



COLORADO
Department of Transportation
Region 5

Construction Services Scope of Work

US 160 Pagosa Springs Reconstruction Project CDOT Region 5

Dated January 22, 2024

It is intended that services will be performed primarily for the following Project.

Project Number: NHPP 1602-165

Project Code: SA 21919

Project Location: US 160 Approximate MP 140 to 145

Contract Type: Project Specific, Specific Rate of Pay

Contract Subject: Construction Management, Inspection, Materials Testing, and Public Information Management Services

The Contract Administrator for this Contract will be:

Arthur Miller, Region 5 Resident Engineer

1205 West Avenue, Alamosa, CO 81101

Office: (719) 589-4251

Email: arthur.miller@state.co.us

Active Day-to-Day administration and monitoring of this contract will be delegated to the assigned Project Manager as follows:

Arthur Miller, Region 5 Resident Engineer

1205 West Avenue, Alamosa, CO 81101

Office: (719) 589-4251

Email: arthur.miller@state.co.us



1.0 GENERAL SCOPE OF WORK

The scope of work is for construction management, inspection services and materials testing, and public information services of the above referenced project. The scope of work will be for:

- 1 full-time Consultant Project Engineer (Colorado Licensed Professional Engineer)
- 1 full-time Consultant Inspector/ Assistant Project Engineer (non-licensed)
- 1 full-time Consultant Inspector/ Materials Tester
- 1 part-time Public Information Management Services - see attached scope of work

1.1 Project Description and Location

The project is located on US Highway 160 in Archuleta County, in the Municipality of Pagosa Springs, between mileposts 140 and 145. There are several phases of work on the project. At approximate MP 140.87 work includes the installation of curb ramps, curb and gutter, sidewalk, and associated improvements to the intersection of US 160 and Piedra Road. At approximate MP 143 work begins on the concrete reconstruction, asphalt paving, miscellaneous concrete items (curb ramps, median, curb and gutter, etc.), signing, pavement markings, and miscellaneous utility work including utility relocations. Work also includes installation of PVC conduit for fiber optics, and replacement of geothermal lines.

1.2 Work Duration and Project Staffing

The time period for the work described in this scope of work will last approximately 22 months including the duration of the construction plus post construction activities as required. It is anticipated that the duration of work covered by this scope of work is approximately March 1, 2024 (Preconstruction meeting and file setup) through December 19, 2025 (finals submitted). Consultant staff should be available from March 2024 through December 2025. A winter shutdown is anticipated from late December 2024 through February 2025, during which time consultant staff should still be available for as-needed project support.

The Consultant shall provide the following construction management staffing for the estimated durations as shown below:

Number of Personnel	Duty Assignment	Assigned to Project	Anticipated Duration
1	Consultant Project Engineer (CPE)	Full Time	March 2024 - December 2025
1	Consultant Inspector/ Assistant Project Engineer (CI)	Full Time	March 2024 - November 2025
1	Consultant Inspector/ Materials Tester (CT)	Full Time	March 2024 - November 2025
1	Public Information Manager	See PIM SOW	February 2024 - December 2025

For project construction management, all consultant work shall be completed within 30 working days of the Project Acceptance date.

The above represents primary personnel time commitments to the projects listed. It is understood that some personnel will need to split their time among multiple projects including projects not specifically listed above as assigned by the Resident Engineer. Personnel duties and locations will vary depending on the work and roles assigned by the Resident Engineer. The Resident Engineer may modify actual staff required during the project.

Work may be required night and/or day, on weekends, holidays and/or on a split shift basis. Work weeks may be in excess of or less than the standard 40-hour week but shall be kept to a minimum necessary to adequately manage construction of the project.

Consultant personnel shall video record and photograph the complete and entire limits of the project corridor prior to any work beginning. These files shall be reviewed by the CDOT Resident Engineer or designee for approval prior to the start of work.

The Consultant Project Engineer may be required to attend public and/or internal meetings with the Town of Pagosa Springs staff, Town Water District or business owners as determined by the Resident Engineer.

1.3 Definitions

Construction Management, Construction Inspection, and Construction Testing - The activities associated with the roles assigned for the monitoring, testing, documentation, and other project-related services under the responsible charge of the Consultant Professional Engineer, and at the direction of the Project Engineer to ensure conformance with the project construction contract.

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 (CPE) - The Consultant Project Engineer is the Chief Engineer's duly authorized representative administering the contract, is in direct charge of the work, and is responsible for the administration and satisfactory completion of the construction project under contract. The CPE shall be a licensed Professional Engineer in the State of Colorado, unless otherwise approved by the CDOT Resident Engineer, and is in responsible charge of construction. If the CPE is not a PE, then the CPE shall be under the responsible charge of a Consultant Professional Engineer, and at the direction of the CDOT Resident Engineer.

The CPE works directly for the CDOT Resident Engineer. The CPE shall be assigned full time on the project sites. The duties of the CPE are limited to those duties in the scope of work and as delegated by the CDOT Resident Engineer.

CDOT Project Manager - The CDOT employee that has active day-to-day administration and monitoring of this contract.

Consultant - The individual, firm, or corporation contracting with CDOT to perform services as described in this contract.

Consultant Public Information Manager (PIM) - The Consultant or sub-consultant employee in responsible charge for all activities associated with public information services for this project.

Consultant Professional Engineer - The Consultant employee in responsible charge of consultant services performed as described in this Contract. The Consultant Professional Engineer administers the Consultant contract and must be a licensed Professional Engineer in the State of Colorado. The Consultant Project Engineer may be the Consultant Professional Engineer at the direction or approval of the CDOT Resident Engineer.

Consultant Engineer in Responsible Charge (EIRC) - The licensed individual with degree of control and is required to maintain through engineering decisions personally or by others over which the engineer exercises supervisory direction and control authority. The EIRC shall at all times recognize that their primary obligation is to protect the safety, health, property, and welfare of the public.

Consultant Inspector (CI) - The on-site Consultant employee whose primary function is to perform construction inspection and associated documentation of work items. The CI performs work under the responsible charge of the Construction Project Engineer and at the direction of the CDOT Resident Engineer.

Consultant Material Tester (CT) - The on-site Consultant employee whose primary function is to perform inspection, testing of materials, and maintain the associated documentation for materials certifications and field and laboratory testing. The CT performs work under the responsible charge of the Construction Project Engineer and at the direction of the CDOT Resident Engineer.

Consultant Materials Testing Supervisor (CMTS) - The Consultant employee responsible for the satisfactory performance of work by the CT relating to materials testing and documentation. Also, reference the additional requirements in Colorado Procedure 10 in the Field Materials Manual.

Consultant Documentation Engineer (DE) - The Consultant employee primary function is to be a resource for review of contractor critical path schedule, review and support of change orders, support for project first documentation, and overall review of conformance of critical and complex project documentation on a regular basis. The duties of the DE are limited to those duties in the scope of work and as delegated by the CDOT Resident Engineer.

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

CDOT Region Materials Engineer (RME) - The CDOT Region Materials Engineer (RME) assists the Resident Engineer on this project with materials related issues including concrete, asphalt, soils, and steel. The CDOT RME provides project support in areas relating to construction materials issues. The RME is in responsible charge of the region laboratory units and is required to review the Form 1324 (Consultant Tester Evaluation).

Region Head Tester - The CDOT employee that is assigned to assist the Project Engineer with oversight of project testing, and documentation of testing and materials.

Region I.A.T. Staff - Individual assigned by the State to be responsible for administering the Independent Assurance Program and the Independent Assurance Sampling-Testing and Witnessing of Testing Sampling as defined in Appendix D of the Field Materials Manual.

2.0 GENERAL REQUIREMENTS

The Consultant shall provide each of their project staff members a written copy of the approved task order scope of work to ensure that they understand their duties and requirements for this project.

2.1 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.

2.2 Routine Billing & Reporting

The Consultant personnel shall submit a completed Form 10 or other tracking form as approved by the CDOT Resident Engineer on a weekly basis for approval. Billings shall accurately reflect the hours, per diem, and mileage on the approved Form 10's.

The Consultant shall provide the following on a regular basis:

- Monthly billing formats, suitable to the CDOT Project Manager, for all contract activities performed by the Consultant.
- Monthly billings should include a contract status update.
- Periodic reports and billings required by CDOT Procedural Directive 400.2.
- Weekly time cards for consultant personnel. The Project Engineer, prior to billing, must sign these time cards.
- Supporting documentation for all direct costs.
- Weekly approval of mileage for vehicle.

2.3 Status of Contract

The Consultant shall monitor the fiscal status of the contract, and advise the CDOT Resident Engineer of any potential need 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 and executed.

The Consultant Contract Administrator shall report the status of the task order to the CDOT Contract Manager and CDOT Resident Engineer monthly on task order expenditure and time progress reports. Summary may include multiple tasks or may be project specific, but should include all relevant Task Orders for a particular project (i.e. if multiple task orders written for the same project). Reporting shall include but shall not be limited to:

- Expiration date

- Percent complete/ percent remaining
- Contract duration used/ remaining
- Contract schedule - work completed/ work remaining
- Work completed to date/ work remaining (descriptive summary)
- Task Order balance relative to expenditures
- Assessment of task order status/ condition

2.4 Labor, Materials, Vehicles & Equipment

The Consultant shall furnish all personnel, materials, 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 to perform the work. PPE shall be in accordance with CDOT Procedural Directive PD 80.1.

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/ SiteManager/LIMS, PMWeb, and/or other QA/QC applications, ProjectWise, Google Drive, and have the most current version of Microsoft Office including Microsoft Word, Excel, and Project software.

The Consultant shall have a digital camera available to staff at all times, and document the project accordingly submitting flash drives with relevant photos to the Resident Engineer on a regular basis.

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.

One field office and one field laboratory will be provided by construction contract pay items per associated standard plans and specifications. All other field equipment required for testing, inspection, and project management duties shall be the responsibility of the Consultant.

2.5 Engineer's Certification

The CDOT Resident Engineer shall be the final authority regarding acceptance of work not conforming to the plans and specifications. 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.

2.6 Project Meetings

The Consultant and CDOT project personnel shall meet to coordinate and schedule the required work prior to active construction. The Consultant shall complete all work in accordance with the approved schedule or as approved by the Project Manager. The Consultant personnel shall be present at all project meetings as required and as directed by the Project Manager.

2.7 Post-Construction Activities

The Consultant shall assist in preparing and submitting redline drawings that have been revised to reflect actual as-constructed details as recorded throughout the construction of the project. The Consultant shall also assist in preparing and submitting wage and payroll certification and other closeout activities.

2.8 Project Standards

Consultant construction management shall be in accordance with the Colorado Department of Transportation's guidelines and procedures to include the Project Awarded Construction Plans, CDOT M&S Standard Plans, Special Provisions, Standard Special Provisions, as well as current versions of CDOT Standard Specifications for Road and Bridge Construction, CDOT Construction Manual, and CDOT Field Materials Manual. If the required sampling or testing 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). If no AASHTO procedures exists, the ASTM Standards and Specifications shall be used.

The Consultant's proposed work procedures shall be coordinated with and approved by the CDOT Resident Engineer prior to the start of work.

2.9 Documentation

Project documentation shall be in electronic format following the examples provided by the Finals Engineer.

The Consultant personnel shall be capable of preparing Contract Modification Orders (CMO), justification for CMO's and Minor Contract Revisions, in field force account analyses, review of MHT's, construction quantity calculations required for this type of project, inspection reports, daily diaries, Site Manager, review of 205's, and other construction administration documentation required per CDOT construction manual.

All Consultant personnel charging to the project, to include Consultant office staff, except administrative staff preparing consultant billings, shall develop a daily diary 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. All Consultant personnel diaries, field and office staff, shall be retained in a single electronic folder managed by the Project Engineer. Diaries assembled by field personnel on the project shall attach digital photographs of the Contractor's daily work. The Consultant company shall provide Consultant project staff with a digital camera for this purpose.

The Consultant's personnel shall be thoroughly familiar with CDOT forms and documentation requirements.

Documentation shall meet the requirements of Procedural Directive 21.1. The Project Engineer shall be responsible for verifying access to the specific project folder in ProjectWise and for placement of documents in the correct folder as indicated in the CDOT Construction

Engineering Record File Plan. The Project Engineer shall ensure that As-Constructed/ As-Built Plans are completed and archived in ProjectWise in the correct project folder. The Project Engineer shall be required to archive all documents in PDF format listed in the Construction Record File Plan in which the Project Engineer is listed as Record Owner. Except as otherwise noted in the Construction Record File Plan, electronic files will be stored in CDOT ProjectWise. These documents/files shall be named according to the Record Title listed in the Construction Engineering Record Filed Plan and shall be placed in the location of Electronic Record. The Project Engineer shall also be responsible for verifying that the Construction Record Files are page aligned, searchable (OCR), compressed, and conform to the ISO PDF/a-1b standard (unless CDOT requires a different ISO compliant standard for a specific type of document) before they are placed in ProjectWise.

The Consultant is responsible for the management and work product of all consultant and sub consultant personnel. The Consultant is responsible for complete and error free construction and materials documentation on the project. Failure to submit acceptable final documentation as required may result in withholding any, and all, consultant payments. Further, no payment shall be made for the correction of any finals documentation for noted deficiencies. The final materials documentation file shall include, at a minimum, a draft Form 474 exceptions, a completed and signed Form 1199 (Region 5 variant Project Closure), and up-to-date Owner Acceptance Sampling Checklist shall be sealed and signed by a Colorado Registered Professional Engineer. The materials testing and certification documentation file shall be submitted to the Region Finals Administrator or the Region Finals Materials Documentation Coordinator within 20 working days of the Project Acceptance Date.

3.0 PERSONNEL REQUIREMENTS

The Consultant staff shall be composed of personnel experienced in CDOT construction project management, inspection, and testing procedures, and shall be certified in the areas of inspection to be performed on the project by the CDOT Construction Inspector Qualification Program as described below.

Resumes, three references, and copies of licenses/ certifications for proposed consultant personnel showing that they meet the requirements of this section shall be provided to the CDOT Resident Engineer prior to the commencement of consultant work on the project. The CDOT Resident Engineer may conduct phone interviews in the selection of consultant project personnel.

Personnel provided by the Consultant who do not meet all 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 Resident Engineer. The Consultant shall replace personnel removed from the project within two business days. Costs related to the replacement of personnel shall be the sole responsibility of the Consultant.

Consultant personnel shall remain assigned to the project for its entire duration unless otherwise determined by the CDOT Resident Engineer. CDOT reserves the right to replace consultant personnel with available CDOT personnel as CDOT staffing allows or with other qualified consultant personnel.

The Consultant shall also provide any other services as requested by the Project Engineer.

Back-up consultant resources shall be available in case of loss of staff, sickness, vacations, or as required for the project. Back-up consultant resources shall be identified on the proposal and included in the PCW for the successful consultant. Any changes to consultant staffing on the project shall be approved in advance by the Resident Engineer.

All consultant construction personnel shall have experience in the following roadway construction areas as they pertain to their duty assignment:

- Construction zone temporary traffic control
- Earthwork and basic geotechnical
- Erosion control and final stabilization
- Utilities, electrical conduit, light bases
- Surveying
- Curb ramp design, layout, and construction
- Roadway bases
- Various concrete construction items
- Hot mix asphalt construction and inspection
- Signing and pavement marking
- Culverts and storm sewer items
- Backfilling of structures
- Reinforcing steel
- Concrete pavement
- Guardrail

The Consultant is responsible for ensuring that consultant staff have all appropriate certifications for the work being performed on the project, regardless of whether or not the certification is listed. Training and certifications for consultant personnel shall be the sole responsibility, and at the expense of the Consultant Company. All training and certifications are as follows:

Classes/ Certifications	Duty Assignment		
	Consultant Project Engineer	Consultant Tester	Consultant Inspector
Basic Highway Math	X	X	X
Basic Construction Surveying	X	X	X
Basic Highway Plan Reading	X	X	X
Certified Payroll Training	X		X
Transportation Erosion Control Supervisor	X		X
Traffic Control Supervisor Training	X		X
AASHTOWARE Site Manager	X	X	X
Site Manager Accessories	X	X	X
AASHTOWARE Site Manager LIMS		X	
CRMCA PCCP Inspection Level I			X
LabCat Level E - Aggregates (or ACI Aggregates)		X	

LabCat Level A/B		X	
ACI Field Testing Technician Grade I		X	
WAQTC - Embankment & Base Testing Technician Certification		X	
WAQTC - Embankment & Base Excavation & Embankment - (Soils Inspector)		X	
CDOT Tester Certification Program (as of 2020)		X	
Arc GIS Survey 123	X		X

3.1 Consultant Project Engineer (CPE)

The Consultant Project Engineer shall be a licensed Professional Engineer in the State of Colorado, unless otherwise approved by the CDOT Resident Engineer. If the CPE is not licensed, they shall work under the direction of a Colorado Licensed Professional Engineer (PE). The PE can be different from the Engineer in Responsible Charge. The Consultant PE shall be familiar with road and bridge construction, and it is preferred they have extensive documented experience with CDOT procedures including, construction schedule review, contract modification preparation, force account analysis, structures, water quality, phasing, concrete pavement construction, utilities, hot mix asphalt roadway paving, and documentation.

The Consultant Project Engineer will be responsible for the day to day activities and duties associated with CDOT contract administration in coordination with the CDOT Resident Engineer. These responsibilities and duties include supervision of project staff, verbal and written correspondence with prime and sub-contractors, inspection of materials and methods of construction to verify compliance with CDOT and contract specifications, preparing monthly pay estimates in Site Manager, documentation and inspection of construction activities, reviewing and approving Methods of Handling Traffic (MHT's), prepare project change orders and minor contract revisions (including justification letters), monitoring the project schedule and financial status, reviewing certified payrolls (in B2G and LCPtracker), resolving material and traffic control issues, and coordination/ contract with local entities and businesses with respect to construction activities.

3.2 Consultant Construction Inspector (CI)

The Consultant Construction Inspector shall be able to inspect and document all work performed and produced by the CDOT construction contractor on the project. The service shall include inspection and documentation of requirements set forth in the Standard Specifications for Road and Bridge Construction, the M&S Standards and references there from. This work is to be accomplished in accordance with the CDOT Construction Manual. The individual shall meet all the requirements as outlined in CDOT Policy Memo 25, Construction Inspector Qualification Program including Traffic Control Supervisor training. The Consultant shall be familiar with Site Manger Construction Management System to enter CMO's, Time counts, Daily work reports, and other items if needed.

Inspection work shall conform to the CDOT Construction Manual and the Inspector Checklist. Each of the Consultant's field inspectors shall maintain a daily diary for each day the Consultant performs work on the project. They shall use CDOT Form 103 - Project Diary or other form 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 diary shall become a part of the permanent project record.

Responsibilities may include but are not limited to the following:

- Participation in weekly progress meetings with contractor, subs, utilities, and other interested parties.
- Securing project documentation from the contractor.
- Anticipating project problems and directing solutions to the Project Engineer.
- Reviewing drawings and data submitted by the construction contractor and suppliers for conformance with the specifications. Inform and obtain concurrence as needed from the Project Engineer and keep relevant documentation for project records.
- Maintaining accurate notes reflecting actual construction details to be used in preparation of as-constructed plans.
- Communicating with adjacent landowners as required towards resolving issues that arise during construction.
- Review and approve the Contractor's Method of Handling Traffic if delegated by the 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 (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.
- Promptly notifying contractors and Project Engineer of non-compliance with the contract plans and specifications.
- Performances of special tests, investigations, or monitoring which are required to fulfill the intent of the CDOT inspection program.
- Preparation of inspection documentation for development of progress payments for the contractor in accordance with 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.
- Preparation of final 'As Constructed' plans.
- Assist in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.
- Assist in preparing responses to contractor's and suppliers' requests for information, submittals, change notices, claims, and correspondence.

3.3 Consultant Materials Testing Technician (CT)

The Consultant Materials Testing Technician shall sample, test, inspect and document all materials generated on the project unless otherwise notified by the CDOT Project Manager. This includes but is not limited to: materials delivered to the project that are listed in the Summary of Approximate Quantities in accordance with the schedule in the Field Materials

Manual, materials that may be added to the project through contract modification orders, and altered material quantities whether increased or decreased. The testing technician and Project Engineer shall review project quantities on a weekly basis to ensure that sufficient tests have been performed for the material placed to date. The consultant shall also provide any other related testing services requested by the Project Engineer.

Testing of materials that are specifically designated to be pre-inspected or pre-tested shall remain the responsibility of CDOT. The consultant shall document and obtain samples of all materials to be transported to CDOT Central Laboratory that are required to be tested by CDOT regardless of pre-inspection or pre-testing responsibilities. The items and test frequencies of Department tested materials shall be in accordance with the Materials Manual under Schedule (Owner Acceptance), Central Laboratory.

The Consultant Materials Tester's primary responsibility will be the inspection and documentation of work items, as well as the testing and documentation of materials in accordance with Site Manager Materials/ LIMS (SMM/LIMS), the CDOT Field Materials Manual, and the CDOT CAR Form 250. The CT shall meet Sampling and Testing Personnel Qualifications for applicable testing items on the project as outlined in CP 10, Table 10-1 of the CDOT Field Materials Manual and/or as outlined below. The consultant testers shall use the CDOT Form 211 to notify the Project Engineer of outstanding documentation prior to the project weekly meetings. The CT shall have previous experience with SMM/LIMS.

The materials testing technician shall be under the direction of, and shall be reviewed by the Project Manager, and CDOT testing personnel. A Consultant supervisor shall be available to review work, resolve problems, and make decisions in a timely manner as requested by the CDOT Resident Engineer, and must be experienced and competent in road and bridge construction, materials testing, and inspections.

The materials testing technician shall be assigned to the project on a full-time basis and shall have a minimum of two years of experience in each specialty field (soils, aggregates, asphalt paving, and concrete) that is being tested, and shall have the following qualifications:

- WAQTC certification
- Nuclear safety certified as issued by the Colorado Department of Health
- ACI certified as a concrete Field Testing Technician Grade 1
- ACI certified as concrete Strength Testing Technician Grade 1
- CAPA certification LabCAT Levels A&B
- Traffic Control Supervisor

The individual shall meet all the requirements of the Construction Inspector Certification Program as outlined at <https://www.codot.gov/programs/tetp/construction-inspector-qualification> . Nuclear Gauges must be calibrated using the Department's standard blocks. The materials testing technician shall be thoroughly familiar with CDOT forms and documentation requirements and have had LIMS training in Site Manger with the ability to enter all materials documentation into Site Manger LIMS program.

The equipment shall be furnished by the consultant tester for each segment of the project in sufficient quantity and in good working order to ensure accurate performance of all work

required in a timely manner. Equipment for this project may include, but not be limited to the following:

- Nuclear moisture/density gauge
- Sieves for aggregates and soils gradation
- Electronic scales, if not furnished by the contractor
- AC gauge, Rice equipment and hand tools for HMA testing
- Sample containers including, but not limited to quart sized asphalt cement cans with lids, 3-gallon metal containers and lids for HMA samples, sample bags, 5-gallon buckets with rubber seal lids for moisture samples, and buckets for sampling concrete
- Proctor equipment for soil curves and 1-point tests
- Atterberg equipment
- Sample drying equipment
- Miscellaneous pans, tools, and equipment for performing the required soils, concrete, and asphalt field tests
- Concrete cylinder molds which conform to AASHTO requirements
- Tape measure and various hand tools
- High/low and recording thermometers
- Various office supplies and calculators
- Computer and CDOT approved programs
- CDOT M&S Standards, Construction Manual, and Inspector's Checklist
- Concrete testing equipment (air meter, slump cone, unit weight scale, hand tools, and beam molds)

3.4 Consultant Public Information Manager (PIM)

The PIM shall have professional experience in Public/Media Relations, Marketing, or other related field and excellent verbal and written communication skills (Note: administrative/business office skills are NOT considered a related field.) The PIM may be a qualified sub-consultant and shall not have any other duties on the project. The Engineer will coordinate, with the Regional Communications Manager (RCM), all aspects of the PIM's work, including all required submittals. See additional details for the PIM scope below.

3.5 Consultant Materials Testing Supervisor (CMTS)

The CMTS shall be thoroughly familiar with the CDOT Field Materials Manual, CDOT testing and documentation requirements, project plans and specifications, and associated manuals and standards. The CMTS shall meet the requirements per Sampling and Testing Personnel Qualifications as stipulated in Colorado Procedure 10. After visiting the project, or when performing project related work when not at the project, the CMTS shall document any project related work on a CDOT Form 103, Project Diary. The diary shall note the purpose of the visit/work performed, any issues that were discussed with Consultant personnel and recommendations for resolution of concerns/ deficiencies that were noted by the CMTS. Significant findings by the CMTS shall be discussed with the Project Engineer prior to departing the project. An electronic copy of the Form 103 shall be transmitted to the Project Engineer, Resident Engineer and Program Construction Coordinator within 72 hours of the site visit.

4.0 COST PROPOSAL ASSUMPTIONS

The attached compensation proposal is **SPECIFIC RATE OF PAY**.

A supplement to this task order may be necessary in the event that the level of effort required increases beyond that described, including but not limited to extended construction duration and/or additional construction shifts. Direct costs will be expected as required for the proper performance of the work, and in accordance with CDOT requirements and approvals. Work may be required night and/or day, weekends, holidays, and/or on a split shift basis when requested by the Resident Engineer. Workweeks may be in excess of or less than the standard 40-hour week.

Man-hour estimates will be based on 50 hours maximum per week.

The Scope of Work is based on several assumptions and a specific organization throughout construction. Since construction management tasks extend over a long duration of time and tasks will overlap greatly throughout any construction day, the general approach to the fee is based on number of full time employees on the project as opposed to duration of each task. As a result, the budget defined will be considered the scope of work. The CDOT Resident Engineer will be notified of any work outside the budget and considered out-of-scope, and will not proceed without formal approval by the CDOT Resident Engineer.

4.1 Per Diem

Staff considered being “Traveling away from home” as defined per Fiscal Rule 5-1, Section 2.38 will be reimbursed at the applicable per diem rate per the Fiscal Rule 5-1, Section 7.3 to cover costs of meals and incidental expenses while traveling. For this project per diem will be \$59.00 per day and paid as follows:

- Breakfast \$13.00/day
- Lunch \$15.00/day
- Dinner \$26.00/day
- Incidental \$5.00/overnight stay

4.2 Travel and Lodging

4.2.1 Travel

Travel reimbursement shall follow the guidelines set forth in the Travel Reimbursement guidance for CDOT Consultant Contracts and Task Orders, dated 2/4/2013, as revised, except that project related travel from or within the Project site will be actual mileage vs. estimated. All costs anticipated for reimbursement must be approved by the CDOT Project Manager and CDOT Resident Engineer prior to commencement. All time and mileage shall be approved by the CDOT Resident Engineer on the Form 10 for the same period in which the travel occurred.

All travel and per diem expenses shall be in accordance with CDOT procedures and policies and state fiscal rules.

CDOT will reimburse the Consultant for time and mileage of personnel “Traveling away from home” who are full time on-site personnel for one roundtrip per week at a maximum of four hours per roundtrip and maximum two hundred miles mileage.

CDOT will reimburse Consultant for actual travel time (minus one hour), and mileage of personnel “Traveling away from home” who are not assigned full-time to the project.

All mileage for all staff will be paid at the 2WD rate.

4.2.2 Lodging

Staff assigned full or part-time to the project and considered “Traveling away from home” per Fiscal Rule 5-1, Section 2.24 will be reimbursed for actual lodging costs per Fiscal Rule 5-1, Section 6.11. Reimbursement of lodging costs will follow Fiscal Rule 5-1, Section 9.

Should the consultant personnel choose to procure a short-term home rental for the duration of the project, CDOT shall be notified of this intent prior to securing a lease.

CONSULTANT PUBLIC INFORMATION MANAGEMENT AGREEMENT SCOPE OF WORK

Consultant Public Information Management

It is estimated that during critical phases of work there will be periods during the project that the PIM may need to work a full 40 hour week. This SOW includes an estimate worksheet for the proposed PIM to calculate their estimated hours for the project. The proposal need only to provide the estimated number of hours. A Project Cost Worksheet (PCW) for the PIM services shall be included in the successful Consultants PCW.

Anticipated communications issues on this project include:

- This project will take place in the busy business district of Pagosa Springs. Consistent, timely and direct communication is required with the local town government, county government, community development and local stakeholders potentially impacted by the project.
- Frequent, in-person communication with businesses along the corridor is imperative.
- Awareness of special events being held in the Pagosa Springs community is important.
- This project will include some night work.
- This is a two-season project.
- This project will require a special ribbon cutting event near project completion.

(a) Activities and Duties of the PIM:

- (1) *Project Onboarding/Offboarding Request Form.* The PIM shall complete and update the Project Onboarding/Offboarding Request Form (<https://form.jotform.com/71167524405150>)

every month or as requested by the Engineer. The form will assist the PIM and CDOT with tracking required activities and deliverables.

- (2) *On-Call.* The PIM shall be available or on-call each day there is work on the project and shall be available upon the Engineer's request outside of normal working hours.
- (3) *Public Information Office.* The PIM shall establish a public information office equipped with a telephone with voicemail (which becomes the Project Hotline) and an email address. The Project Information traffic control signs shall include the Project Hotline telephone number. The PIM shall update the Project Hotline telephone message greeting weekly at a minimum and include the project's anticipated completion date and forthcoming activities for the update period. The PIM shall answer calls, listen to voicemails, and check email throughout each day that construction operations are in effect. The PIM, and when necessary, the Engineer, shall respond to all inquiries with a phone call, a voicemail message, or an email within one day. The PIM shall document the contact's name, contact phone number or email address, and details about the action taken within two days of receiving the message.
- (4) *Project Meetings.* The PIM shall participate in the weekly project meetings, discuss communication issues, and provide a status on the items and deliverables in this agreement. The PIM shall participate with CDOT on all other meetings requested by the Engineer.
- (5) *Lane Closure Reporting.*
 - (i) *Electronic Reporting System.* Before the Pre-construction Conference and at least 14 days before the project start, the PIM shall submit a request for access to the electronic reporting system through the Project Onboarding/Offboarding Request Form.
 - (ii) *Weekly Lane Closures.* The PIM shall enter the planned weekly lane closures and updates into the electronic reporting system for the upcoming work period, Sunday through Saturday, by Thursday at 12:00 P.M. The Engineer will approve the Lane Closure and Updates by Friday at 3:00 P.M. Each Monday by 12:00 P.M., the PIM shall review www.cotrip.org and verify that the lane closure and update information is accurate. If corrections are necessary, the PIM shall coordinate with the Engineer to make necessary corrections to www.cotrip.org.
 - (iii) *Real-Time Lane Closure Changes.* The Engineer shall notify the PIM at least 24 hours in advance on approved Lane Closure changes. After completing the changes, the PIM shall notify the Engineer that the changes are ready for review and approval.
- (6) *Public Information Plan.* The PIM shall submit a Public Information Plan (PIP) within five days of the Pre-construction Conference to the Engineer and RCM. The PIP shall be specific to the project. The PIP shall include public information strategies for affected road users using the Public Information Collateral, the expected work zone impacts and closure details, commuter alternatives, community, government and business relations, media relations, identification of public information issues, proposed outreach strategies, approach to crisis communications, the Stakeholder List, and the Project Management Team Emergency Contact Sheet. The PIM shall update the plan when necessary and as directed by the Engineer or RCM.
- (7) *Public Information Collateral.* The PIM shall develop a variety of Public Information Collateral to share project information for project milestones such as long-term closures or impactful construction activities. The PIM shall ensure all public-facing deliverables are accessible to individuals with disabilities and to ensure nondiscrimination against persons with disabilities.

For more information go to the CDOT Accessibility webpage:

<https://www.codot.gov/topcontent/accessibility>. Collateral includes the following:

- (i) *Stakeholder List*. The PIM shall submit a Stakeholder List as a component of the Public Information Plan with each stakeholder's name, telephone number, email address, and notes on communication needs for the project
- (ii) *Photographs and Video Recordings*. The PIM shall take digital photographs and video recordings at regular intervals and submit them to the Engineer and RCM. The PIM may use a cell phone camera. Photographs and video recordings shall capture various work activities and other areas of work as identified by the Engineer. The PIM shall submit a minimum of two digital photographs or video recordings of the project activities and progress each month. Each photograph and video recording shall include the project number, project code, date, time, location and station or milepost, and name of the person taking the photograph or video recording.
- (iii) *Maps and Graphics*. The PIM shall develop map(s) and graphic(s) of the highway project area for use in the Public Information Collateral.
- (iv) *Webpage Updates*. The PIM shall develop project information for the internet webpage content. The PIM shall supply information for the webpage using the CDOT webpage template in the Project Onboarding/Offboarding Request Form PIM resources. When applicable, the updates shall contain all appropriate webpage links to and from other sites. The PIM shall provide updated information for significant milestones or changes in the project scope. CDOT will update the webpage.
- (v) *Project Management Team Emergency Contact Sheet*. The PIM shall prepare and update a Project Management Team Emergency Contact Sheet with the names and contact information of the individuals pertinent to the project's public information. At a minimum, the Contact Sheet shall include the Resident Engineer, Project Engineer, RCM, CDOT website administrator, the electronic reporting system administrator, PIM, Backup PIM, Contractor Superintendent, and Traffic Control Supervisor. The contact sheet shall include the applicable Traffic Management Centers. (Joint Operations Center-Golden, Joint Operations Area-Eisenhower Johnson Memorial Tunnel, Joint Operations Center-Pueblo, and Joint Operations Center-Hanging Lake Tunnels.) The Public Information Management Contact Sheet shall be included in the PIP.
- (vi) *Project Fliers*. The PIM shall develop project fliers using the CDOT project flier template available in the Project Onboarding/Offboarding Request Form PIM resources. The PIM shall submit the draft project flier to the Engineer and RCM for review 10 days before the planned distribution and shall distribute the project flier at least 10 days before the Project's start or milestone. The review and approval of the project flier will not exceed five days. The PIM shall develop a mailing list of PO BOX recipients for Pagosa Springs (81147) via <https://www.usps.com/business/every-door-direct-mail.htm>, from county GIS mapping, or other approved method. Mailer notices shall be sent to the PO BOXES of residential and business addresses in close proximity to the project corridor. The PIM shall also deliver one approved flier per property owner and each tenant on the project corridor. The estimated number of printed fliers is 2500-3000. The PIM shall also

distribute an email containing a digital form of the flier to stakeholders identified in the Stakeholder List.

This project requires a Project Flier at the following milestone:

1. Project start - Initial Project Flier

The Initial Project Flier shall provide the project start and end dates, project location, description of work, traffic impacts, scheduled work hours and work days, the Project Hotline, email address, web address, project map, and a construction safety message as defined by CDOT.

- (vii) *Site Visits*. At least five days prior to the start of work, the PIM shall visit, in-person, businesses that are directly impacted by the entire project work zone corridor and provide printed Project Fliers and Project Team/PIM contact information. Once the project has started, the PIM shall visit, in-person, at least every other week, the businesses that are directly impacted by the project as construction activity moves along the work zone corridor.
- (viii) *Traffic Advisories and Project Updates*. The PIM shall develop weekly traffic advisories and project updates developed from the weekly Lane Closure Report, including lane closures and project update information. The CDOT traffic advisories and project updates templates are available in the Project Onboarding/Offboarding Request Form PIM resources. The Engineer and RCM will approve traffic advisories and project updates before distribution. The PIM shall email the traffic advisory and project updates to the stakeholder list by Friday of each week to announce the following week's upcoming project activity. The emailed advisory may come from the project email box or an automated distribution platform. A Mailchimp account is available through CDOT.
- (ix) *Community Outreach*. The PIM shall develop a strategy for community outreach and education. Outreach may require periodic attendance at community meetings hosted by local government agencies, business organizations or civic organizations.
- (x) *Media Relations*. The PIM shall prepare media releases submitted via a Google doc. The media releases shall be prepared at least 14 days prior to send dates, to be agreed upon by the Engineer and RCM. Media releases shall explain the project, summarize the project scope, construction phasing, construction activities that affect traffic, the project end date, and a summary of project benefits. The releases shall also include maps or other graphics. The PIM shall allow the Engineer and RCM at least three days to review and approve the media release before distribution. CDOT will distribute media releases. Media releases shall include:
 - (i) project start,
 - (ii) project winter shutdown,
 - (iii) project re-start,
 - (iv) project completion,
 - (v) public outreach/special event announcement,
 - (vi) additional releases may be required to communicate significant changes in work activity, construction milestones, traffic control or lane shifts, or closures as directed by CDOT

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

(xi) *Special Events*. The PIM shall assist with the planning and coordination of a special event (ribbon cutting) upon near completion of the project. Coordination activities shall include:

- (i) coordinating with the RCM and project team
- (ii) identifying and securing an event site
- (iii) drafting collateral such as media release, invitation, flier or display boards
- (iv) development of an invitation list to include stakeholders; local, state, and federal elected officials; other agency officials; CDOT staff; and project team
- (v) assisting with site prep and event support on the day of the event

(b) *Response Protocol to CDOT and the Public*. The PIM shall follow Table 626-1 in responding to correspondence from stakeholders and the public:

Table 626-1 - Response Timing

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

(a) *Deliverables Protocol to CDOT*. The PIM shall conform to Table 626-2 in submitting the following for Department review and approval prior to dissemination:

**Table 626-2
DELIVERABLES AND SUBMITTAL TIME TO CDOT ENGINEER**

Deliverable	When to be submitted
Emergency Response Telephone Tree (when required in the Contract)	Before works starts

Local Telephone Hotline	Before works starts
Project Email Address	
Stakeholder Distribution List (if required for non-work zone flyer recipients and emergency service providers)	At Pre-Construction Meeting
Lane Closure Reports	Weekly, on Thursday by 3 pm.
Real-Time Lane Closures or Changes	A minimum of 24 hours in advance if a change In real-time if in the field change
Traffic Advisories/Media Releases	48 hours prior to scheduled distribution date
Fliers, posters or other public material	5 Working Days prior to the scheduled distribution date In cases of rapid response, 48 hours prior to distribution
Photos/Video	Two a month or as requested.

(b) *Deliverable protocols to the public.* The PIM shall conform to Table 626-3 in providing the following information to the public:

**Table 626-3
DELIVERABLES AND SUBMITTAL TIME TO THE PUBLIC**

Deliverable	When to be published
Full road closures of impactful duration (e.g. weekend closure of interstate)	14 days prior to the beginning of activity in any area of the Project.
Detours and major traffic impacts lasting seven days or longer	
Major project activities (such as major lane shifts, bridge demolitions, etc.) lasting seven days or less	7 days prior to the beginning of the activity

<p>Other remaining types of construction Activities in any area of the Project including:</p> <ul style="list-style-type: none"> ▪ Night Work ▪ Utilities ▪ Change of business/residential access 	<p>7 days prior to the beginning of activity in any area of the Project or as determined jointly by teams</p>
<p>Other construction updates (e.g., cancellation of planned closures, additional lane closures, closure removals, major traffic shifts, etc.) that directly impact the public.</p>	<p>As soon as known with at least 24 hours' notice</p>

Public Information Management Estimate Worksheet				
21919 - US 160 Pagosa Springs Downtown Reconstruct				
March-Dec 2024 and March-Nov 2025				
PIM Consultant:				
CDOT PE:				
CDOT RCMs: Lisa Schwantes & Adair Cristensen				
PIM (Public Information Manager), PC (Prime Contractor), PE (Project Engineer), RCM (Regional Communications Manger)				
Date	Hours	Weeks	\$	Task/Deliverable
Pre Project Start/Onboarding				
				Online Onboarding Form and Request access to PIM Folder (Press Release, Post Card, Flyer, Ad Templates; CDOT Stylebook)
				Draft Public Information Plan (PIP)
				Create Stakeholder List
				Create Team Emergency Contact Sheet
				Public Information Plan Discussion & Review w/ PE, RCM
				Set-up : Project Telephone Hotline, Project Email, Dialog
				Create & Submit Project Webpage Content
				Pre-Con Meeting(s)
				Comms Manager Meetings/Trainings
				Create Maps or Other Graphics
				Draft Project Start Press Release
				Draft Project Start Flier or Social Media Post
				Create & Submit Project Webpage Content
				Set-up & Schedule: LaneAware Events
				Deliver Fliers to Stakeholders (travel and personal visits to businesses and property owners)
				Site Visit/Gather Content: Photos, Video Footage, Interviews w/ staff for 2nd Press Release and Social Media
				Additional Press Releases (winter shutdown, spring re-start, project completion)
Subtotal	0			
After Project Start/ Weekly Duties				
				Weekly Project Meeting w/ PE and PC
				Weekly Comms between PE, PC, RCM
				Weekly LaneAware Updates
				Weekly Project Updates/Traffic Advisories
				Respond to Public (<i>Hotline Inquiries</i>) and Input into Dialog
				Project site visit/photo & info gathering/travel time
				Public outreach/education to local government and business organizations
				Upload Photos to Website
				Webpage Updates
				other admin
				Other assignments/duties tasked by CDOT
Subtotal	0			
Project Complete				
				Planning of Special/Community Event (coordination and meetings PE & RCM, ID & secure event site,...)
				Develop Invitation List
				Draft Press Release, Flier & Invitation
				Draft Display Boards
				Event site prep and support day of
				Off Boarding Form (<i>online</i>)
Subtotal	0			
Total		0	\$0	