**Revise Section 626 of the Standard Specifications for this project to include the following:**

**Description**

This work consists of providing Public Information Management for the duration of the project. The Contractor shall submit all documentation associated with the Public Information Management item to the Project Engineer. Before approval, the Engineer will coordinate review and approval with the Region Communications Manager (RCM).

Anticipated communications issues on this project include:

* ♦

**Construction Requirements**

1. *Public Information Manager (PIM)*.The PIM shall perform all activities associated with Public Information Management for this project. In the event the PIM is not available, the Backup PIM shall perform the required activities. **$** The PIM shall not be the Project Superintendent.

Within ten days of the Notice to Proceed date or five days before the Pre-construction Conference, whichever is later, and at least 14 days before starting PIM work, the Contractor shall submit the name, contact information, and resume of the PIM and the Backup PIM to the Engineer. The PIM and Backup PIM shall have a minimum of five years of professional experience in public or media relations, marketing, or other related field and appropriate verbal and written communication skills. Experience in administrative or business office duties is not a related field.

1. *Activities of the PIM.* The PIM duties are:
2. Project Onboarding/Offboarding Request Form. The PIM shall complete and update the Project Onboarding/Offboarding Request Form (<https://form.jotform.com/71167524405150>)every month or as requested by the Engineer. The form will assist the PIM and CDOT with tracking required activities and deliverables.
3. On-Call*.* The PIM shall be available or on-call each day there is work on the project and shall be available upon the Engineer’s request outside of normal working hours. The PIM and the Contractor shall participate with CDOT in all meetings requested by the Engineer.
4. Public Information Office.The Contractor shall establish a public information office equipped with a telephone, a local telephone number with voicemail, which becomes the Project Hotline, a computer, and an email address. Acceptable locations for the project’s public information office include the project office or off-site within the Contractor’s office or the PIM’s office. The Project Information signs shall include the Project Hotline telephone number. The PIM shall update the Project Hotline telephone message greeting weekly at a minimum and include the project’s anticipated completion date and forthcoming activities for the update period. The PIM shall answer calls, listen to voicemail, and check email throughout each day that construction operations are in effect. The PIM, and when necessary, the Engineer, shall respond to all inquiries with a phone call, a voicemail message, or an email within one day. The PIM shall document the contact’s name, contact 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 the electronic reporting system.
5. Project Meetings. The PIM shall participate in the weekly project meetings, discuss communication issues, and provide a status on the items in this specification.
6. Lane Closure Reporting.
   1. Electronic Reporting System*.* Before the Pre-construction Conference and at least 14 days before the project start, the PIM shall submit a request for access to the electronic reporting system through the Project Onboarding/Offboarding Request Form (b.1). At least once per week, the PIM shall enter project information into the electronic reporting system.
   2. Weekly Lane Closures*.* The Superintendent or PIM shall notify the Engineer one week in advance of all planned “no work” periods and planned lane closures. The PIM shall enter the planned weekly lane closures and updates into the electronic reporting system for the upcoming work period, Sunday through Saturday, by Thursday at 12:00 P.M. The Engineer will approve the Lane Closure and Updates by Friday at 3:00 P.M. Each Monday by 12:00 P.M., the PIM shall review [www.cotrip.org](http://www.cotrip.org) and verify that the lane closure and update information is accurate. If corrections are necessary, the PIM shall coordinate with the Engineer to make necessary corrections to [www.cotrip.org](http://www.cotrip.org).
   3. Real-Time Lane Closure Changes. The Superintendent shall notify the PIM and the Engineer at least 24 hours in advance on approved Lane Closure changes. The Engineer will notify the PIM when the electronic reporting system is available for changes. After completing the changes, the PIM shall notify the Engineer that the changes are ready for review and approval.
7. Public Information Collateral. **#** The PIM shall develop a variety of Public Information Collateral to share project information for project milestones such as long-term closures or impactful construction activities. The PIM shall ensure all public-facing deliverables are accessible to individuals with disabilities and to ensure nondiscrimination against persons with disabilities. For more information go to the CDOT Accessibility webpage: [https://www.codot.gov/topcontent/accessibility](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.codot.gov_topcontent_accessibility&d=DwMFaQ&c=sdnEM9SRGFuMt5z5w3AhsPNahmNicq64TgF1JwNR0cs&r=vX75br8adCdIWhyyW969M-6L_zFlPFIywGnwLSjcOmQ&m=pfsye9Osxee3aClFOeSK-orsrHKO3IJfa2hBAvPygrSiWz6tBbul_l47ESPKUJ4r&s=LocdHU44H1cpVS9U9dWQjTFcFWTmPePgtUmXW6PcBeE&e=) . Collateral includes the following:
   1. Photographs and Video Recordings*.* The PIM shall take digital photographs and video recordings at regular intervals and submit them to the Engineer. The PIM may use a cell phone camera. Photographs and video recordings shall capture various work activities and other areas of work as identified by the Contractor or the Engineer. Public Information Collateral shall include these photographs and video recordings. The PIM shall submit a minimum of two digital photographs or video recordings of the project activities and progress each month. Each photograph and video recording shall include the project number, project code, date, time, location and station or milepost, and name of the person taking the photograph or video recording.
   2. Maps and Graphics.The PIM shall develop maps, detour maps, and graphics for use in Public Information Collateral.
   3. Web Page Updates*.* The PIM shall submit information about the project (via a web form <https://www.codot.gov/topcontent/web-request-form>) to develop a project webpage. The webpage shall be created and completed so that the online web link can be included in the media release. The information will include the project cost, Contractor name, duration, location, scope, construction phasing or work schedule, potential traffic impacts, and summary of project benefits. The PIM shall provide a link to the COtrip.org website mapping system’s “Construction Layer.” The PIM shall visit and perform a weekly quality control check of the webpage to ensure the site is functioning correctly. The PIM shall provide updates with pertinent changes in schedule information, new photos, contact information, etc.
   4. Stakeholder List*.* ThePIM shall submit a Stakeholder List as a component of the Public Information Plan with each stakeholder’s name, telephone number, email address, and notes on communication needs for the project. §
   5. Public Information Management Contact Sheet. The PIM shall prepare and update a Public Information Management Contact Sheet with the names and contact information of the individuals pertinent to the project’s public information. At a minimum, the Contact Sheet shall include the Resident Engineer, Project Engineer, RCM, CDOT website administrator, the electronic reporting system administrator, PIM, Backup PIM, Contractor Superintendent, and Traffic Control Supervisor. The contact sheet shall include the applicable Traffic Management Centers. (Joint Operations Center-Golden, Joint Operations Area-Eisenhower Johnson Memorial Tunnel, Joint Operations Center-Pueblo, and Joint Operations Center-Hanging Lake Tunnels.) The Public Information Plan shall include the Public Information Management Contact Sheet.
   6. Traffic Advisories and Project Updates. The PIM shall develop weekly traffic advisories and project updates developed from the weekly Lane Closure Report, including lane closures and project update information. The CDOT traffic advisories and project updates templates are available in the Project Onboarding/Offboarding Request Form PIM resources. The Engineer will approve traffic advisories and project updates before distribution. The PIM shall email the traffic advisory and project updates to the stakeholder list by Friday of each week to announce the following week’s upcoming project activity. The emailed advisory may come from the project email box or an automated distribution platform. A Mailchimp account is available through CDOT.
   7. Media Relations.At least 14 days before the start of work or a milestone, the PIM shall prepare media releases using the CDOT media release template available in the Project Onboarding/ Offboarding Request Form PIM resources. The PIM shall allow the Engineer at least three days to review and approve the media release before distribution. CDOT will distribute media releases.

CDOT will address all media inquiries and media requests. The PIM shall immediately notify the Engineer of any project and on-site situations involving the media. When the media contacts the PIM or Contractor staff, the PIM shall provide the media the RCM’s contact information.

The PIM shall prepare a media release announcing the project, summarizing the project scope, construction phasing, construction activities that affect traffic, the project end date, and a summary of project benefits. The PIM shall develop additional media releases for major construction milestones, traffic control or lane shifts, closures, project completion, and as directed by CDOT. The releases shall also include maps or other graphics.

* 1. **#**

1. Public Information Plan*.*The PIM shall submit a Public Information Plan (PIP) within five days of the Pre-construction Conference. The PIP shall be specific to the project. The PIP shall include public information strategies for affected road users using the Public Information Collateral, the expected work zone impacts and closure details, commuter alternatives, community, government and business relations, media relations, identification of public information issues, proposed outreach strategies, approach to crisis communications, the Stakeholder List, and the Public Information Management Contact Sheet. The PIM shall update the plan when necessary and as directed by the Engineer. The PIP is a component of subsection 630.10 Transportation Management Plan.
2. Response Protocol to CDOT and the Public*.* The PIM shall follow Table 626-1 in responding to correspondence from stakeholders and the public:

**Table 626-1 - Response Timing**

| Type | Timing |
| --- | --- |
| Project Hotline calls and voice messages | Answer calls and check messages throughout each day.  Respond within one day.  Enter details into the electronic reporting system within two days. |
| Email messages | Respond within one day.  For high-volume situations, respond within two days.  Enter details into the electronic reporting system within two days. |
| Calls from CDOT Staff | Respond as soon as possible and within 24 hours. |
| Web page inquiries | Respond within one day.  For high-volume situations, respond within two days. |

**Method of Measurement**

The Engineer will monitor the PIM and all public information services.  When the PIM provides acceptable public information services per these specifications, partial payments for the pay item Public Information Services will be made as the work progresses. Failure to provide acceptable public information services will result in a withholding of payment for this item. These partial payments will be made as follows:

Partial payments for public information services will be made once each month as work progresses.  The monthly partial payments will be determined by pro-rating the lump sum bid amount by the number of months in the actual construction schedule.

**Basis of Payment**

Payment will be made under:

| **Pay Item** | **Pay Unit** |
| --- | --- |
| Public Information Services (Tier IV) | Lump Sum |

Payment for Public Information Services will be full compensation for all work, materials, and equipment to provide public information throughout the project per this specification.

Construction Signs will be measured and paid for per Section 630.

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**Instructions** **to** **Designers** (delete instructions and symbols from final draft):

The Designer and the Region Communications Manager (RCM) will decide which level of the Public Information Management specifications is needed, before completing the bid package.

Tier IV projects are low impact projects or projects in remote areas that typically involve:

* Low visibility from media or public
* Remote highway with limited to no residence or business access
* Low-volume road with limited direct-access points or driveways,
* Low stakeholder involvement
* Low impact to traveling public/ stakeholders

Examples: Overlays/chip seals, signals, contracted maintenance, etc.

Requirements:

* Communications Plan,
* execution of stakeholder lists and
* communications tools including:
  1. Collateral (Flyers, Photos)
  2. Media Updates/Advisories
  3. Hotline
  4. Lane Closure Reporting

A Tier IV project has:

A Public Information Manager (PIM) that is a public relations professional with at least five years’ experience. The contractor may assign a staff member (can be project superintendent) to perform the PIM duties.

* A requirement for a Public Information Plan which includes strategy, stakeholder lists, and communication tools identified through coordination with the RCM including:
  + Project Meetings
  + Collateral (Flyers, Photos)
  + Web Updates
  + Media releases
  + Project Hotline
  + Lane Closure Reporting

Estimating the Public Information Management (Tier IV) pay item:

The Public Information Management costs can be estimated using 0.1% (low) to 0.3% (high) of the project budget. For example, for a $10 million project, the communications budget would be between $10,000 and $30,000.

Find responses to the Frequently Asked Questions at this [link](https://docs.google.com/spreadsheets/d/1TIeaBypvTd3FrC7fOmaxoFhiR-13HBS_GPEAjLpwOQQ/edit#gid=0): <https://docs.google.com/spreadsheets/d/1TIeaBypvTd3FrC7fOmaxoFhiR-13HBS_GPEAjLpwOQQ/edit#gid=0>

♦ In consultation with the RCM, address key communication issues in the PIM.

$ Tier 4 the PIM may be the Superintendent. If this is the case delete, “The PIM shall not be the Project Superintendent.” and add, “The PIM may be the Project Superintendent.”

**#** Public Information Collateral. List each type of required collateral and add specific details including quantities, timeframes for preparation, submittal, review, publishing, and distribution of each. If necessary, include additional required collateral. Keep in mind lead times for preparation, submittal, review, publishing, and distribution of collateral and for newspapers that only publish weekly.

§ Stakeholder List. Include known stakeholders and instruct the PIM to add any additional stakeholders they identify.

▼ Consult with the RCM to identify the format and number of public meetings, tours, and events required. Also, determine and include how advertising of the meetings and events, considering the format and number of collateral necessary to announce the meetings and events.

\* Coordinate changes to the Method of Measurement start and end dates with the RCM. If the project needs more notice before the start of construction or the timing of NTP does not allow for 14 days’ advance notice, modify the start date. Consider preparing the initial PIM activities during preconstruction activities and remove them from the PIM requirements. If the contract has a landscape establishment period or other non-work periods such as a winter shutdown, change Final Acceptance to Partial Acceptance or suspend PIM days during the no-work period.