**Construction Management Staffing Tool**

**Purpose**

The purpose of this Bulletin is to inform CDOT project personnel that the Construction Management (CM) Staffing Tool is available for use to estimate internal and consultant construction project staffing needs.

**Why was the CM Staffing Tool developed?**

Last year, Senate Bill 19-076 required CDOT to establish an Efficiency and Accountability (E&A) Committee to study and report findings related to construction project staffing.  The E&A Committee recommended that CDOT implement guidance for a uniform and consistent process to estimate construction management staffing.  As a result, CDOT developed the CM Staffing tool to demonstrate compliance with this recommendation.

**What are the goals?**

CDOT hopes to achieve the following goals with implementation of the CM Staffing Tool:

1. Demonstrate uniformity and consistency in staffing CDOT construction projects
2. Leverage historical project data to estimate construction management staffing needs

**How does the CM Staffing Tool work?**

The CM Staffing Tool uses CDOT historical project staffing information and considers the impact of a variety of project characteristics to estimate staffing levels.  The tool is available in the Tools Catalog on the Project Management web page at:  [https://www.codot.gov/business/project-management/pre-construction](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.codot.gov_business_project-2Dmanagement_pre-2Dconstruction&d=DwMFaQ&c=sdnEM9SRGFuMt5z5w3AhsPNahmNicq64TgF1JwNR0cs&r=g3XkwFzG8NFoiOpBMprellKz-ac87RaZhCFpU-ZiltI&m=SBxPt4l1NzysJH1m2q6Pl-vlsgkwsUfuB8JUUnUhQ7k&s=FCku3JoTolk1i59471_zQU0rhf9GFefaYjJPeDTDuZU&e=).

Please note that:

1. The tool includes instructions and a process flowchart.
2. The tool is suitable for use on all single season, design-bid-build, roadway and bridge projects. Future updates will integrate additional project types (traffic, safety, etc.)  and also address multi-season and design-build and CM/GC projects.
3. The Major Deliverables Matrix (available on the Project Management web page) has been updated to include recommended use of the tool by the Project Construction Engineer as part of achieving the FOR milestone.
4. Project Managers and Project Construction Engineers are encouraged to consult with their Resident Engineers if desired staffing levels differ from the results provided by the tool.

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