
Consultant supplied Construction Management Services



**Eagle Residency, Region 3, Program Area East
25141 SH 82 Twin Lakes
Construction Management Services
Scope of Work**

August 8, 2026

**Project: NHPP 0821-117
Estimated Start Date: March 1, 2025**

The Contract Administrator for this Task Order will be:

John W. Kronholm, Resident Engineer
Region 3 - Eagle Residency

Office: (970) 328-9963
Cell: (970) 306-5395

Active day to day administration and monitoring of this contract will be delegated to the following CDOT employee:

N/A



General Scope of Work

The scope of work is for construction management, inspection, and materials testing services for the 25141 SH 82 Twin Lakes project. This surface treatment project is located along SH 82 Lake County, from approximately Milepost (MP) 77 - 85.3, the intersection with SH 24.

This construction project is being delivered using the Design Bid Build contracting method with advertisement in the fall of 2024. The general scope of the construction project consists of an 8 mile, 2", 17,000 ton asphalt overlay, shouldering material, bridge joint work, waterproofing membrane and deck repairs on one structure, replacement of 6,000 LF of type 3 guardrail, traffic control, striping, and erosion control. Construction is anticipated to commence in later April 2025 and end in October of 2025.

This task order is intended to cover Consultant supplied Construction Management Services for one construction season and all finals paperwork to be completed within 45 working day of the completion of construction.

For this Task Order, CDOT anticipates the following resources will be needed from the Consultant:

- Consultant Project Engineer and Schedule Expert - Full time, also covering schedule part time
- Materials Tester Technician - Full time
- Inspection Staff - Full time

Further described as follows:

- **Consultant Project Engineer**
 - Responsible for the day to day delivery of all construction management services.
 - May be required to coordinate and work with Public Information teams, Local Agencies, and CDOT Specialty Units.
 - Writing 105s and Change Orders (CMOs) as needed.
 - Reviews submittals, RFIs, and responds as appropriate.
 - Engineer in Responsible Charge.
 - Shall be a Professional Engineer, licensed in the State of Colorado.
 - Providing schedule review expertise
 - **Part Time Scheduling Expert**
 - Will perform in-depth schedule reviews of baseline schedule, monthly schedule updates, and any revised schedules submitted for all construction packages.
 - Not required to work on the project site, but may be a remote position.
 - Shall be qualified in reviewing transportation construction schedules, and shall be capable of reviewing construction schedules submitted in Primavera P6 scheduling software format.

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- Will be responsible to review the Contractor's baseline and monthly schedules, run a monthly "Digger Report", and submit a report and comments to the Consultant Project Engineer and CDOT Construction Manager.
- **Inspection Staff**
 - 1 full time inspector needed for the work.
 - Areas of inspection include all roadway work including asphalt, roadbase, alignment and profile, embankment as well as covering and assisting in drainage, structures, environmental or other areas as needed
- **Materials Tester Technician**
 - Responsible for coordination of all materials testing and documentation on the project within contractual specifications and as directed by the Consultant Project Engineer and/or CDOT Construction Manager including field work.

The Consultant will be responsible for entering information into certified payrolls in LCP Tracker, B2G Now, SiteManager entry, and other tasks as assigned.

The time period for the work described in this scope of work covers the approximate period of March 2025 to December 2025. Contractor Notice to Proceed is expected in early 2025. Field work is expected to begin in April 2025 and substantial completion is expected by October 2025.

The consultant shall be knowledgeable in Site Manager, PMWeb, Lims, and Atser. All four programs may be in use at the same time and require duplicate data entry and process in each. Maybe.

Work is anticipated to be day work and weekend work is anticipated to be required. Although not expected at this time, if extensive night work is required, the Consultant shall be prepared to provide supplemental staff to cover those shifts or move existing team members to a night shift schedule, as requested by CDOT. Work weeks may be more than or less than the standard 40-hour week. Final documentation is expected to be submitted within 45 calendar days of project acceptance for each construction package. It is expected that documentation is uploaded in the appropriate format to ProjectWise throughout the project and not left to the end. A balance between field work and office work must be maintained by staff throughout the project. All support construction staff shall remain assigned to the project site during the duration of construction, unless otherwise directed by the Resident Engineer. CDOT reserves the right to replace consultant personnel with available CDOT personnel or others.

Definitions

CDOT Construction Manager- The CDOT employee, assigned by the Resident Engineer, who is the Chief Engineer's duly authorized representative. The CDOT Construction Manager is responsible for the oversight of the administration and satisfactory completion of the project. The Project Engineer's duties are further described in the CDOT Construction Manual.

Consultant - The firm or corporation providing personnel under this agreement to perform construction services as outlined herein.

Consultant Project Engineer (CPE) - The Consultant Project Engineer is responsible to the CDOT Construction Manager for the quality and successful completion of a transportation project. The CPE shall be assigned full time on the project site. The CPE works directly for the CDOT Construction Manager. The CPE shall be licensed in the State of Colorado and is in responsible charge of construction. The CPE is responsible for the administration and satisfactory completion of the project under the Contract.

Consultant Principal - The Consultant employee in responsible charge of Consultant services performed as described in this Contract. The Consultant Principal administers the Consultant contract. The Consultant Principal shall be available during construction and will be utilized as needed to provide engineering guidance, oversight, and staffing adjustments as needed of the Consultant's employees. The Consultant Principal shall meet with the CDOT Construction Manager if it is anticipated that Consultant services may not be required for a period exceeding one week. A procedure shall be agreed upon at the Initial Project meeting to address this issue.

Consultant Inspector or Consultant Materials Tester (MTT) - Consultant employee who performs construction materials testing services, construction inspection, and other project-related services under the direction of the Consultant Project Engineer and/or CDOT Construction Manager.

CDOT Region Materials Engineer - The CDOT Region Materials Engineer (RME) assists the Resident Engineer and Project Engineer on this project with materials related issues including concrete, asphalt, and steel.

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.

Routine Billing & Reporting

The Consultant shall provide the following on a regular basis:

- 1) Monthly billing formats, suitable to the CDOT Resident Engineer, for all contract activities performed by the Inspection Consultant.
- 2) Monthly billings should include a Contract status update.
- 3) Periodic reports and billings required by CDOT Procedural Directive 400.2.
- 4) Weekly time cards for consultant personnel. The Consultant Project Engineer, prior to billing, must sign these time cards. The time cards shall be sent to the CDOT Construction Manager weekly for signature prior to billing.
- 5) Supporting documentation for all direct costs.

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- 6) Provide projections on Consultant staffing costs in relation to the contract budget on a monthly basis to the CDOT Construction Manager.

Status of Contract

The Consultant shall monitor the fiscal status of the contract, and advise the CDOT Resident Engineer of any potential for supplementing their contract or negotiating an additional task order. Failure to monitor contract status and provide timely notification may result in discontinuation of the Consultant's services on the project until a supplemental agreement can be effected.

Project Standards

All documentation shall be in accordance with the latest versions of the Colorado Department of Transportation's Construction Manual, Field Materials Manual, CDOT Laboratory Manual of Test Procedures, Colorado Department of Transportation Inspector's Checklist, Standard Specifications for Road and Bridge Construction, the Supplemental Specifications, applicable M & S standards, and the plans and specifications currently in use when the construction project is negotiated for the Construction Agreed Price (CAP).

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.

The Consultant's proposed work procedures shall be coordinated with the CDOT Project Manager prior to the start of work.

Materials, Vehicles & Equipment

The Consultant shall furnish all personnel, equipment, and transportation required to perform the work. Consultant personnel shall have appropriate vehicles (equipped with flashing LED amber beacon arrays), cell phone, computers, scanner/color printers, digital cameras, calculators, manuals, office supplies, Transmission Control Equipment, and personal protective equipment (PPE) required for performing the work. PPE and Transmission Control Equipment shall be in accordance with CDOT Procedural Directive PD 80.1.

It is the project's intent to document and complete all construction records electronically, utilizing Bluebeam Studio for maintaining and viewing project plans and specifications. To ensure each staff member has the capability to view the most up to date plans and specs anywhere at any given time, each consultant staff shall be supplied with a state of the art computer and/or tablet with internet connectivity. Consultant computers shall be able to operate CDOT's web based Trns*Port application, ProjectWise, and Google Drive. Computer and/or tablet shall have current MS Word, MS Excel, Google Drive Filestream (*or Backup and Sync - see paragraph below*), and Bluebeam (including Studio) software and any required licenses or accounts to operate them. The Consultant schedule reviewer shall have a computer equipped with Primavera P6 scheduling software and be able to run a monthly "Digger Report".

The Consultant shall provide any and all equipment for their staff required to complete testing in accordance with the CDOT Field Materials Manual, sans the field trailer as equipped per CDOT Standard Plan M-620-02. All equipment shall be in good working order and with current calibration.

Engineer's Certification

The CDOT Resident Engineer shall be the final authority regarding the acceptance of work performed by the Consultant. The Consultant Testing Firm will review, provide a PE stamp, and sign the CDOT Form 250 as it relates to the testing and acceptance of materials performed by Consultant staff. The CDOT Resident Engineer shall be the final authority regarding the acceptance of the Contractor's work not conforming to the plans and specifications.

Work Description

The Construction Administration of the project shall require CDOT construction experience and roadway construction experience, deep foundations, bridge construction, retaining walls, environmental constraints, embankment, hot mix asphalt, drainage, and traffic control management. The Consultant personnel shall be prepared to work in cold and wet weather conditions.

The Consultant shall provide the following support in construction management, inspection, testing, post-construction, and project management including, but not limited to:

Task 1.0 Construction Management Support

- 1.1 Construction Coordination: Regularly scheduled weekly and as-needed meetings will be conducted with the Contractor and other involved parties to review, update, and coordinate construction activities. Weekly meetings will include a review of issues that are impacting progress, the cost to complete the work, and significant situations encountered related to the construction of the project. Meeting minutes will be prepared to document items discussed, decisions reached, direction given, and actions to be taken.
- 1.2 Review of Contractor's Method of Handling Traffic: Review and provide comments on 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.
- 1.3 Review of Construction for Conformance with Plans and Specifications: Monitor the Contractor's construction activities with respect to the contract documents and relevant schedule submittals governing the performance of the work. Resolve construction problems and/or recommend action for their resolution, as they relate to changed field conditions or conflicts in the contract

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documents. Coordinate with the designer during construction for implementation of revisions to the plans may be required.

- 1.4 Review of Progress Schedules & Processing Shop/Working Drawings Submitted by the Contractor: Schedule submittals shall be thoroughly reviewed for completeness and accuracy. Appropriate action shall be taken when deficiencies are noted.

Submittals, design drawings, shop drawings, materials, and test procedures received from the Contractor will be forwarded to appropriate CDOT design personnel for review and approval. Approved drawings will be returned to the Contractor, as well as a copy retained for use during the remainder of the project.

- 1.5 Daily Quality Control Inspection & Quantity Control: Perform daily quality control inspections of construction activities to document activities performed and assessment of conformance with the contract documents in accordance with this Scope. Inspection items may include but are not limited to excavation, backfill, and compaction operations; concrete placement; paving; drainage; utilities; structures; signing and striping; landscaping; and traffic control installations. Installed work quantities will be measured DAILY and recorded to support the preparation and processing of progress pay estimates to the Contractor. Quantities will be documented in an interim quantity book 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.
- 1.6 Materials Testing: Direct, coordinate, supervise, monitor, manage, and administer all materials sampling and testing to ensure that the required sampling, materials testing, and documentation is obtained in a timely manner and maintained in accordance with the Field Materials Manual and Contract requirements to verify the quality of the work performed by the construction contractor.
- 1.7 Project Documentation: Maintain project submittal register, track project correspondence, check daily diaries, daily quantity tracking, prepare inspectors progress reports, and complete appropriate CDOT paperwork and forms.
- 1.8 Contaminated Material Notification: Monitor construction operations and notify CDOT immediately when contaminated material is encountered or developed on the project. When such material is identified, procedures developed by the Contractor to mitigate the problem will be reviewed and a recommendation provided.

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- 1.9 Check Surveying: Provide quality assurance surveying and quantity verification as needed.

Task 2.0 Post Construction Support

- 2.1 Completion, Inspection and Punch List: Conduct a final inspection walkthrough with the Contractor, Resident Engineer, specialty groups, impacted stakeholders (utilities, local agencies, etc.), and CDOT Maintenance representative(s) upon substantial completion. A punch list of remaining and/or outstanding work to be performed by the Contractor shall be developed based on the walkthroughs. Every effort shall be made to develop the punch list far enough in advance of the final project acceptance so that the Contractor has sufficient time to correct any deficiencies.
- 2.2 As-Constructed Drawings: Complete as-constructed drawings of work completed by the Contractor including final pay quantities. Bluebeam Sessions shall be used to complete the as-constructed drawings to allow collaborative completion of the drawings. As-constructed drawings shall be progressively completed as the work occurs and shall be submitted with the final documents submittal no later than 45 calendar days after the final acceptance.
- 2.3 Completion Inspection and Close-Out: Following the completion of all punch list items by the Contractor, conduct a final inspection with representatives from the Contractor and CDOT to confirm the completion of all work. The result of this inspection will constitute final project acceptance.
- 2.4 Preparation of Final Pay Estimate: Determine final quantities with appropriate supporting documentation and checks and prepare final pay estimate.
- 2.5 Final Documents Submittal: Prepare finalized project records to be submitted to the R3 Finals Administrator no later than 45 calendar days after the final acceptance.

Task 3.0 Project Management

- 3.1 Progress Reports: Prepare monthly progress reports for the CDOT Resident Engineer documenting project progress, Contractor's schedule status, change orders status, and potential or ongoing concerns/issues/disputes/claims. Track, update, and monitor project costs versus budget and notify the CDOT Resident Engineer of anticipated problems in a timely manner.
- 3.2 Change Orders: Prepare project change orders and minor contract revisions. Obtain Resident Engineer's pre-approval for all changes.

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- 3.3 Project Coordination: Coordinate project personnel including inspectors and material testers.
- 3.3.1 Propose a system (software and/or other means) to effectively track and schedule project staff and ensure there are no gaps in coverage.
- 3.4 Certified Payroll: Review certified payroll documentation 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.
- 3.5 Documentation: File all documentation in CDOT ProjectWise software as defined by the Resident Engineer and as presented in the project electronic file plan.

Deliverables generated during the project will include the following and will be submitted throughout the duration of the project, or at specific dates commensurate with the deliverable's intent:

- Monthly Progress Reports.
- Project correspondence generated and received during the project.
- Monthly progress pay estimates.
- Construction management records generated including minutes of meetings, project diary, inspection reports, quantity records, change orders, schedules, and other documentation as prepared during the course of construction in accordance with CDOT requirements.
- Complete "as-constructed" plans.
- Daily site photos.

When directed by the Consultant Project Engineer and/or CDOT Construction Manager, the Inspectors or MTT (Materials Testing Technician) shall sample, test, and document specified materials incorporated into the project. This includes materials delivered to the project that are listed in the Summary of Approximate Quantities. The number of tests required shall be in accordance with the Schedule in the Field Materials Manual. Additional quantities may be added by Contract Modification Order, or plan approximate quantities may be increased or decreased.

The Consultant Project Engineer, Inspectors, MTT, and the CDOT Construction Manager shall review project quantities on a weekly basis to ensure that sufficient tests have been performed for all material placed to date. The consultant shall also provide any other services such as inspection as requested by the Consultant Project Engineer and/or CDOT Construction 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

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Consultant Inspectors or MTT shall document and transport samples of any and all materials to the CDOT Region or Central Laboratory that are required to be tested by CDOT, regardless of pre-inspection or pre-testing responsibilities.

The Consultant shall also provide qualified staff to provide a monthly in-depth construction schedule analysis and report. The schedule reviewer may be Consultant staff or a Sub-consultant and will be responsible to review the contractor's baseline and monthly schedules in Primavera P6 format, run a "Digger Report", and submit a report and comments to the Consultant Project Engineer and CDOT Construction Manager.

Initial Project Meetings

The Consultants, CDOT Construction Manager, and Resident Engineer shall meet to coordinate and schedule the required work. The Consultant shall complete all work in accordance with the approved schedule. The Consultant shall anticipate attending the Design to Field Handoff, Pre-Construction, and Project First Meetings prior to construction.

Documentation

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

The Consultant personnel shall be capable of preparing in field force account analyses, review of MHT's, construction quantity calculations required for this type of project, inspection reports, daily diaries, SiteManager, review of 205's, and other construction administration documentation required per CDOT construction manual.

Each of the Consultant's personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT's Automated Form 103a - Project Diary unless otherwise approved by the Resident Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be given to CDOT, stored in project files, within one working day of its date.

Each of the Consultant's personnel that are responsible for inspecting contract line items shall keep record of DAILY installed quantities and enter into project's master tracking mechanism within one working day of the installation date, even if quantity is zero. It is the duty of inspection staff and leads to ensure project's master tracking mechanism is kept up to date. It is the duty of the Office Engineer have oversight of project's master tracking mechanism and inform inspection staff and leads of any deficiencies. At a minimum, the Office Engineer, or approved designee, will be responsible to enter these DAILY quantities into SiteManager on a weekly basis. The daily quantities shall be posted to the date of installation and not aggregated as summary amounts.

Personnel Qualifications

The Consultant team must have strong experience in construction administration, critical path scheduling, public relations, bridge work, hot mix asphalt, embankment, various retaining wall types, deep foundations, Intelligent Transportation Systems, drainage and sediment collection systems, wildlife crossings and fencing, and traffic control management.

All construction records shall be produced and stored electronically, including utilizing Bluebeam Studio for maintaining and viewing project plans and specifications. To mitigate issues in the field regarding the most up to date plans and specs, it is imperative that each project team member be proficient in the technologies required to perform duties and/or ability to learn technologies quickly. Examples of items to be familiar with include: Computer/tablet OS, MS Office Suite, Google Drive, and Bluebeam (including Studio). The necessary hardware and software to view all plans and specs in field is required.

Personnel qualifications and staffing levels for the project shall be subject to the approval of the CDOT Resident Engineer. CDOT will reserve the right to review the resume and interview any new proposed staff to the project.

The Consultant team shall have the following experience or skills:

- Reviewing construction schedules and method statements
- Force account analysis
- Public relations (working with local communities and agencies)

The Consultant Project Engineer shall be responsible for administering the project, performing some inspection work, and overseeing the Construction Administration staff. They will also be responsible for a majority of work with project documentation including the creation of pay estimates, entering installed quantities into SiteManager, submittal tracking and review, RFI tracking and review, coordination and routing of documents as necessary, tracking plan revisions, and maintaining updates to contract documents via Bluebeam Studio, filing documentation into Google Drive and/or ProjectWise, and many other areas of documentation. Other requirements of the Consultant Project Engineer include:

- Licensure as a Professional Engineer in the State of Colorado
- Experience in administration of CDOT construction projects
- Ability to complete progress pay estimates, change orders, and other SiteManager work as needed
- Proficient in MS Office Suite, Google Drive, Bluebeam, ProjectWise, and SiteManager
- Experience in overseeing safety critical work as defined in the Project Special Provisions
- Reviewing and approving Method of Handling Traffic on Interstates and have active Traffic Control supervision certification.

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- Experience in roadway construction, bridge construction, and interaction with local residents and businesses
- A minimum of 7 years of experience on CDOT construction projects

The Inspectors will perform inspection duties on assigned line items under the guidance of the Lead in that specific discipline. Other inspection and paperwork duties may also be required. The Inspectors shall have the experience in the following:

- Be certified as a CDOT Construction Inspector (more information on this certification can be found at <https://www.codot.gov/programs/tetp/construction-inspector-qualification>).
- Experience with CDOT forms and requirements such as Daily Diaries 103s and Inspector Progress Reports 266s.
- Experience with construction and inspection in appropriate disciplines

All non-lead inspection personnel must have relevant construction inspection experience on at least one CDOT project.

Specialty Inspectors may be required for rock blasting if encountered on the project, depending on qualifications of Discipline Leads. These Specialty Inspectors, if required, shall show advanced knowledge and experience within these specialties.

One full-time Consultant Materials Testing Technicians (MTT or Tester) will be required for the project. The Tester on the project and shall have a minimum of 5 years of experience on CDOT construction projects and shall have experience in cast in place concrete, asphalt, shotcrete, grout, and earthwork and shall have adequate and current certifications for any testing that they perform as detailed below. The Consultant MTT shall review the project plans, specifications, the current version of the CDOT Field Materials Manual, and the project specific CDOT Form 250 to ensure the proper number and types of testing for the work.

The Consultant MTT and the Consultant Project Engineer shall meet on a regular basis, beginning prior to the start of the project, to address any questions or issues involving testing procedures, frequency, or documentation. Additional testing may be required if requested by the Consultant Project Engineer, CDOT Construction Manager, or the Resident Engineer. The Consultant MTT shall be thoroughly familiar with CDOT forms and documentation requirements. The Materials Testing Technician shall be available to the project and report to the project site when requested by the Consultant Project Engineer. The Consultant MTT shall be approved by the CDOT Resident Engineer and have the following certifications:

- National Institute for Certification in Engineering Technology (NICET) Level II Certification in Construction Materials Testing and Inspection for the types of work being performed, e.g. aggregates, asphalt, concrete, and soils. NICET Certification or equivalent shall be provided to the CDOT Construction Manager.
- Certification by the American Concrete Institute (ACI).

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- Level II, A&B certified by The Colorado Asphalt Technician Certification Program (LabCAT).
- WAQTC, Soils Certification

The Consultant MTT shall be thoroughly familiar and have completed relevant training on CDOT's web-based materials applications for documentation and acceptance which includes SiteManager LIMS. Testers shall have successfully completed Site Manager LIMS training. The project will use SiteManager LIMS for the materials and testing documentation and acceptance.

Exceptional staff will demonstrate:

- Soft skills such as but not limited to clear communication, conflict resolution, decisiveness, accountability, teamwork, and flexibility
- Organized and detailed oriented
- Cross discipline experience
- Delivering, managing, and/or working in large complex projects
- Survey experience

Additional requirements for Consultant project personnel include the following:

1. Personnel shall have a certificate of completion of one of the following prior to the start of construction: OSHA 10-Hour Construction (OSHA10), OSHA 10-Hour Road Construction (OSHA10), or OSHA 30-Hour Construction (OSHA30).

Personnel provided by the Consultant that fail to perform their work in an acceptable manner shall be removed from the project as determined and directed by the CDOT Resident Engineer.

The Consultant must provide a redundancy plan in case of loss of staff, sickness, or vacations.

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CONSTRUCTION MANAGEMENT REQUIREMENTS
CHECKLIST

The following checklist shall be used to establish the Construction Management responsibilities of the individual parties for this project.

The checklist shall be prepared by placing an “✓” under the responsible party opposite each of the tasks listed below.

When a task does not apply to the project, not-applicable “NA” shall be placed under both parties.

Tasks that will be performed by CDOT Headquarters staff will be so indicated.

The Region in accordance with established policies and procedures shall determine who will perform all other tasks that are the responsibility of CDOT.

DESCRIPTION OF TASK	CONSULTANT	CDOT
1. Conduct the Pre-Bid conference, answer all questions, and maintain a log of all decisions given and/or made.		✓
2. Show project work site to prospective bidders, answer all questions regarding plans and specifications, and maintain a log of all decisions given and/or made.		✓
3. Coordinate all construction contract activities with appropriate stakeholders.		✓
4. Distribute electronic award sets of plans and specifications to the CDOT Resident Engineer, Contractor, and Consultant staff.		✓
5. Issue Notice to Proceed to the Contractor.		✓
6. Schedule, attend, conduct, and prepare minutes of all project meetings as follows:	✓	
a. Job Showing		✓
b. Pre-construction Conference		✓
c. Partnering Workshop (if required)	✓	
d. Weekly Project Meetings	✓	
e. Pre-Survey Conference (if required):	✓	
(1) Construction Staking	✓	
(2) Survey Documentation	✓	
f. Bridge Construction Communications	✓	
g. Structural Concrete Pre-pour Conference	✓	
h. Concrete Pavement Pre-paving Conference	✓	
i. HMA Pre-paving Conference	✓	

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DESCRIPTION OF TASK	CONSULTANT	CDOT
7. Public Relations:		
a. Prepare and coordinate with CDOT and others to publish and distribute public notices of all planned construction activities and schedules to the media, property owners, local residents, tenants, and other appropriate stakeholders affected by the project.	✓	
b. Perform public relation tasks with appropriate individuals as requested by CDOT.	✓	
c. Explain construction and work with adjacent property owners to resolve issues that arise during construction.	✓	
8. Review, comment, accept and/or approve as appropriate the following submittals: <i>Note: This list is not all-inclusive and other submittals may require action as directed by CDOT.</i>		
a. CDOT Form # 205 – Sublet Permit Application after Form #713 has been checked by the Region EEO Administrative Program Specialist.	✓	
b. Method of Handling Traffic	✓	
c. Progress Schedules	✓	
d. Method Statements	✓	
e. Shop drawings per 105.02	✓	
f. Working drawings per 105.02	✓	
g. Other submittals per 105.02	✓	
h. All EEO, Labor compliance requirements	✓	
i. Other submittals as directed	✓	
9. Construction inspection including calculations, measurements, and documentation of interim and final pay quantities as directed by the Project Engineer.	✓	
10. Perform required EEO/AA/DBE/OJT or labor compliance tasks as requested as follows:		
a. Conduct Contractor/Subcontractor reviews to ensure conformance with the EEO/Affirmative Action (AA)/DBE/OJT requirements contained in the contract. (Standard Special Provisions, Project Special Provisions and FHWA Form 1273.)	✓	

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DESCRIPTION OF TASK	CONSULTANT	CDOT
b. Complete and submit to the CDOT Resident Engineer, the required number of CDOT Form 280 – Equal Employment Opportunity and Labor Compliance Verification.	✓	
c. Monitor DBE participation to ensure compliance with the “commercially useful function” requirements.	✓	
d. Complete and submit to the CDOT Region EEO Administrative Program Specialist, the applicable number CDOT Form #200 – OJT Training Questionnaire, when project utilizes OJT’s.	✓	
e. Check certified payrolls to verify contractor/subcontractor compliance with contract requirements. Project personnel trained in payroll checking shall complete the checking. (Contact the Region EEO Administrative Program Specialist for training requirements.)	✓	
f. Coordinate submittals by Contractor and all subcontractors of FHWA Form 1391 (Highway Construction Contractor’s Annual EEO Report) to the CDOT Region EEO Administrative Program Specialist.	✓	
11. Materials:		
a. CDOT Form # 250 – Materials Documentation Record:	✓	
(1) Fill out and distribute CDOT Form # 250 before the Contractor commences work.	✓	
(2) Complete Form # 250 after work is completed; distribute per instructions in CDOT Materials Manual.	✓	
b. Approve changes to the Typical Section (requires a CMO).		✓
c. Development, checking and design mix approvals:	✓	
(1) Concrete	✓	
(2) Hot Bituminous Pavement	✓	
DESCRIPTION OF TASK	CONSULTANT	CDOT

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d. Acceptance of manufactured products	✓	
e. Inspecting fabrication of structural steel and pre-cast concrete structural components.	✓	
f. Inspecting fabrication of bearing devices	✓	
g. Laboratory check testing.	✓	
h. Acceptance testing.	✓	
i. Independent assurance testing - develop, complete and distribute CDOT Form # 379 – Project Independent Assurance Sampling Schedule.	✓	
j. Approve sources of materials.	✓	
12. Maintain time counts	N/A	N/A
13. Maintain project files for documentation; provide duplicate documentation to CDOT Resident Engineer when requested.	✓	
14. Obtain, accept, and approve all required material certifications.	✓	
15. Approve shop drawings	✓	
16. Perform Traffic Control Inspections	✓	
17. Approve temporary traffic signal equipment	N/A	N/A
18. Construction surveying – quality control checking and quantity verification (as needed only)	✓	
19. ROW Monumentation – quality control checking	✓	
20. Prepare monthly estimates of the Contractor’s work performed, materials placed or stockpiled materials on hand in accordance with the Contract. Note: Only a CDOT Resident Engineer can approve and sign vouchers for interim and final Contractor pay estimates.	✓	
21. Review interim and final billings for Utility relocation work. Note: Only a CDOT Resident Engineer can approve and sign vouchers for interim and final Utility Company billings.		✓
22. Prepare CDOT Form # 90 [Contract Modification Order (CMO)] and/or # 90 [Minor Contract Revision (MCR)] including letter of explanation for CMO/MCR Note: The Consultant may negotiate costs for extra work but only CDOT can approve costs. Only the CDOT Resident Engineer can approve and sign CMO/MCR’s for modifying CDOT’s Contract or paying the Contractor.	✓	✓

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DESCRIPTION OF TASK	CONSULTANT	CDOT
23. Monitor project financial status and submit monthly in a format acceptable to the Region, such as CDOT Form #65a - Project Financial Status.		✓
24. Prepare and submit monthly progress reports to the Region Program Engineer: CDOT Form # 110a – Status of Active Construction Projects and CDOT Form # 517a – Status of Construction Project Finals	✓	
25. Prepare appropriate responses to Contractor, subcontractor or supplier requests for information, submittals, disputes, claims, change notices, or other correspondence.	✓	
26. Prepare response for Project Engineer status of claim & Claim Status Report Form	✓	
27. Prepare complete claim record	✓	
28. Give oral or written presentation to Region Director for claims.	✓	✓
29. Give presentation for Claim Review Board or AAA Arbitration board.	✓	✓
30. Conduct routine, random, project reviews to ensure the project is being administered in accordance with the terms of the construction contract.	✓	✓
31. Conduct final project inspection of completed or unacceptable work and prepare punch list for final acceptance.	✓	✓
32. Prepare and submit CDOT Form # 1212a – Final Acceptance Report		✓
33. Prepare final project acceptance letter and distribute per procedures in the CDOT Construction Manual.	✓	✓
34. Advertise for final settlement.		✓
35. Maintain accurate as constructed notes and prepare and distribute final as-constructed plans per procedures in the CDOT Construction Manual.	✓	✓
36. Check final quantities, final plans, and prepare the final pay estimate. Note: Only CDOT can sign final pay estimate sheets and voucher.	✓	✓
37. Check material records.	✓	
38. Submit final materials certifications	✓	

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DESCRIPTION OF TASK	CONSULTANT	CDOT
39. Obtain and review CDOT Form # 17 – Contractor DBE Payment Certification from the Contractor and submit to the Region.	✓	✓
40. Obtain and review FHWA Form PR 47 (Statement of Materials and Labor Used) from the Contractor, check and submit to the Region.	✓	✓
41. Complete and submit CDOT Form # 950 for project closure.		✓
42. Submit original of all project records to the CDOT Resident Engineer. (CDOT will retain project records for six years from the date of project closure.)	✓	✓