



COLORADO

Department of Transportation

Region 1

South Engineering Program
18500 E Colfax Ave Aurora,
CO 80011

**CDOT Region 1
Consultant Scope of Work
November 6, 2024**

**LONE TREE MOBILITY HUB
Construction Management, Inspection & Materials Testing Services
Project number #: NHPP 0252-514 SA# 24278
Estimated Start Date: June 2025**

The Contract Administrator for this Contract will be:

Nyssa Beach, PE
CDOT R1 Resident Engineer
18500 E Colfax Ave, Aurora,
CO 80011
Phone: (303) 746-8639
Email: nyssa.beach@state.co.us



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Project Background and Work Duration

Services are requested to provide Project Construction Management, Construction Inspection, and Material Testing to support the referenced CDOT Project. This project has a floating start date subject to the Prime Contractors discretion. Working times on the project will vary with work expected at night and/or day and on weekends. Work may be required on holidays. Work weeks may be more than or less than the standard 40-hour week.

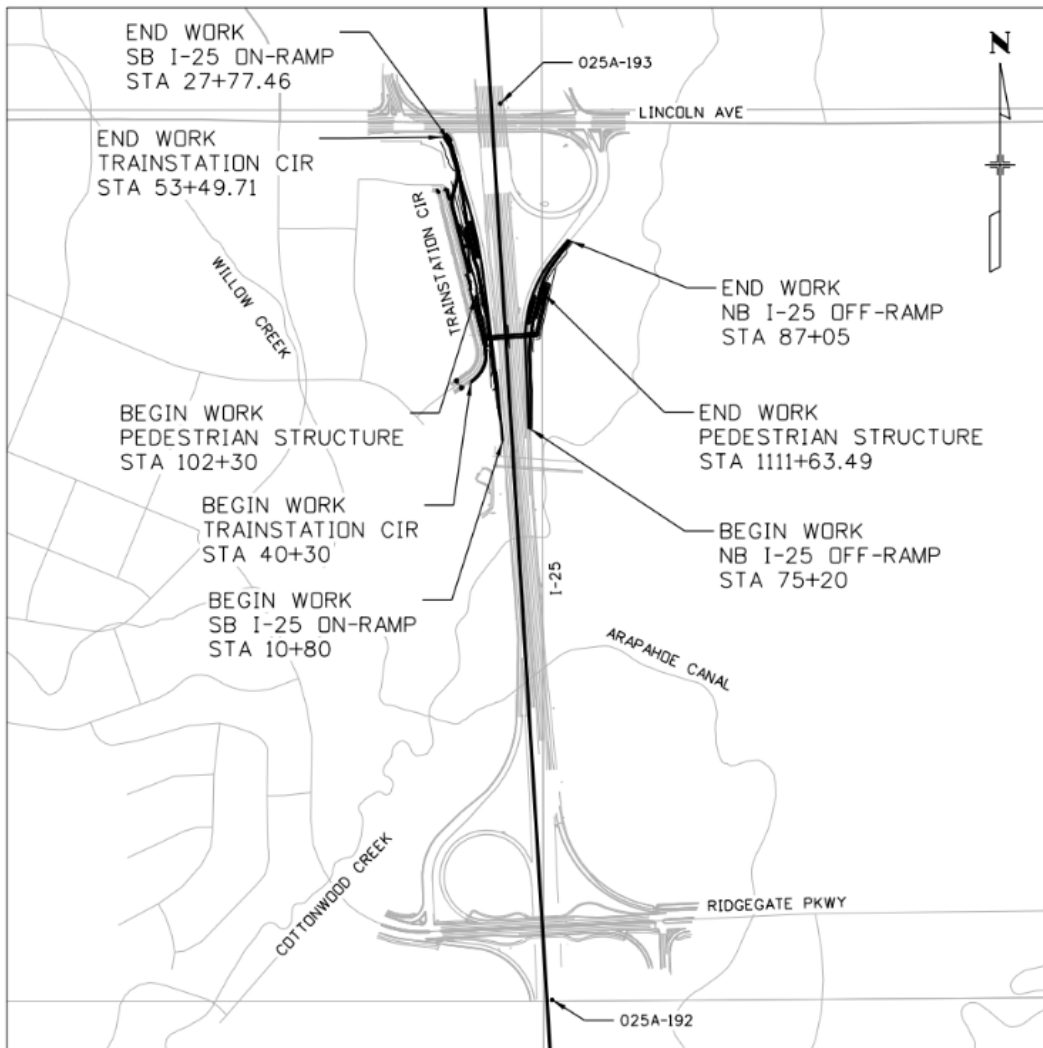
The estimated construction duration is approximately 185 working days. It is estimated it will be completed in two seasons due to temperature requirements.

Description of Project and Work Duration

Project Location:

The Sky Ridge at Lone Tree Mobility Hub will be located as shown in the project location map below:

NB I-25 Off-Ramp to E Lincoln Ave ; SB I-25 On-Ramp from E Lincoln Ave



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This project consists of the construction of the transit mobility hub on I-25 in Lone Tree including, but not limited to:

- Two-span steel truss pedestrian bridge construction over I-25 including ramp spans and walls accessing the structure.
- Bus slip ramps on northbound and southbound I-25
- Northbound ramp transit stop
- Southbound ramp transit stop
- Division of Transit and Rail (DTR) Mobility Hub Amenities, Lighting, and ITS
- Sidewalk connections, Pedestrian Lighting, and landscaping
- Kiss - and - Ride drop off area
- Addition of crosswalks to Trainstation Circle

Consultant's proposed work procedures shall be coordinated with the CDOT Resident Engineer with a Formal "Notice to Proceed" before the start of work.

I. CONSTRUCTION MANAGEMENT

Anticipated Key Consultant Personnel Requirements:

One (1) Project Engineer (Bridge/Structure experience)
One (1) Senior-Level Inspector (Full time through Project)
One (1) Mid-Level Inspector/ Material Testing Technician (Full time through Project)
One (1) Materials Testing Technician (on call)
Documentation Specialist: As needed
Schedule Reviewer: As-needed

The project is expected to have a blended staff of CDOT and Consultant personnel throughout the duration of the project. CDOT staff will provide the Assistant Project Engineer and an additional Inspector.

Additional project support will also be required by the consultant personnel for structural fabrication inspection (including Certified Weld Inspection), construction schedule reviews, finals review, compliance, and other support as necessary. Materials testing may need to be supported during busy construction activities.

Consultant Staffing and Working Time

It is estimated that the Consultant will need to provide the following staffing levels. Staffing levels may be increased or decreased based on need due to fluctuations in CDOT staffing levels, project delays, contractor schedule and/or unforeseen reasons. Some positions may require overtime of more than 8 hours a day, 40 hours a week and some positions will be part-time, less than 40 hours per week. Occasional night work and weekend work are anticipated. Holidays are not anticipated but may be required pending the Contractor's schedule.

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Authorization to Proceed

Work shall not commence until written Notice to Proceed is received by the Consultant and shall be completed in the time specified.

Diaries and Documentation

All Consultant personnel shall maintain a daily diary for each day work is performed on the project. They shall use CDOT Form 103 or automated 103a - Project Diary, or other form approved by the 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 along with any conversations concerning the work. Editorial comments shall not be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall become a part of the permanent project record and shall be given to the Project Engineer within one working day of its date.

Computer Equipment & Software

Consultant computers shall include all necessary communications hardware and software to perform the work. The Consultant computers shall be capable of running the most current version of following software:

- SiteManager/LIMS and/or PMWeb/ATSER
- CDOT QA/QC software
- Microsoft Word
- Microsoft Excel
- Software capable of creating, merging and editing Adobe pdf documents
- Adobe Sign for CMOs
- Microsoft Project 2016
- Primavera Schedule software (P6)
- Project Wise (aka – ProjectWise Explorer)
- Bluebeam
- Survey123

Bridge Inspector/Inspector

The project inspectors will be responsible for day-to-day activities on the project. These responsibilities may include documentation and inspection of construction activities, supervision and documentation of time and materials work, preparation of daily diaries, documenting contractor activities, and relevant observations enforcing contract requirements. Additional Certified Weld Inspection (CWI) services are requested during the fabrication of the steel pedestrian bridge. The inspector's requirements are outlined in Section 2.

Testers

The material tester will be responsible for all materials sampling, testing, documentation, and project inspection as required by the Project Engineer. The

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Consultant shall furnish personnel, materials, and equipment required to perform the work. CDOT's Contractor will provide a field laboratory. Tester's requirements are outlined in Section 2.

Schedule Reviewer

The Consultant Schedule Reviewer shall be responsible for analyzing the Contractor's schedule in accordance with the requirements of the construction contract on CDOT's behalf. The schedule reviewer will be responsible for review, comment, and approval of the Contractor's baseline schedule and monthly updates for compliance. In addition, the Consultant Schedule Reviewer shall provide scheduling support to the project and the PE as needed. Schedule Reviewer's requirements are outlined in Section 2.

Engineer in Responsible Charge (EIRC)

The Consultant shall provide an engineer to serve as the EIRC. No specific position has been identified for this position as these responsibilities may be added to another existing position on the project. If not added to an existing position, the proposal shall identify another position. The EIRC's requirements are outlined in Section 2.

Project Standards

Construction Management and Construction Inspection shall be in accordance with the Colorado Department of Transportation's Construction Manual, Field Materials Manual, applicable AASHTO test procedures, CDOT Laboratory Manual of Test Procedures, Colorado Department of Transportation Inspectors Check-list, Standard Specifications for Road & Bridge Construction, Supplemental Specifications, applicable M&S Standards, and the plans and specifications currently in use when a construction project is advertised or revised under advertisement, and as modified by change order.

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.

Routine Billing & Reporting

The Consultant shall provide the following on a routine basis:

- b) Coordination of all contract activities by the Consultant's Project Engineer.
- c) Monthly billing formats, suitable to the CDOT Project Manager/or Engineer, for all contract activities performed by the consultant's Project Engineer, inspectors, and Material Testing Technician.
- d) Periodic reports and billings required by CDOT Procedural Directive 400.2.
- e) Weekly timecard for Consultant personnel. The CDOT Project Manager/or

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Engineer, before billing, must sign these timecards.

Status of Contract

The Consultant shall monitor the status of the current spent amount against the Not to Exceed (NTX) Amount of the Agreement and any Task Orders and shall advise the CDOT Resident Engineer of any potential need to supplement the contract or task order NTX Amounts.

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

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 the 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

Status of Project

The consultant shall monitor the status of work and advise the CDOT Resident Engineer/Manager of any potential need for supplementing their contract. Failure to monitor work status and provide timely notification may result in discontinuing the consultant's services relative to the contract agreement until a supplemental agreement can be affected.

The Consultant's work shall be under the direction of and shall be reviewed by a Professional Engineer registered in the State of Colorado.

The Inspector(s)/Tester permanently assigned to this project shall be competent in road and bridge construction and be thoroughly familiar with CDOT specifications, manuals, forms, and documentation requirements.

The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer.

The qualifications for the level(s) shall be commensurate to experience, and are as follows:

1. Project Engineer – Six (6) or more years of experience on CDOT projects. Responsible for the supervision of the inspectors and tester. Experience shall include management of CDOT bridge construction projects and CDOT construction electronic documentation. Experience as a Project Engineer on CDOT bridge construction. Experience in scheduling projects that include considerations of highway closures preferred.
2. Mid-Level Inspector/ Material Testing Technician – Three (3) to five (5) years of

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experience in construction management, inspection, and electronic documentation. The Inspector can act as a Material Testing Technician if needed when the Material Testing Technician (on call) is not available. The Inspector shall have all the necessary certifications to work on CDOT projects.

3. Senior Level Inspector – more than five (5) years of experience and experience in construction management and inspection. Shall be proficient in bridge construction, traffic control/phasing on busy interstates, inspection, and electronic documentation. Familiarization with steel bridge construction is preferred.
4. Material Testing Technician (on call) – Three (3) to five (5) or more years of experience, Shall have all certifications needed to work on CDOT projects. The Material Testing Technician will be called when any testing is needed.

CDOT Consultant Employee Construction Inspector Qualification Program Requirements

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

Class/Certification	Consultant Project Engineer	Consultant Inspectors	Consultant Materials Testing Technician
Basic Highway Math		X	X
Basic Highway Surveying	X*	X	X
Basic Highway Plan Reading	X*	X	X
Transportation Erosion Control Supervisor (TECS)	X	X	
CCA Traffic Control Supervisor	X	X	
Specialty Certifications	To be determined by the Resident Engineer and Consultant		
CAPA Asphalt Inspection	X	X	X
Asphalt Inspection	X	X	X
LabCAT Level A & B		Level A	X
WAQTC		X	X
Major Structures	X	X	
ACI Field Testing Tech I		X	X
ACI Concrete Strength			X
SiteManager Materials and LIMS-Tester Training		X (If inspector acts as Material Tester)	X
Certified Nuclear Gauge Operator Certification		X (If inspector acts as Material Tester)	X
Other(As defined by RE)			

*Not required if the Consultant Project Engineer is a licensed Professional Engineer

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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.

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Documentation

Each of the Consultant's on-site project personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT Form 103, Project Diary, or a form/electronic documentation approved by the 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 shall not be incorporated in the diaries or on any written correspondence applicable to the project. The diary shall not be used for reporting pay quantity documentation. A copy of the daily diary shall be given to the CDOT Resident Engineer within one working day of its date.

All necessary final documentation shall be submitted electronically to the CDOT R1 Finals Engineer at the completion of the project.

Personnel Qualifications

The CDOT Resident Engineer shall be the final authority regarding the acceptance of work not conforming to the plans. The Consultant Project Engineer must be experienced and competent in road and bridge construction management and inspection.

The Consultant Project Engineer and inspectors shall provide daily, or routine certifications as shown below:

"The items listed above this certification were tested or inspected and found to be in reasonably close conformity to the plans and specifications except as noted".

When performing Construction Management services the Consultant's Professional Engineer shall also provide monthly certifications prior to processing monthly Contractor interim progress payments as shown:

"The construction on this project is being conducted in reasonable close conformance with the plans and specifications". When performing Construction Management services the Consultant's Professional Engineer shall also provide a final certification at the completion of the project as shown:" The project has been completed in reasonably close conformity with the plans and specifications including authorized changes. The project has been reviewed for obvious safety deficiencies. The project Right of Way appears to be free from unauthorized encroachments resulting from construction on this project. The Form FHWA - 47 has been completed and submitted".

Specific Work Description – Consultant Project Engineer

The Consultant Project Engineer shall schedule and manage all staff through the management of the Sky Ridge at Lone Tree Mobility Hub project. The Consultant Project Engineer shall be available to review work, resolve problems, and make decisions promptly as requested by CDOT. The Consultant Project Engineer shall be experienced and competent in road and bridge construction management, inspection, and materials testing. Experience administering CDOT projects will be required.

The Consultant shall provide support to CDOT through the assignment of personnel to construction management, construction administration, inspection responsibilities, and

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materials testing support. Specific responsibilities include:

1. Pre-Construction: Perform project showings, pre-bid meetings, and Q&A's while the project is under advertisement. Complete submittal review, baseline schedule review, and other duties as necessary to get the project up and running per CDOT requirements.
2. Meetings: The Consultant personnel shall be present at and conduct 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 prepare and hold the Project Preconstruction Meeting, Project First Meeting, and other meetings before the commencement of the project as directed by the CDOT Resident Engineer.
3. 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. Trailing and tracking field contractor activities might be required in the Survey123 Application.
4. Project Schedules: Review of Contractor schedules in accordance with 108.03 of the Standard Specifications.
5. Quality / Conformance with Plans and Specifications: Monitor and inspect the Contractor's construction activities for 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 special tests, investigations, or monitoring to fulfill the intent of the CDOT inspection program. Notify the Contractor and CDOT Resident Engineer of non-compliance with the contract documents.
6. 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 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.
7. Methods of Handling Traffic (MHT) / Safety: Review 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 take appropriate action to preserve safety on the project for all workers and traveling public in accordance with the Method of Handling Traffic (MHT).
8. 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

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will be documented in an interim quantity spreadsheet for tracking of 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.

9. Pay Estimates: Determine quantities with appropriate supporting documentation and checks and prepare pay estimates in Site Manager.
10. Daily Diaries: Consultant 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 CDOT Project Engineer. Use of the digital Form 103 through the Survey123 Application may be required. 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.
11. Change Orders: Prepare project change orders and minor contract revisions as necessary, justification for CMO's and MCR's, and price justification (Force Account Analysis) per the CDOT Construction Manual.
12. Civil Rights Compliance: Review certified payroll documentation in LCP Tracker provided by the Contractor and conduct random 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.
13. Stormwater Management: Inspect erosion control, review SWMP notebook, and participate in Erosion Control Compliance Reviews.
14. Check Surveying: Provide quality control surveying and quantity verification as needed. If the Construction Contract includes a Construction Surveying pay item, then the Contractor is responsible for performing all surveying required to properly layout and construct the work covered.
15. Completion, Inspection, and Punch List: Participate in the final inspection with the Contractor, CDOT Resident Engineer, and CDOT Maintenance representative(s) upon substantial completion. The result of the inspection is the development of a punch list of remaining and/or outstanding work to be performed by the Contractor before final project acceptance.
16. 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.
17. Completion Inspection and Close-Out: Following the completion of all punch list items by the Contractor, participate in the final inspection with representatives from the Contractor and CDOT, to confirm the completion of all work. The result of this inspection will constitute the final project acceptance.
18. Communication: Provide communication to Contractor field crews. Communicate with adjacent landowners as required to resolve issues that arise due to construction.
19. Miscellaneous project-related duties as requested by the CDOT Resident Engineer or other CDOT units.

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20. Project documentation shall be stored in a shared drive such as Google Drive or other approved application. 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.

The CDOT Resident Engineer shall be the final authority regarding acceptance of work not conforming to the plans and specifications. The CDOT Resident Engineer shall be responsible for signature approval of all construction contract modification orders (CDOT FORM 90) and all construction contract payments. A Scope of Services detailing the duties and responsibilities of Construction Management responsibilities for each Task Order shall be prepared by the CDOT Resident Engineer. The Scope of Services shall be attached to each Task Order request.

The Consultant Inspector(s) shall assist the Consultant Project Engineer in performance of construction inspection activities and other project-related activities, as directed by the CDOT Resident Engineer.

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Inspection responsibilities may include but are not limited to the following:

- Assist Consultant Project Engineer in the performance of construction inspection activities.
- Review periodic reports and billings.
- Preparing and transmitting updates of construction activities to CDOT's Public Information Office.
- Participation in weekly progress meetings with contractor, subs, utilities, and other interested parties.
- Anticipating project problems and suggesting solutions to the Consultant Project Engineer and/or CDOT Resident Engineer.
- Monitoring compliance with and taking appropriate action to preserve safety on the project for all workers and traveling public in accordance with Method of Handling Traffic and the Manual of Uniform Traffic Control Devices.
- Initial, follow-up, completion, and final inspections of work in progress, including interim and final measurements.
- Notifying contractor and Engineer 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.
- Completing inspection documentation using CDOT forms for the development of progress payments for the contractor in accordance with CDOT's prescribed procedures.
- Submittal of standard documentation reports no later than the following working day.
- Preparation of routine correspondence to the contractor, CDOT Staff, local agencies, etc.
- Providing liaison and communication to contractor field crews.
- Assisting in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.
- Maintaining accurate field notes during construction reflecting actual construction details to be used in preparation of the as-constructed plans.
- Other ~ Miscellaneous project-related duties as directed by the Consultant Project Engineer and/or CDOT Resident Engineer.
- 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.

Submittal of Final Documentation

Final pay documentation shall be submitted to the CDOT Resident Engineer within 20 working days after completion of the construction project work. Consultant shall be available to finalize the project. This includes assisting the CDOT Project Engineer and 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 45-days of project acceptance.

A completed CDOT Form 250 shall be submitted to the CDOT Project Engineer no more than 14 calendar days after the Consultant has been notified of final quantities. Failure to

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submit final documentation as required will result in withholding of Consultant payments.

II. PROJECT CONSTRUCTION INSPECTION

In addition to the construction inspection tasks identified in the previous section:

I. **Construction Management**, the construction inspector(s) shall assist the Consultant Project Engineer in the performance of construction inspection activities and other project-related activities, as directed by the CDOT Resident Engineer. Inspection responsibilities may include but are not limited to the following:

- Reviewing periodic reports and billings.
- Participation in weekly progress meetings with contractor, subcontractors, utilities, and other interested parties.
- Anticipating project problems and suggesting solutions to the Consultant and CDOT Project Engineer.
- Monitoring compliance with and taking appropriate action to preserve safety on the project for all workers and traveling public in accordance with Method of Handling Traffic and the Manual of Uniform Traffic Control Devices.
- Initial, follow-up, completion, and final inspections of work in progress, including interim and final measurements.
- Notifying contractor and Project Engineer of non-compliance with the contract plan and specifications.
- Performance of special tests, investigations, or monitoring which are required to fulfill the intent of the CDOT inspection program.
- Completing inspection documentation using CDOT forms for the development of progress payments for the contractor in accordance with CDOT's prescribed procedures.
- Submittal of standard documentation reports no later than the following working day.
- Preparation of routine correspondence to the contractor, CDOT Staff, local agencies, etc.
- Providing liaison and communication to contractor field crews.
- Assisting in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.
- Maintaining accurate field notes during construction reflecting actual construction details to be used in preparation of the as-constructed plans.
- Miscellaneous project-related duties as directed by the Project Engineer.

Inspection observations shall be documented and approved by the Project Engineer 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 Construction Inspection

The consultant Project Engineer 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 Staffing Authority

The CDOT Resident Engineer 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.

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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 Project Engineer prior to the start of work.

Labor, Vehicles, Materials, and Equipment

Personnel qualifications, staffing level, and number and types of vehicles shall be as approved by the CDOT Resident Engineer.

The consultant shall furnish all personnel, vehicles, materials, and equipment required to perform the work in a timely manner:

- Computer with appropriate software
- Clipboard, string line, 4-foot carpenter level
- Miscellaneous equipment to include calculator, officer supplies, and personal safety equipment
- Cell phone
- Project transportation

Special Qualifications for Construction Project Inspectors

The construction inspector(s) must possess a current and valid Colorado Driver's license.

The construction inspector(s) must be certified in the areas of inspection to be performed by the CDOT Construction Inspector Qualification Program.

III. 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 CDOT Project Engineer in accordance with the references cited below under PROJECT STANDARDS. The Consultant should perform all testing indicated on plans and specifications.

Management of Consultant Project Materials Testing

The consultant, CDOT Project Engineer, Resident Engineer and Residency 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 CDOT Project engineer and head tester and distributed as described in CP-16. The CDOT Project Engineer shall forward a copy of the completed Pre-Testing Meeting Agenda for Consultant Materials Testing to the Region Materials Engineer.

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Field Laboratory

The consultant shall use his own facilities, They shall follow the Laboratory Qualification Program requirements contained in the applicable CP-10.

The following equipment and supplies shall be furnished by the consultant for this project in sufficient quantity to ensure the performance of all work required in a timely manner, if applicable. 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 concrete testing equipment
5. Sieves for aggregates and soil gradations
6. 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. Miscellaneous equipment for performing the required soils, concrete and asphalt field tests
12. Concrete cylinder molds, which conform to AASHTO requirements, except that PAPER MOLDS SHALL NOT BE USED, AND PLASTIC MOLDS SHALL NOT BE REUSED
13. Cell Phone for each tester
14. Computer and printer for each test lab (CDOT or Consultant). This equipment needs to have the capability to operate all current CDOT project software as defined in the current migration plan. This includes Site Manager.
15. Ignition Oven for determining asphalt binder content meeting specifications of CPL 5120.

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

Sampling and testing personnel qualifications shall be in conformance with the requirements of the applicable CP-10. Additionally, the tester must possess a current and valid Colorado 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. The only work to be stamped will be the summary sheets; i.e., CDOT Forms 6, 9, 58, 69, 212, 250, and 554. The CDOT Project Engineer 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 CDOT Project Engineer, and must be experienced and competent in road and bridge construction materials testing.

Copies of the tester's required certifications and a resume, with references, including his/her materials testing experience shall be provided to the CDOT Project Engineer.

The materials testing technician(s) 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. The materials testing technician(s) and inspector(s) shall be thoroughly familiar with CDOT forms and documentation requirements.

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

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directed by the CDOT Project Engineer. Failure to perform the testing and documentation processes may result in termination of the contract.

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 (Quality Assurance)** 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 consultant's Project Engineer, field tester(s) and CDOT's Project Engineer 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 Engineer.

Testing of materials that are specifically designated to be pre-inspected or pretested by CDOT 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. 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 consultant's field testers shall maintain a daily diary for each day the tester performs work on the project. They may use CDOT's Form 103, Project Diary, or a form as approved by the CDOT Project Engineer. The contents of the diary shall be 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 CDOT Project Engineer 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 consultant's field tester(s) 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 may use CDOT worksheets or worksheets approved by the CDOT Project Engineer. CDOT Forms and worksheets are available through the Residency Head Tester at no cost to the consultant.

The consultant shall furnish the CDOT Project Engineer with copies of all worksheets 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 CDOT Project 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 Residency Head Tester, or directly with the Region IAT person.

Submittal of Final Documentation

Final documentation shall be submitted to the CDOT Finals Engineer within 45 working days after project acceptance. A completed CDOT Form 250 shall be submitted to the CDOT Project Engineer 10 days after the consultant has been notified of final quantities. Failure to submit final documentation as required may result in withholding any and all consultant payments.