

EXHIBIT A
Description of Project and Scope of Work
10/20/2014

Project No: C-0131-063
Project Location: SH 13 Over The Yampa River Bridge Repair
Subaccount: 19470

Contract Administrator for this Task Order is:

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Description of Project

SH 13 Over the Yampa River Bridge Repair is a bridge repair project on SH 13 in Moffat County between mileposts 85.75 and 85.91. The work includes repair of the existing bridge C-06-D over the Yampa River. Improvements include bridge deck replacement, bridge rail replacement, installation of new columns and caps at pier support locations, placement of riprap along embankment, guide bank reconstruction, guardrail, traffic control management, and signing and striping.

The anticipated project start date is **July 6, 2015**. The expected duration of the project is approximately 16 months with a fixed completion date of **October 31, 2016**.

Labor Force Summary:

Under this agreement the Consultant will provide a team of personnel to perform construction management services. A list of personnel and qualifications will be submitted as part of the proposal. CDOT experience is required. The following labor needs are anticipated:

1. One Project Engineer will be utilized throughout the active project construction and finalization.
2. One Project Inspector will be utilized throughout the active project construction.
3. One Project Tester will be utilized throughout the active project construction.

All provided personnel shall meet the required qualifications as outlined below.

I. GENERAL REQUIREMENTS

Initial Project Meeting:

The Consultant 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 Resident Engineer.

Work Duration

The anticipated time period for the work described in this scope is July 6, 2015 through December 31, 2016. 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. The Consultant shall meet with the CDOT Resident Engineer if it is anticipated that their services may not be required for a period exceeding one week. A procedure shall be agreed upon at the pre-work meeting to resolve this issue. A winter shutdown period is planned for this project from approximately January 1, 2016 through March 31, 2016.

Authorization to Proceed

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

Routine Billing & Reporting

The Consultant shall provide the following on a regular basis:

1. Monthly billing formats, suitable to the CDOT Resident Engineer, for all contract activities performed by the Consultant's Project Engineer, Inspector, and Field Materials Testing Technician.
2. Monthly billings that include the contract status.
3. Periodic reports and billings required by CDOT Procedural Directive 400.2.
4. Supporting documentation for all direct costs.

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), cellular phones, computers and miscellaneous equipment and supplies (printers, calculators, manuals, office supplies, safety equipment, etc.) required to perform the work. Personal protective equipment shall be in accordance with CDOT PD 80.1. The project contractor will furnish office space and a field laboratory. Consultant shall be responsible for procuring a local wireless Internet Service Provider (ISP) or similar compatible service if conventional high speed internet service is not available.

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 the same personnel for the duration of the Construction Contract unless otherwise approved by the CDOT Resident Engineer.

The Project Engineer, inspector, and materials testing technician shall be thoroughly familiar with CDOT forms and documentation requirements. This project will use the new SiteManager Materials and Laboratory Information Management System (SMM/LIMS) software. Materials personnel will be required to document the materials testing and procedures using the new software. 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 RE.

Diaries and Documentation

All Consultant personnel shall maintain a daily diary for each day work is performed on the project. They shall use CDOT's Form 103 or automated 103a - Project Diary, or other form approved by the CDOT RE. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall become a part of the permanent project record and shall be given to the CDOT Resident Engineer within one working day of its date if requested.

II. GENERAL REQUIREMENTS FOR PROJECT ENGINEER

The Consultant will provide support to the CDOT Resident Engineer through assignment of personnel to construction management. Personnel will be required to work at the Project Engineer level. He or she shall be either a Colorado Registered Professional Engineer or a non-licensed individual with demonstrable construction administrative experience. However, if the Consultant employee is not a registered Professional Engineer, he/she shall work under the oversight of a competent Professional Engineer in responsible charge who is registered in the State of Colorado. The Project Engineer shall have CDOT construction experience and roadway construction experience with emphasis on bridge replacement, reinforced concrete, deep foundations, environmental constraints, embankment, and traffic control management.

The Project Engineer shall be available to review work, resolve problems and make decisions in a timely manner as requested by CDOT. He or she has immediate charge of the engineering details of the construction project and is responsible for the administration and satisfactory completion of the project and is delegated commensurate authority.

Specific responsibilities include: construction of the project in accordance with the plans; enforcement of governing specifications and special provisions; control of inspection; proper documentation; and preparation of change orders. By law, consultant or entity project engineers cannot obligate funds or authorize payment on behalf of CDOT. As the Department's representative, the Project Engineer has frequent personal contacts with the Contractor, property owners, municipal officials, utilities and the traveling public; thus, personal conduct should be a credit to both the individual and CDOT.

The Project Engineer is the first level of authority concerned with unusual circumstances (e.g., non-specification work, work outside the scope of the Contract, disputes, change orders). As practical, problems concerning contract interpretation should be referred to higher levels of authority until the problem is acceptably resolved. Immediate decisions can be made and orders written, as necessary, to expedite construction.

Project Engineer responsibilities may include but are not limited to the following:

1. Coordination of all construction contract activities.
2. Review, give comments, and acknowledge completeness of required submittal resulting from but not limited to:
 - CDOT 205 Permit to Sublet

- Method of Handling Traffic (MHT)
 - Progress schedule
 - Method Statements
 - All EEO requirements
3. Provide the following documentation, reports and billings on a routine basis:
 - Periodic reports and billing required by CDOT Procedural Directive 400.2
 - Preparation of monthly progress estimates for monthly and final billings for consultant fees and construction contractor payments.
 - Maintaining of project files, project diaries and time counts.
 - Monitoring contractor payroll compliance.
 - Conducting weekly progress meeting with contractor, subcontractors, utilities and other interested parties.
 - Monitoring of project contractor for fulfillment of project plans and specifications.
 - Securing all project documentation from the contractor.
 4. Preparation of all Contract Modification Orders (CMO) and Minor Contract Revisions (MCR) for the CDOT Resident Engineer's approval.
 5. Preparing and transmitting updates of construction activities to the CDOT Public Information Office.
 6. On-site cursory review of drawings and data submitted by the construction contractor and suppliers for general conformance with the intent of the specifications. Inform and obtain concurrence as needed from the CDOT Resident Engineer and keep relative documentation for project records.
 7. Communicating with adjacent landowners as required resolving issues that arise due to construction.
 8. Monitoring traffic control and safety for compliance with the approved Method of Handling Traffic (MHT).
 9. Project compliance with CDPHE and all other environmental permits issued for the project.
 10. Preparing a punch list of uncompleted work, non-conformance reports, and deficiency notices.
 11. Preparing responses to contractors' and suppliers' request for information, submittals, change notices, claims, and correspondence.
 12. The Project Engineer shall be well versed in Site Manager software. This project will use the new SiteManager Materials and Laboratory Information Management System (SMM/LIMS) software. The Project Engineer will be required to have a basic knowledge of the new procedures for the software.
 13. The Project Engineer shall have successfully completed an ECS training program authorized by CDOT.

III. GENERAL REQUIREMENTS FOR PROJECT INSPECTOR

The Consultant will provide support to the project staff through assignment of personnel to inspection activities. Each Inspector shall be trained and qualified in accordance with CDOT's Construction Inspection Qualification Plan. Inspectors shall have relevant construction inspection experience on at least two recent CDOT projects.

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

1. Participation in weekly progress meetings with contractor, subcontractors, utilities and other interested parties.
2. Securing project documentation from the contractor.
3. Maintaining accurate notes reflecting actual construction details to be used in preparation of as constructed plans.
4. Initial, follow up, and final inspections of work in progress including interim and final measurements.
5. Notifying contractors and Project Engineer of non-compliance with the contract plans and specifications.

6. Performance of special tests, investigations, or monitoring which are required to fulfill the intent of the CDOT inspection program.
7. Preparation of inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures.
8. Submittal of standard documentation reports (such as Daily Work Report) no later than the following working day.
9. Aiding in the preparation of routine correspondence to the contractor, CDOT Staff, Local agencies, etc.
10. Providing liaison and communication to contractor field crews.
11. Maintain accurate notes for preparation of final "As Constructed" plans upon project completion.
12. 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).

IV. GENERAL REQUIREMENTS FOR PROJECT MATERIALS TESTING

All inspection, sampling, testing and documentation shall be in accordance with the CDOT Materials and Construction Manuals. Sampling and testing will be done in accordance with the Department's Minimum Sampling, Testing, and Inspection Schedule; the Special Notice to Contractors; and the Procedures; all contained in the Department's Field Materials Manual. When the method is not cited, the order of precedence for all sampling and testing is Colorado Procedures, AASHTO Procedures, and then ASTM Procedures. Unless otherwise designated, when the Department's Construction Manual, Materials Manual, AASHTO, ASTM, or other specifications, standards, or policies are cited, the reference shall be to the latest edition as revised or updated by approved supplements or interim editions published and issued prior to the date of advertising a specific construction project for bids.

The consultant shall furnish all personnel, materials and equipment required to perform the work. CDOT's contractor will provide a field laboratory. The tester shall be certified to perform the project sampling and testing in accordance with CDOT requirements. These requirements typically include the following certifications: CAPA levels A&B, ACI, and WAQTC, and nuclear gauge operation. The tester shall be certified as defined by the requirements set forth in the current Colorado Procedure CP-10. Minimum requirements for certification are dependent on the item to be sampled and tested. The tester responsible for sampling and testing on this project shall have all required certifications based on this project's specific materials testing schedule. The tester shall be thoroughly familiar with CDOT forms and documentation requirements.

The tester shall be experienced and competent in all aspects of highway construction testing within the scope of this project. The consultant shall sample, test, inspect and document all materials incorporated into the project. This includes: 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; and altered material quantities whether increased or decreased. The Project Engineer and tester shall review project quantities on a regular basis to ensure that sufficient tests have been performed for the material placed to date.

The consultant's work shall be under the direction of, and shall be reviewed, stamped and signed by a Professional Engineer registered in the state of Colorado. The work to be stamped will be the summary sheet including, but not limited to, Forms 6, 9, 58, 69, 212, 250, and 554. The CDOT Resident Engineer may request that additional forms be stamped. The Professional Engineer shall be available to review work, resolve

problems, and make decisions in a timely manner as requested by the Project Engineer, and must be experienced and competent in road and bridge construction and construction materials testing and inspections.

Testing of materials that are specifically designated to be pre-inspected or pre-tested by this or any other Department of Transportation shall remain the responsibility of CDOT. The consultant shall document and transport samples of any and all materials that are required to be tested by CDOT, regardless of pre-inspection or pre-testing responsibilities, to the CDOT Central or Region laboratory, as directed by the Project Engineer. The items and test frequencies of Department tested materials shall be in accordance with the column titled 'Central Laboratory' in the SCHEDULE, or as directed by the Project Engineer. Test results, sample submittals, and inspection documentation transmitted to CDOT's Region or Central Laboratory shall be recorded on appropriate CDOT Forms. The Consultant may use CDOT worksheets or worksheets approved by the CDOT Resident Engineer. CDOT Forms and worksheets are available through the Residency Head Tester or Region Materials Engineering/Physical Technician at no cost to the Consultant.

The tester shall furnish the Project Engineer with the original copies of all worksheets on a daily basis. The tester shall also keep the CDOT Form 626 up to date at all times and provide copies of this form to the Project Engineer by the end of the shift for any material found to be non-specification. At the discretion of the Project Engineer, the tester may be required to provide the Form 626 to the contractor prior to the end of the shift for any material found to be non-compliant with the specification.

The Consultant shall coordinate the schedule for Independent Assurance Tests (IAT) for the project in accordance with CDOT Form 379 with the Region Materials Engineering/Physical Science Technician. The Consultant shall notify the CDOT Resident Engineer, Project Engineer, and Region Materials Engineering/Physical Science Technician when project quantities are expected to over-run the quantities represented on CDOT Forms 250 or 379.

The tester(s) shall:

Have a minimum of one year experience in each specialty field (soils, aggregates, asphalt paving, concrete, etc.) that requires testing.

Be certified by the American Concrete Institute (ACI) if testing concrete.

Be certified Level A/B by the Colorado Asphalt Technician Certification Program (LabCAT) if testing HMA.

Be certified through the WAQTC Qualification Program if testing soils and aggregates.

Copies of Certifications shall be provided to the Project Engineer prior to the start of work on the project.

References of testing experience shall be available for all Consultant staff provided, and may be requested at any time during the contract.

V. ADDITIONAL WORK DESCRIPTION FOR PROJECT SCHEDULE REVIEW

The Consultant shall conduct an objective analysis of Contractor schedules and method statements based on the documents furnished to the Project Engineer. Each analysis shall assess the feasibility of the Contractor's

project construction schedule and updates relative to the current stage of completion and the timely final completion according to the terms of the contract. Scheduling duties shall include:

1. Assemble and review updated as-built data to verify the accuracy of the Contractor's actual construction progress and schedule feasibility. Provide ongoing schedule review and evaluation support through project completion.
2. Perform a schedule delay analysis and determine the amount of Contractor and/or CDOT excusable delays. Assess the liability associated with any changes, extra work and/or delays in order to determine responsibility for impacts to the project schedule.
3. Prepare written schedule reports and exhibits to assist in the evaluation of schedule delays and remaining as-planned work.
4. Provide ongoing schedule review and evaluation support through project completion.
5. Review the Contractor's planned schedule and method statements for compliance with contract requirements. Review all updated schedules and contract modifications.

VI. STATUS OF CONTRACT

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

VII. SUBMITTAL OF FINAL DOCUMENTATION

Final documentation shall be submitted to the CDOT Resident Engineer within 20 working days after project acceptance. COCs and CTRs shall be included as a part of the final documentation for any inspected work. A completed Form 250 shall be submitted to the Project Engineer 10 working days after the consultant has been notified of final quantities. Failure to submit final documentation as required may result in withholding any and all consultant payments due, until this material is received.

