

EXHIBIT D

CONSULTANT ACCESS PERMIT INSPECTION STAFF (CAPIS)

1. The Consultant Access Permit Inspection Staff (CAPIS) shall provide all construction inspection and testing per the 2023 CDOT Standard Specifications for Road and Bridge Construction.
2. The CAPIS permanently assigned to the project shall be competent in road and bridge construction and be thoroughly familiar with current CDOT specifications, manuals, forms and documentation requirements. The CAPIS shall have recent experience working for CDOT on similar projects and providing CDOT inspection services.
3. The CAPIS work shall be under the direction of, and shall be reviewed by a Professional Engineer registered in the State of Colorado. The consultant fulfilling the role shall be pre-approved by CDOT. All costs shall be paid by the Permittee. The Consultant Access Permit Inspection staff shall coordinate with the CDOT Access Project Manager, CDOT Access Engineer, and Eagle County.
4. The CAPIS shall maintain a daily diary and photos for each day the contractor performs work on the project. They shall use CDOT Form 103, Project Diary, or a similar form approved by the Project Manager. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work. Editorial comments shall not be incorporated in the diaries or on any written correspondence applicable to the project. Compiled copies of the daily diary shall be given to the Project Manager weekly at a minimum or as required to convey the progress of the project and provide adequate communications.
5. The CAPIS shall observe and inspect activities and other construction project-related activities, as directed by the CDOT Access Project Manager and Engineer of Record.
 - (a) Onsite observation of all major construction activities including but not limited to the following:
 - i) Construction staking and layout;
 - ii) Sub-base placement, compaction, and testing;
 - iii) Asphalt placement and asphalt testing;
 - iv) Placement of concrete forms and rebar;
 - v) Concrete placement and concrete testing;
 - vi) Pavement striping;
 - vii) Utility staking, installation, and construction;
 - viii) Utility boring activities;
 - ix) And as directed by the Project Manager:
 - (b) Initial, follow-up, completion, and final inspections of work in progress, including interim and final measurements;
 - (c) Notifying contractor, CDOT Access Project Manager, and Engineer of Record of non-compliance with the contract plans and specifications;
 - (d) Submittal of Project Diaries as required.

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- (e) Preparation of routine correspondence to the contractor, CDOT Staff, local agencies, etc.
- (f) Collecting and compiling materials testing and documentation;
- (g) Participation in weekly progress meetings with contractor, subs, utilities, and other interested parties;
- (h) Anticipating project problems and suggesting solutions to the CDOT Access Project Manager and Engineer of Record;
- (i) Review and approve the Contractor's Method of Handling Traffic if delegated by the CDOT Access Project Manager and Engineer of Record;
- (j) Monitoring compliance with and taking appropriate action to preserve safety on the project for all workers and traveling public in accordance with the Contractor's Method of Handling Traffic and the Manual of Uniform Traffic Control Devices;
- (k) Providing liaison and communication to contractor's superintendent
- (l) Preparation of punch lists of uncompleted work, non-conformance, and deficiencies. Maintaining accurate field notes during construction reflecting actual construction details to be used in the review of the as-constructed plans;
- (m) Assist the CDOT Access Project Manager and Engineer of Record in the final walk through and preparing project final close-out documentation;
- (n) Miscellaneous project-related duties as directed by the CDOT Access Project Manager and Engineer of Record.

6. During construction, the CAPIS shall:

- (a) Observe the Contractor's operations and report fully on CDOT Form 103 Project Diary.
- (b) Assure that the mechanisms, devices, materials, and workmanship provided by the Contractor are in compliance with the Construction Plans and any other contract references; and document this in the Inspector's Report CDOT Form 266.
- (c) For those Pay Items that involve electronic and/or mechanical equipment, verify that the installation performs as specified, and document that finding.
- (d) Observe performance of special tests, investigations, or monitoring which may be required to fulfill the intent of the plans and specifications.

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(e) When deficiencies occur on the construction site, report fully to the CDOT Access Project Manager and Engineer of Record.

(f) Participate in weekly coordination meetings with the Contractor, subcontractors, utilities, and other interested parties.

(g) Provide liaison and communication to Contractor and field crews.

7. The CAPIS shall provide the following public information services on an ongoing basis throughout the duration of the project. The public information manager (PIM) shall be available on every working day, accessible and on call by cell phone or pager at all times and available upon the request of the CDOT at other than normal working hours. The PIM shall communicate with the CDOT daily.

(a) The CAPIS shall establish a Public Information Office (PIO) equipped with a telephone and an answering machine or answering device with the capability to record a message from the caller. This may be a cell phone, but shall be a local number. The PIO shall be equipped with a computer and an e-mail account. The PIO may or may not be located within the Contractor's regular office provided that the telephone has a local call number. The PIO shall record a friendly greeting on the project's published phone line each week, updating the message throughout the week, as necessary, depending on changes in work schedule, activities and traffic impacts. The recording shall include each week's forthcoming activities including work days, hours and expected traffic delays, posted detours, project completion date, and office hours. The PIO shall check the answering machine at least twice every calendar day, including weekends. The PIO shall respond to callers and e-mail inquiries as soon as possible, but at least within 24 hours. The PIM shall keep a logbook of all calls including the contact name, date of contact, date responded, the contact's comments, and the action the PIM took. A copy of this log shall be submitted to CDOT every two weeks or more frequently, as requested by the CDOT.

(b) The PIO shall maintain communications with businesses and individual residences, commuters, local government entities and all other stakeholders that are directly adjacent to and affected by the project, or that express interest in being informed. Using a communications method or strategy approved by the CDOT, the CAPIS shall notify stakeholders about the project two weeks prior to beginning any lane restrictions or project activities. Depending upon project impacts, contact with stakeholders may be required daily, weekly, monthly or periodically throughout the duration of the project. Communications tools could include hand flyers, door hangers, newsletters, mailers, using e-mail distribution lists, etc. All public information correspondence and subsequent updates shall be submitted to both CDOT's Region Public Relations Manager and the CDOT Project Manager two business days before distribution, and shall be approved by CDOT's Region Public Relations Manager before distribution.

(c) Each communication tool shall include contact information, PIM's name, office phone, CDOT Web-site address with CDOT logo. Cell phone numbers and e-mail addresses shall be provided. The communication shall include the description of work, lane restrictions, a detour map if warranted, the anticipated start and completion dates, hours of operation and work schedule. CDOT's Region Public Relations Manager will provide additional text for inclusion, if warranted.

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(d) The Contractor shall erect construction traffic signs with the dates the Contractor expects to initiate and complete construction and with the Contractor's public information office's or PIM's phone number at each major approach to the project. The signs shall conform to the requirements of Section 630 and shall be erected at least one week prior to the beginning of construction. These signs shall be updated if the project schedule changes, at no cost to the department.