



COLORADO

Department of Transportation
Region 4
Limon Residency
2738 Victory Hwy (PO Box 366)
Limon, CO 80828

SCOPE OF WORK
Rural Roads Over I-70 PKG-1

Dated October 7, 2024
Region 4

Project:
BR 0705-090
PROJECT CODE: 25058
PROJECT LOCATION: I-70 Limon to Flagler
Estimated Start Date: March 17, 2025

The Contract Administrator for this Task Order will be:

Rhianna Poss, P.E., CDOT Resident Engineer
Region 4 - Limon Residency

Cell: (719)740-9527

Active day-to-day administration and monitoring of this contract will be delegate to:

Karl Larson, CEPM II, CDOT Project Manager
Region 4 - Limon Residency

Cell: (719)740-1052



General Scope of Work

This scope of work is for construction management, inspection services and materials testing of the Rural Roads Over I-70 PKG-1 (structure rehab bridge preventative maintenance) project.

The project will rehabilitate and provide preventative maintenance and repair of ten structures in Lincoln and Kit Carson counties at the following locations (Limon to Flagler) on I-70: G-22-BE, M.P. 361.8 EB Kyle RR (Essential Repair); G-22-BD, M.P. 361.8 WB, Kyle RR (Essential Repair); G-22-AX, M.P. 368.3, C.R. 28; G-23-AD, M.P. 371.2, C.R. 31; G-23-AM, M.P. 376.3, C.R. 36; G-23-AG, M.P. 379.3, C.R. 39/Kyle RR; G-23-AI, M.P. 383.3, C.R.43; G-24-A, M.P. 388.5,C.R. 48/Kyle RR; G-24-Z, M.P.392.5, C.R. 3; G-24-Q, M.P. 394.5, C.R. 5. The work includes: deck concrete planing, asphalt planing, (Class 1, 2 and 3 repairs), repairs at piers, removal and replacement of expansion joints, approach slab repairs, polyester concrete overlay of bridge decks on G-22-BE and G-22-BD as well as bearing pad replacement for these two structures, waterproof membrane and HMA overlay on all other structures, minor substructure repairs, erosion control and striping.

This project is expected to be constructed over a 10-month period. The construction of this project is anticipated to start March 17, 2025, and anticipated to be completed by December 30, 2025. The project has 172 working days.

This project will be delivered by utilizing the Design, Bid, Build construction process.

CDOT will need Consultant personnel for one full-time Consultant Project Engineer, one full-time Consultant Assistant Project Engineer, one full-time Consultant Inspector, one full-time Consultant Inspector/Materials Tester, one part-time Consultant EEO Compliance Professional and one part-time Consultant CPM Schedule Expert for the duration of the project. The Consultant Project Engineer shall be a Professional Engineer, licensed in the State of Colorado. The Consultant Project Engineer will be in Responsible Charge of the project.

The Consultant Assistant Project Engineer will assist the Consultant Project Engineer in administering the project and will be in Responsible Charge when the Consultant Project Engineer is not on the project.

The Consultant Inspector/Materials Tester will be responsible for the project materials sampling, testing, and documentation as required by the CDOT Materials Manual, CDOT Standard Specifications for Road and Bridge Construction, Project Special Specifications, Standard Specifications and as directed by the Consultant Project Engineer.

The Consultant Inspector/Materials Tester will also be responsible for day-to-day activities as assigned by the Consultant Project Engineer. These responsibilities may include documentation and inspection of construction activities, supervision and documentation of time and material work, and preparation of daily diaries documenting contractor activities and relevant observations and assisting the head materials tester.

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The part-time Consultant CPM Schedule Expert shall be qualified in reviewing transportation construction schedules and shall be capable of reviewing construction schedules submitted in Microsoft Project and Primavera P6 scheduling software format. The Consultant CPM Schedule Expert will be responsible to review the Contractor's baseline, monthly schedules and narratives and submit comments to the Consultant Project Engineer, CDOT Resident Engineer, and CDOT Project Manager. This duty is expected to take 16 hours for the initial review of the baseline schedule and 2-3 hours per month thereafter for updated schedules and reviews. The Consultant Project Engineer shall also be qualified in reviewing transportation construction schedules and provide comments to the CDOT Resident Engineer and CDOT Project Manager.

The part-time Consultant EEO Compliance Professional shall ensure compliance of EEO forms (205s, 832, 838, 1337, 1391, 1418, 1425 etc.) from the contractor and review for compliance with EEO policies and send to Region 4 EEO Officer. The Consultant EEO Compliance Professional shall also review contractors and subcontractors Certified Payrolls for compliance utilizing LCP Tracker software on a weekly basis and report findings to the Consultant Project Engineer. This duty is expected to take approximately 3-4 hours a week to complete this task. This position shall also require monthly audits of the prime contractor and sub-contractors' promptness of payments in B2G software and shall report findings to the Consultant Project Engineer. This duty is expected to take approximately 2 hours a month to complete this task.

The time period for the work described in this scope of work covers the period February 17, 2025 to March 27, 2026. Contractor Notice to Proceed is expected in January 2026. Field work is expected to begin in March 2025 and substantial completion is expected by the end of December 2025.

Work is anticipated to be mainly day work except for the bearing pad replacement on the I-70 structures, which will be nighttime work. Work may periodically be required on weekends. Work weeks may be more than or less than the standard 40-hour week. Final documentation is expected to be submitted within 45 days of project acceptance. All support construction staff will be either CDOT or Consultant personnel and 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 Resident Engineer - The CDOT Resident Engineer is responsible to the Region Program Engineer for the quality and successful completion of a transportation project. The Resident Engineer authorizes interim and final payments and all changes to Contracts for all Consultants and Contractors.

Consultant Project Engineer - The consultant employee, possessing a Professional Engineering license in the State of Colorado, who is in direct charge of the work and is responsible for the administration and satisfactory completion of the project. The Consultant Professional Engineer's duties are delegated by the CDOT Resident Engineer in accordance with the scope

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of work in the consultant's contract with CDOT. The Consultant Project Engineer is not authorized to sign or approve Contract Modification Orders.

Consultant Assistant Project Engineer - The Consultant Assistant Project Engineer is the employee on the project who will assist the Consultant Project Engineer in administering the project. The Consultant Assistant Project Engineer will perform construction inspection and other project-related services under the responsible charge of the Consultant Project Engineer/Manager and at the direction of the CDOT Resident Engineer. The Consultant Assistant Project Engineer is the individual in responsible charge when the Consultant Project Engineer is not on the project.

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

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 and oversight of the Consultant's employees. The number and types of personnel may be adjusted up or down to meet project workload and Contractor's schedule. The Consultant Principal shall meet with the CDOT Project 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 Consultant Expectation meeting to address this issue.

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

Contractor - The individual, firm, or corporation contracting with CDOT to construct a transportation project.

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

Work Duration

The time period for the work described in this scope of work covers the period from approximately February 17, 2025, to March 27, 2026. It is anticipated that the project will have day work (7am to 7pm) with some night work when required for safety critical bridge work, traffic switches, and some utility work. Working nights, weekends, and holidays could be a possibility and should not be ruled out if it is determined to be in the best interest of the project. The exact personnel requirements will be determined based upon the Contractor's construction schedule.

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 Project Manager, for all contract activities performed by the Consultant.
- 2) Monthly billings should include a Contract status update.
- 3) Periodic reports and billings required by CDOT Procedural Directive 400.2.
- 4) Weekly timecards for consultant personnel. The timecards should include times worked each day for each consultant personnel onsite. The CDOT Project Manager, prior to billing, must sign and approve these timecards.
- 5) Supporting documentation for all direct costs.

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 implemented.

Project Standards

All documentation shall be in accordance with the latest versions of the Colorado Department of Transportation's Construction Manual, 2024 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 advertised or revised under advertisement.

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 Resident Engineer prior to the start of work.

Labor, 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 amber beacon), cell phone, computers, scanner/color printers, digital cameras, calculators, manuals, office supplies, and personal protective equipment (PPE) required for performing the work. PPE shall be in accordance with CDOT Procedural Directive PD 80.1.

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Each consultant staff shall be supplied with a state-of-the-art computer with internet connectivity. Consultant computers shall be able to operate CDOT's web-based Trns*Port application, ProjectWise, Google Drive, Google Hangout, PMWeb, ATSER, and have current Microsoft Word and Excel software.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the CDOT Resident Engineer. The Consultant shall assign personnel for the duration of the project unless otherwise approved by the Resident Engineer.

The following equipment shall be furnished by the consultant inspector or tester for each project in sufficient quantity and in good working order (with current calibration) to ensure accurate performance of all work required in a timely manner. The equipment must be available prior to the start of the construction project. If equipment is unavailable, the CDOT Resident Engineer must be notified immediately:

- Nuclear Asphalt Content Gauge
- Nuclear Moisture-Density Gauge
- Concrete air meter, slump cone, and other concrete testing equipment.
- Sieves for aggregates and soil gradations
- Electronic scales
- Asphalt & A/C sample containers and small tools
- Proctor equipment for soil curves and one-point tests
- Atterberg, Rice value, and Sand Equivalent equipment
- Sample drying equipment
- Concrete cylinder molds which meet AASHTO requirements except that paper molds shall not be used, and plastic molds shall not be reused
- Miscellaneous equipment for performing the required soils, asphalt and concrete tests

Engineer's Certification

The CDOT Resident Engineer shall be the final authority regarding acceptance of work performed by the Consultant. The Consultant Testing Firm will review, provide a PE stamp, and sign the CDOT Form 473 and 474 as it relates to the testing and acceptance of materials. The CDOT Resident Engineer shall be the final authority regarding acceptance of Contractor's work not conforming to the plans and specifications.

Initial Consultant Expectation Meeting

The Consultants, CDOT Project 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 facilitating the Pre-Construction and Project First Meetings prior to construction (late February 2025).

Consultant Construction Management Work Description

The Construction Administration of the project shall require CDOT and roadway construction experience with emphasis on bridge construction, concrete construction (in particular, polyester concrete), environmental constraints, embankment, hot mix asphalt, utility relocations, and traffic control management. The Consultant personnel shall be prepared to work in cold and wet weather conditions.

The Consultant Project Engineer shall provide support through assignment of personnel to construction inspection and material testing responsibilities. These responsibilities may include but are not limited to:

- Periodic reports and billings required by CDOT Procedural Directive 400.2.
- Attend and facilitate Project First Meetings.
- Attend and facilitate, as necessary, weekly meetings prior to commencement of construction.
- Monitor and document contractor payroll compliance.
- Facilitate weekly progress meetings utilizing the Project First Issue Documentation Matrix with the contractor, subcontractors, utilities and other interested parties and keep meeting minutes.
- Obtain all required project documentation from the contractor.
- Anticipate project problems and notify the CDOT Resident Engineer.
- Review drawings and data submitted by the construction contractor and suppliers for conformance with the intent of the specifications. Inform and obtain concurrence as needed from the CDOT Project Manager and keep relative documentation for project records.
- Maintain accurate notes reflecting actual construction details to be used in preparation of as-constructed plans.
- Communicate with adjacent landowners and/or businesses as required to resolve issues that arise due to construction.
- Review the contractor's Method(s) of Handling Traffic.
- Monitor compliance with and take appropriate action to preserve safety on the project for all workers and traveling public in accordance with the appropriate Method of Handling Traffic (MHT) and the Manual of Uniform Traffic Control Devices (MUTCD).
- Initial, follow up, and final inspections of work in progress including interim and final measurements, and coordination with the Consultant Tester to ensure materials testing requirements are met.
- Promptly notify contractors and CDOT Resident 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.
- Ensure compliance with permits such as 404 and NPDES.
- Obtain required EEO forms (205s, 832, 838, 1337, 1391, 1418, etc.) from the contractor and review for compliance with EEO policies and send to Region 4 EEO Officer.
- Review contractors and subcontractors Certified Payrolls for compliance utilizing LCP Tracker software.

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- Preparation of inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures
- Preparation of progress pay estimates in CDOT's Trns*port system and/or PM Web
- Preparation of daily project construction diaries.
- Submittal of standard documentation reports no later than the following working day.
- Aide in the preparation of correspondence to the contractor, CDOT Staff, local agencies, etc.
- Provide liaison and communication to contractor field crews.
- Preparation of final "As Constructed" plans upon project completion (must be completed in 45 days after the Letter of Acceptance of the project).
- Miscellaneous related duties as requested by the CDOT Resident Engineer.
- Assist in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.
- Assist in preparation of responses to contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondence.

When directed by the Consultant Project Engineer, the Inspector or Materials Tester 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 Materials Tester is expected to maintain communication with the Consultant Project Engineer of revised quantities that may affect the number of tests required for the project.

The Consultant Project Engineer, Consultant Assistant Project Engineer, Consultant Inspector, and Consultant Materials Tester 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 CDOT Project Manager or CDOT Resident Engineer.

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. When directed by the Consultant Project Engineer, the Consultant Inspector or Materials Tester 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 items and test frequencies of CDOT tested materials shall be in accordance with the column titled "Project Verification" in the Schedule in the Field Materials Manual.

Documentation

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

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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 and PMWeb project documents (pay estimates, over/unders, payment vouchers, etc.), 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. The daily diaries shall include the times worked for each consultant personnel on site each day. The daily diaries shall be electronically signed with a timestamp and shall be uploaded to the shared project Google drive folder no later than one week from the date of the diary.

All work performed by the Consultant personnel is expected to be completed on the project site once construction has begun. Any work that is to be completed remotely shall be approved in writing by the CDOT Project Manager or the CDOT Resident Engineer.

CDOT is seeking construction administration support staff from the Consultant to facilitate construction management of the Rural Roads Over I-70 Pkg-1 project. From the Consultant, the construction administration team shall include one full-time Consultant Project Engineer, one full-time Consultant Assistant Project Engineer, one full-time Consultant Inspector, and one full-time Consultant Inspector/Materials Tester for the duration of the project. The scope of work also includes qualified part-time staff to provide a monthly in-depth construction schedule analysis and report, and review required Civil Rights and EEO documentation and reports.

The Consultant will be expected to have strong experience in critical path scheduling, public relations, bridge construction, Polyester concrete, hot mix asphalt, embankment, structural concrete and traffic control management.

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 shall be certified as defined by the requirements set.

The Consultant team shall have the following experience or skills:

- Reviewing construction schedules and method statements
- Constructing highway bridges and rehabilitation maintenance processes
- Structural concrete
- Polyester Concrete
- Environmental constraints
- Force account analysis

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- Consultant employees required to operate vehicles must possess and maintain a valid State of Colorado Driver's License
- Public relations (working with local communities and agencies)
- Using B2G/LCP software for Civil Rights, Prompt Payment, etc.

The Consultant Project Engineer shall administer the project, performing some inspection work, and oversee the Construction Administration staff. 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/PMWeb work as needed
- Experience in overseeing safety critical work as defined in the Project Special Provisions
- Reviewing and approving Method(s) of Handling Traffic and have taken the Traffic Control Supervision class and hold current certification
- Experience in bridge construction, HMA pavement construction and Polyester Concrete
- Interaction with local residents and businesses is not required but beneficial
- CDOT experience with the federal project requirements such as OJT, review of 205's, site interviews to complete CDOT Form 280, reviewing Davis-Bacon wages and certified payrolls, familiarity with B2G/LCP software for all Civil Rights compliance
- A minimum of 3 - 5 years of experience on CDOT construction projects, bridge construction experience must be included in the CDOT construction experience

The Consultant Assistant Project Engineer shall assist the Project Engineer in administering the project, perform some inspection work, and assist in overseeing Construction Administration staff. Other requirements of the Consultant Assistant Project Engineer include:

- Structural Concrete Inspection experience
- Bridge construction inspection experience
- CDOT experience with the federal project requirements such as OJT, review of 205's, site interviews to complete CDOT Form 280, and have reviewed Davis-Bacon wages and certified payrolls
- Must have taken the Traffic Control Supervision class and hold current certification
- A minimum of 2 years of experience on CDOT construction projects, bridge experience is preferred in the CDOT construction experience

One full-time Consultant Inspector and one full-time Consultant Inspector/Materials Testing Technician will be required for the duration of the project. The Consultant Materials tester shall be the Head Tester on the project and shall have a minimum of 2 years of experience on CDOT construction projects. The Consultant Materials Tester shall have experience in cast in place concrete, earthwork, and certifications accordingly. The Inspector/Consultant Materials

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Tester shall review the project plans, specifications, and the 2024/2025 versions of the CDOT Field Materials Manual and the project specific CDOT Form 250 to complete the project with the number and types of tests that will need to be performed on the project. The Consultant Inspector/Materials Tester 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 or the CDOT Resident Engineer. The Consultant Inspector/Materials Testers shall input test results and other materials data into SiteManager LIMS/PMWeb ATSER and keep it updated on a daily basis. The Consultant Materials Tester shall be thoroughly familiar with CDOT forms and documentation requirements. The Inspector/Materials Tester shall be assigned to the project and report to the project site. The Consultant Inspector/Materials Tester shall be approved by the CDOT Resident Engineer and have the following certifications:

- The MTT performing concrete tests shall be certified by The American Concrete Institute (ACI) and have certification of performing field tests for concrete and testing concrete for compressive strength.
- The MTT performing hot mix asphalt tests shall be Level II, A&B certified by The Colorado Asphalt Technician Certification Program (LabCAT).
- WAQTC, Soils Certification

The Consultant Inspector/Materials Tester shall be thoroughly familiar with CDOT's web-based materials applications for documentation and acceptance which includes SiteManager LIMS, PM Web/ATSER and the CDOT SAP NetWeaver Portal (CAR). Testers shall have successfully completed SiteManager LIMS and PMWeb ATSER training. It is anticipated the project will use SiteManager LIMS and CAR reporting for the materials and testing documentation and acceptance, however there is a possibility that the project may either do double entry into SiteManager LIMS and PMWeb ATSER or potentially enter just into PMWeb ATSER.

The Consultant Inspector will primarily perform roadway and bridge inspection work as needed. Other inspection and paperwork duties may also be required. The Inspector shall have the experience in the following:

- Structural Concrete Inspection experience
- Bridge construction inspection experience
- Hot mix asphalt inspection experience
- CDOT experience with the federal project requirements such as OJT, review of 205's, site interviews to complete CDOT Form 280, and have reviewed Davis-Bacon wages and certified payrolls
- Asphalt Paving Materials Inspector and CDOT-ACPA Concrete Pavement Inspector/ACI Concrete Transportation Construction Inspector Certifications are highly recommended
- CDOT construction experience is preferred but not required

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All the Consultant staff shall be familiar with and have experience using the SiteManager/PMWeb program to enter 266 inspection forms and other areas if needed. The Consultants shall be thoroughly familiar with CDOT forms and documentation requirements.

The consultant shall also provide any other services, on this project, in the Limon CDOT office, or on any other project administrated by the Limon CDOT Office, as requested by the Resident Engineer.

Additional qualifications for Consultant project personnel include the following:

1. Personnel shall have a certificate of completion of one of the following: OSHA 10-Hour Construction (OSHA10), OSHA 10-Hour Road Construction (OSHA10), or OSHA 30-Hour Construction (OSHA30).
2. The Consultant(s) performing inspection should have relevant construction inspection experience on at least one recent CDOT project.
3. The Consultant Materials Tester(s) must have relevant construction materials test experience preferably on at least one recent CDOT project.
4. Personnel shall be thoroughly familiar with CDOT forms and documentation requirements.
5. The Consultant Materials Tester(s) shall have completed CDOT's SiteManager LIMS and PMWeb ATSER training.
6. The Consultant Project Engineer, Assistant Project Engineer, and Inspector shall have completed Trns*Port SiteManager and PMWeb training.
7. Knowledge and ability to review Method(s) of Handling Traffic plans
8. All Consultant personnel shall have taken the Traffic Control Supervision class and hold current certification.

Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Resident Engineer.

Back-up Consultant resources should be available in case of loss of staff, sickness, or vacations or as required for the project. The CDOT Project Manager shall be made aware of any absences by the consultant personnel. It is preferred that vacations are approved of by the CDOT Project Manager.

**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.

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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.	N/A	N/A
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. Project First Workshops (Initial, Interim, & Final)	✓	
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. Pre-Erection Girder Conference	✓	
i. Concrete Pavement Pre-paving Conference	✓	
j. HMA Pre-paving Conference	✓	
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.	✓	

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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 Equal Employment Opportunity (EEO)/Affirmative Action (AA)/DBE/OJT requirements contained in the contract. (Standard Special Provisions, Project Special Provisions and FHWA Form 1273.)	✓	
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	✓	✓

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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	✓	✓
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.	✓	
Independent assurance testing - develop, complete and distribute CDOT Form # 379 – Project Independent Assurance Sampling Schedule.		✓
j. Approve sources of materials.	✓	✓
12. Maintain time counts	✓	
i. 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	✓	✓
18. Construction surveying – quality control checking and quantity verification (as needed only)	✓	✓

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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.	✓	✓
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 Report.		✓
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.	✓	✓

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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	✓	