals. One factor determining the selection of a Consultant is the ability of that Consultant to analyze the project goals, evaluate the work elements, and formulate a work plan. This process may produce new approaches or modification to the Project work elements. Because of that, all Consultants should be aware that the Final Scope of Work for a project will be produced with input from the selected Consultant. The Final Scope of Work submitted will be generated by CDOT personnel and be on CDOT letterhead.

SECTION 1 - PROJECT SPECIFIC INFORMATION

1.1. PROJECT BACKGROUND

The I-70 Pavement Rehab from Chambers to E-470 Project will rehabilitate the I-70 mainline concrete pavement surface. The project will perform concrete pavement panel replacement, smoothness grinding, sawing and sealing pavement joints, and restriping activities. In addition to the pavement work scope elements, the project will also perform bridge maintenance work scope elements including bridge deck and joint repairs, flow filling of eroded areas at bridge abutments, installation of new waterproofing membranes, and asphalt resurfacing on four structures located within the project limits.

1.2. PROJECT LIMITS

Concrete pavement rehabilitation on I-70 from MP 283.5 to MP 290.1 (from Chambers past E-470/Gun Club)

Bridge maintenance on E-17-IX / E-17-IY (WB and EB I-70 over the Highline Canal at MP 285.88) and E-17-AEJ / E-17-AEK (WB and EB I-70 over Smith Rd and UPRR tracks at MP 286.77)

1.3. PROJECT GOALS

The CDOT Project Goals reflect the values that this Project holds and expects. An exceptional proposal will demonstrate how each of the Project Goals will be pursued by the Proposer.

1. Provide safe and effective interstate traffic conditions when implementing construction traffic control measures.
2. Maintain and improve vehicular infrastructure.
3. Minimize impacts to adjacent business access and other land uses during construction. This includes impacts to UPRR tracks and the highline canal. It also includes coordination of activities to maximize maintenance interstate on and off ramp movements.

1.4. PROJECT FUNDING

This project is fully funded through State and Federal resources

1.5. PROJECT INFORMATION AND DEFINITION

Project Scope Elements

Project Scope Elements include but are not limited to:

- Concrete pavement panel removal and replacement
- Diamond grinding of concrete pavement for smoothness
- Sawing and resealing of concrete pavement joints
- Permanent striping
- Bridge deck repair
- Bridge joint repair
- Flow filling of eroded areas at bridge abutments

- Bridge waterproofing membrane installation
- Asphalt resurfacing of bridge decks

Major work items may include but are not limited to: concrete pavement rehabilitation, smoothness grinding, sawing and sealing pavement joints, bridge maintenance, and signing/stripping.

1.6. PROJECT ROLES

Lead and Supporting Agencies: CDOT is the lead agency and Owner of the Project.

Stakeholders: Primary Project stakeholders and their role or involvement in the Project are listed in the following table:

Stakeholders:

Agency/Stakeholder	Role or Involvement
City of Aurora	Coordination with adjacent redevelopment schedules
Arapahoe County	Coordination with local CIP/permit projects
Denver International Airport	Coordination with adjacent redevelopment schedules

Additional Coordination Contacts:

Other Stakeholders	Role or Involvement
Private Property Owners	<ul style="list-style-type: none"> • ROW/Easement impacts • Will want to know driveway/travel impacts
Arapahoe County	<ul style="list-style-type: none"> • Owner of Highline canal - coordination of E-17-IX/E-17-IY maintenance activities • ROW/Easement impacts
Union Pacific Railroad (UPRR)	<ul style="list-style-type: none"> • ROW/Easement restrictions at E-17-AEJ/E-17-AEK • No work will be allowed on UPRR property • Will want to ensure that bridge maintenance activities do not impact railroad operations
Denver International Airport	<ul style="list-style-type: none"> • Will want to know travel impacts/delay/detours
RTD and Traveling Public	<ul style="list-style-type: none"> • Roadway safety/trip reliability input • Will want to know travel impacts/delay/detours
E-470 Public Highway Authority	<ul style="list-style-type: none"> • Will want to know travel impacts/delay/detours
Emergency Responders/Incident Command	<ul style="list-style-type: none"> • Emergency response/access input • Will want to know travel impacts/delay/detours
Utilities	<ul style="list-style-type: none"> • See table below.

Anticipated Utility Coordination/Relocations:

Utility Identification	Facility type	Relocation Required?
AT&T Fiber	Buried fiber telecommunications lines	No
CDOT ITS	Buried ITS lines	No
CDOT Traffic and Electric	Buried infrastructure supporting CDOT traffic signals	No
Century Link	Buried fiber telecommunications lines	No
Comcast	Buried fiber telecommunications lines	No
Denver Water	Buried water lines	No
Highline Canal	Owned by Arapahoe County. The facility does not currently convey water but is used as local recreation infrastructure. Access and easement rights are maintained by the county.	No
Lumen	Buried fiber telecommunications lines	No
Metro Water Recovery	Buried sanitary sewer lines	No
North Washington Street Water & Sanitation District (NWSWSD)	Buried sanitary sewer lines	No
Verizon Business Group	Buried fiber telecommunications lines	No
Xcel Energy Electric	Buried electrical lines	No
Xcel Energy Gas	Buried high and/or low-pressure natural gas lines	No
Zayo	Buried fiber telecommunications lines	No

1.7. WORK DURATION

It is estimated that the Project construction will take approximately 17 months. CDOT anticipates that the start of construction on the Project will begin in Quarter 3 2026. The CM shall explore opportunities to measurably reduce the construction duration to minimize impacts to the traveling public and to reduce costs.

1.8. COLLABORATION

Throughout construction, the Consultant will need to work with CDOT in conjunction with the CDOT Project Manager and CDOT Designer to ensure the work is completed per the project plans and specifications.

1.9. CONSULTANT RESPONSIBILITY AND DUTIES

All work shall be in accordance with CDOT's latest manuals, directives, and generally accepted practices. The Consultant shall develop an all-encompassing scope and prepare a written recommendation of activities that coincide with the Project costs, goals, and planned improvements to complete the Project. The Consultant shall provide construction administration support, project engineering services (construction management), inspection, and materials-testing services required for construction of the Project.

1.10. PERSONNEL QUALIFICATIONS

- The Consultant Project Engineer must be approved by the CDOT Project Manager.
- 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.
- This contract requires that the prime firm or any member of its team, be pre-qualified in the following disciplines for the entire length of the contract:
 - MC - Engineering Management (Construction)
 - MT - Materials Testing
- Key Personnel in the Statement of Interest section of the Proposal, see **Section 6** of the Owner's Representation RFP, constitutes an agreement by the Proposer to make the Key Personnel available to complete the services of the contract at the level the Project requires. 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 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 their 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 their 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 their 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 their 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 their 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.

1.11. COMPUTER SOFTWARE INFORMATION

The Consultant shall utilize the most recent CDOT adopted software (if applicable). The primary software used by CDOT is as follows:

- PMWeb
- Atser

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

The data format for submitting computer files shall be compatible with the latest version of the adopted CDOT software as of Notice to Proceed for the contract. The Consultant shall immediately notify the CDOT Project Manager if the firm is unable to produce the desired format for any reason and cease work until the problem is resolved.

1.12. PROJECT COORDINATION AND MEETINGS

The Consultant will be required to coordinate with the CDOT Project Manager and specialty units as approved. The list of stakeholders for this project is included in **Section 1.6 Project Roles** in this SOW.

1.13. SUPPLEMENTAL WORK

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

1.14. ADDITIONAL PROJECT INFORMATION

- 6.6 miles of mainline concrete pavement rehabilitation:
 - ~13,800 SY pavement panel replacement
 - ~1,900 SF concrete pavement repair (75% anticipated to be full depth, 25% anticipated to be partial depth, 18" maximum repair dimension - if planned deterioration exceeds this then the project will need to pivot to a half panel replacement at that location)
 - ~170,000 SY smoothness grinding
 - ~300,000 LF sawing and sealing joints
- I-70 over highline canal bridge maintenance
 - Class 2 and Class 3 deck repairs
 - Waterproofing and SMA resurfacing
 - Flowfill of eroded areas around abutments
- I-70 over UPRR/Smith Rd bridge maintenance
 - No UPRR MCL will be obtained for this project - ensure any bridge work occurs outside of RR ROW
 - (1) 0-4" bridge joint replacement, (1) 0-4" bridge joint cleaning, inlet cleanings on Smith Rd side of the structures which is outside of UPRR ROW
- Construction approach:
 - (20) instances of 7 day long 1000' single lane closures will be granted to the project east of Tower Rd, the rest of the work will need to be performed per the lane closure strategy. Approximately 75% of the pavement rehab work planned is east of Tower
 - These closures will be prohibited during the months of November, December, January, and February due to inclement weather and traffic concerns.
 - Currently 300 project working days are planned, but the contractor's construction approach/sequencing strategy could significantly shorten the project's duration.

SECTION 2 - PROJECT MANAGEMENT AND COORDINATION

2.1. CDOT CONTACT

The Consultant shall utilize the following project administration contacts for the Project:

- A. The CDOT Resident Engineer for this project is:

Katie Dawson, PE
Resident Engineer
4670 Holly Street
Denver, CO, 80216
W: 720-749-7874
katie.dawson@state.co.us

- B. Active day-to-day administration of the contract will be delegated to the CDOT Project Manager:

Ricky Esparza
Project Manager
4670 Holly Street
Denver, CO, 80216
W: 720-690-9193
ricardoesparzamunoz@state.co.us

2.2. 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 Pavement Rehab Chambers to E-470 project.

The major Work components of this project are outlined in **Section 1.5 Project Information and Definition** in this SOW.

CDOT is seeking construction administration support staff from the Consultant to augment the CDOT staff as required for the I-70 Pavement Rehab Project. CDOT staffing on this project could vary as conditions change through the duration of construction work. It is expected that approximately 5 consultant staff may be required full-time to meet the project's OA requirements, depending on project needs. 1 Project Engineer, 1 Assistant Project Engineer, 1 Lead Inspector, 1 Junior Inspector, and 1 Materials Tester. Exact personnel requirements will be based upon the approved construction schedule.

The Owner's Representative staff, composed of CDOT and Consultant team members, will be responsible for completing all construction contract administration tasks. They will fulfill all inspection, materials testing, and documentation responsibilities including project final and as-built requirements. Schedule review of baseline, as well as monthly schedules, will be needed throughout the project. Public information expertise will be required for review and oversight of contractor PI outreach.

Construction Traffic Control and Maintenance of Traffic (MOT) will be a major part of this project and will require a team member to review Method-of-Handling-Traffic (MHTs) and coordinate traffic control inspections with the Contractor to ensure conformance to the MUTCD. The project team will need to monitor the daily traffic demands and help to resolve issues that may arise in the project corridor.

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

2.3. GENERAL WORK DESCRIPTION

The construction administration of the project will require Consultant personnel to have specific experience in the following activities:

- Concrete pavement construction
- Diamond grinding for pavement smoothness
- Sawing and sealing of concrete pavement joints
- Signing and striping
- Asphalt resurfacing
- Bridge deck rehabilitation
- Bridge deck waterproofing
- Bridge joint maintenance
- Erosion control inspection
- Temporary traffic control MHT review and inspection
- Construction traffic phasing plan review and implementation

The Consultant personnel shall be prepared to work in adverse weather conditions.

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

Construction Activities include but are not limited to:

- Progress Reports: Prepare weekly progress reports for the CDOT Construction Manager and Consultant Project Engineer (CPE) documenting project progress in accordance with the Basic Contract. Project Status Report shall include all activities that transpired during the previous week, a forecast of the upcoming week, project budget and schedule updates, outstanding RFI's and CMO's, known and/or possible claim or dispute issues, and any other issues of possible concern
- Preparing and transmitting updates of construction activities to the Consultant Project Engineer for CDOT's Public Information Office
- Monitoring contractor payroll compliance requirements as they relate to B2G and LCP Tracker.
- Weekly Progress Meeting agenda and minutes
- Daily Work Diaries by all staff members
- Securing project documentation from the contractor
- Anticipating project problems, then formulating and implementing solutions

- Reviewing drawings and data submitted by the construction contractor and suppliers for conformance with the specifications. Inform and obtain concurrence as needed from the CDOT Project Manager and keep relative documentation for project records
- Schedule Review
- Public Information review and oversight
- Maintaining accurate notes reflecting actual construction details to be used in preparation of as-constructed plans
- Communicating with adjacent landowners as required to resolve issues that arise due to construction
- Monitoring compliance with and taking appropriate action to preserve safety on the project for all workers and traveling public in accordance with Methods of Handling Traffic (MHT)
- Initial, follow up, and final inspections of work in progress including interim and final measurements
- Notifying contractors and CDOT Project Manager of non-compliance with the contract plans and specifications
- Performance of special tests, investigations, or monitoring which are required to fulfill the intent of the CDOT inspection program
- Ensure compliance with permits such as 404 and NPDES
- Inspection of erosion control, review of SWMP notebook, and participation in Erosion Control Compliance Reviews
- Preparation of inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures
- Submittal of standard documentation reports no later than the following working day
- Aiding in the preparation of correspondence to the contractor, CDOT Staff, local agencies, etc.
- Providing communication to contractor field crews
- Preparation of final “As Constructed” plans upon project completion
- Perform miscellaneous project related duties as requested by the CDOT Project Manager and CDOT Resident Engineer
- Assist in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices
- Assist in preparing responses to contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondence
- Evaluate the project schedule
- Assist Project Engineer with coordination of all construction contract activities, assist in the supervision of other project staff and assignment of duties and responsibilities
- Review, give comments, and acknowledge completeness of required submittals
- Maintaining of project files, project diaries and time counts
- Prepare periodic reports and billings required by CDOT Procedural Directive 400.2
- Participate in and ability to facilitate (as necessary) weekly progress meetings with contractor, subcontractors, utilities and other interested parties
- Change Orders/MCR - discussions with: Contractor, Area Engineer, Resident Engineer, Specialties as necessary. Also write CMO and justification letter, prepare package with attachments, price justification/negotiation, form 90, etc.
- Review/Monitor Schedule (baseline, updates and narrative reviews)
- Weekly meetings (agendas, minutes, preparation, facilitation, etc.)
- Pre-con meetings (agendas, minutes, distribution, preparation, facilitation, etc.)
- Review inspectors work (diaries, 266's, DWR's, calculations, spreadsheets, etc.)
- Participate in Traffic Control Reviews, MHT review and approval, traffic phasing plan review

and implementation

- Erosion control management and oversight, bi-weekly reviews, post-storm event reviews, MAR
- Submittal review and approve and forward to specialties as appropriate for review/approval
- Manage the receipt, filing, storage, cataloging and review of all project Contractor Submittals

Post Construction Activities include but are not limited to:

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

Management of Consultant Project Construction Inspection

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

Project Standards

All inspection and documentation shall be in accordance with the Colorado Department of Transportation (CDOT) Field Materials Manual, Construction Manual, CDOT M&S Standards, CDOT Inspector's Checklist and applicable Project and Standard Special Provisions in the construction project contract and the applicable CDOT Standard Specifications for Road and Bridge Construction. The applicable CDOT Field Materials Manual, including Colorado Procedures and Colorado Procedure-Laboratory, shall be the one currently in use when the construction project is advertised. If the required method is not described in the CDOT Field Materials Manual, the required work shall be completed in accordance with the current AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing (as revised and supplemented) or the ASTM Standards and Tentatives. Proposed work procedures shall be coordinated with the CDOT Construction Manager prior to the start of work.

Labor, Vehicles, Materials, and Equipment

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

A short summary bio of work experience and list of Certifications and/or Licenses of each proposed consultant staff member shall be provided to the CDOT Project Manager. Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Manager.

The Consultant shall furnish all personnel with all equipment and transportation required to perform

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

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

The Consultant shall have a phone with a digital camera with GPS cache ability that can be downloaded to a central location and available for staff to review at all times. Written and photo documentation of the project shall be made available to the CDOT Project Manager on a regular basis.

2.4. GENERAL WORK DESCRIPTION FOR PROJECT MATERIALS TESTING

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

Management of Consultant Project Materials Testing

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

Project Staffing Authority

The CPE is in direct charge of the work and is responsible for administration of the project contract as defined in the CDOT Standard Specifications. This includes approving and setting work hours for both project construction and the materials testing.

Project Standards

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

Field Laboratory

CDOT will provide a field laboratory and the required traffic control for the Project. The CDOT Project Manager will advise the Materials Specialist 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. All equipment shall have current calibration and be maintained in satisfactory condition.

1. A.C. content gauge and/or extraction equipment and solvents
2. Nuclear Moisture/Density gauge
3. Concrete air meter, slump cone, and other concrete testing equipment
4. Sieves for aggregates and soil gradations
5. Scales
6. Sample containers and small tools
7. Proctor equipment for soil curves and 1-point tests
8. Atterberg equipment
9. Sample drying equipment
10. Miscellaneous equipment for performing the required soils, concrete and asphalt field tests
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. Cell Phone for each Materials Testing Technician (MTT)
13. Computer and printer for each test lab (CDOT or Consultant). This equipment needs to have capability to operate all current CDOT project software as defined in the current migration plan.

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

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

The Consultant's work shall be under the direction of, and shall be reviewed, stamped and signed by a Professional Engineer registered in the State of Colorado. Prior to acceptance, the Professional Engineer shall be responsible for sealing each contract's Form 473/474 materials certification. The CPE may request that additional forms be stamped. The Professional Engineer shall be available to review work, resolve problems, and make decisions in a timely manner as requested by the CPE, and must be experienced and competent in road and bridge construction materials testing.

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

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

Personnel provided by the Consultant who do not meet all the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Construction Manager. Failure to perform the testing and documentation processes may result in termination of the task order as determined by the CDOT Construction Manager.

Specific Testing Requirements

The Consultant shall sample, test, inspect, and document all materials generated and produced on the project. This includes materials delivered to the project that are listed in the Summary of Approximate Quantities in accordance with the SCHEDULE (Owner Acceptance) in the Field Materials Manual; materials that may be added to the project through contract modification; and altered material quantities whether increased or decreased. The Materials Specialist, MTTs, and the CPE shall be required to review project quantities on a monthly basis to ensure that sufficient tests have been performed for the material placed to date. The Consultant shall also provide any other services as requested by the CDOT Project Manager.

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

Documentation

Each of the MTTs shall maintain a daily diary for each day they perform work on the project. They may use CDOT's Form 103, Project Diary, or a form as approved by the CPE. The contents of the diary shall be a brief and accurate statement of progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the Project. A copy of the daily diary shall be given to the Consultant Assistant Project Engineer (CAPE) within three working days of its date. Test results, sample submittals and inspection documentation transmitted to CDOT's Region or Central Laboratory shall be recorded on appropriate CDOT Forms.

The Materials Specialist and MTTs will be required to review project quantities on a weekly basis to ensure that sufficient tests have been performed for the material placed to date. The Consultant may use CDOT worksheets or worksheets approved by the CPE. CDOT Forms and worksheets are available online at CDOT's website.

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

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

Submittal of Final Documentation

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

2.5. PROJECT COORDINATION

In addition to the stakeholders listed in **Section 1.6.**, the Consultant shall partner and coordinate with the groups below. The CDOT Project Management Team (defined below) shall be included in all coordination.

- Executive Oversight Committee
- CDOT Project Management Team
 - CDOT Resident Engineer - Katie Dawson, PE
 - CDOT Project Manager - Ricky Esparza
- CDOT Specialty Groups
 - Region 1 Materials
 - Region 1 Traffic
 - Region 1 Hydrology and Hydraulics
 - Region 1 Survey
 - Region 1 Environmental
 - Region 1 Right-of-Way
 - Region 1 Utilities
 - CDOT Staff Bridge
 - CDOT Staff Geotech
 - CDOT Public Information Office
 - CDOT Operations Center
- Design Consultant and Subconsultants
- CDOT Engineering Estimates and Market Analysis (EEMA) Group
- CDOT Maintenance Forces
- Headquarters and Regional Civil Rights Manager
- CTIO
- Bridge & Tunnel Enterprise

SECTION 3 - EXISTING FEATURES

3.1. NOTICE TO PROCEED

Note: This Section lists known features in the area. It should not be considered as complete, and should include, as appropriate, information from Section 2 Project Management and Coordination. The Consultant should be alert to the existence of other possible conflicts.

3.2. UTILITIES

Known utilities within the limits of this project are:

UTILITY	CONTACT/EMAIL	PHONE/FAX
AT&T Fiber 555 Broadway Ste 6 Denver, CO 80203	Ryder Spahr Rs7109@att.com	918-645-0035
CDOT ITS 425C Corporate Circle Golden, CO 80401	Jill Scott jill.scott@state.co.us	(303) 512-5805 Office (303) 512-5878 Fax
CDOT Traffic and Electric 18500 E. Colfax Ave Aurora, C. 80011	Robert Apodaca robert.apodaca@state.co.us Lena Sawaged lena.sawaged@state.co.us	303-263-1236
Century Link 5325 Zuni St. Denver, CO 80221	Carson Ortega Carson.Ortega@centurylink.com	970-392-4837 970-518-7517
City and County of Denver 2000 W. 3 rd Ave Denver, CO 80223	pwpermits@denvergov.org	303-446-3469
Comcast 84 Inverness Cir E. Englewood, CO 80112	Terry Herring Terry_Herring@comcast.com	720-951-3571
Denver Water Department (DENVER WATER) 1600 W. 12 th Ave, Denver, CO 80204	Paul Peloquin Paul.Peloquin@denverwater.org	303-893-2444 303-628-6801
E-470 Public Highway Authority 22470 E. Stephen D. Hogan Parkway Aurora, CO 80018	customerservice@expresstoll.com	303-537-3470 888-946-3470
High Line Canal 6934 S. Lima St. Centennial, CO 80112	Elly Evans EEvans@arapahoegov.com	720-874-6826 303-358-4088
Lumen 931 14 th st Denver, CO 80202	Luke Thompson Luke.Thompson@lumen.com	970-888-1220
Metro Water Recovery 51 Baseline Rd, Brighton, CO 80603	Kevin Boch Koch@matrowaterrecovery.com	303-286-3251

UTILITY	CONTACT/EMAIL	PHONE/FAX
North Washington Street Water & Sanitation District (NWSWSD) 3172 E 78 th Ave, Denver, CO 80229	Mike Demattee Mdamattee@nswsd.com	303-288-6664
	Alex Stelzer Ales@juneep.com	805-798-3109
RTD 1560 Broadway Denver, CO 80202	Engineering@rtd-denver.com	303-299-2299
Verizon Business Group 1000 Park Meadows Dr., Lone Tree, CO 80124	Lane Grady Lane.Grady@verizon.com	303-827-9756
Xcel Energy - Builder's Call line	Builders.call.line@xcelenergy.com	1-800-628-2121 1-800-628-2521
Xcel Energy 1800 Larimer St., Denver, CO 80202	Christina Danial Christina.danial@xcelenergy.com	303-907-9612
Zayo 1401 Wynkoop St. Suite 500 Denver, CO 80202	Steven Senger Steven.Senger@zayo.com	612-210-8036

3.3. PERMANENT WATER QUALITY CONTROL MEASURES

N/A

3.4. WATER FEATURES

Highline Canal

First Creek

SECTION 4 - GENERAL INFORMATION

4.1. NOTICE TO PROCEED

Work shall not commence until the written Notice-to-Proceed is issued by CDOT. Work may be required, night or day, and/or weekends, and/or holidays, and/or split shifts. CDOT must concur in time lost reports prior to the time lost delays being subtracted from time charges. Subject to CDOT prior approval, the time charged may exclude time lost for:

- Reviews and Approvals
- Response and Direction

4.2. PROJECT COORDINATION

See Section 2 - Project Management and Coordination

4.3. ROUTINE REPORTING AND BILLING

The Consultant shall provide the following on a routine basis:

- Coordination:
 - Coordination of all contract activities by the Consultant's Project Manager
- 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 Project Manager 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. Lodging backup shall be submitted through ODC backup.
 6. ODC backup - Only Submit documentation pertaining to the project and the invoice
 - Provide a summary of ODC Cover sheet
 - Purpose of trip, Date of Trip, Who went
 - mileage logs, per diem and/or meals documents (listing of days and rates or receipts for actuals), lodging receipts, receipt or documentation of other ODC items including vendor receipts/invoices.
 7. 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.