

**REQUEST FOR PROPOSAL (RFP 22-MABC01)**  
**ATTACHMENT 1 – SCOPE OF WORK**

**CONSTRUCTION MANAGEMENT, INSPECTIONS AND MATERIALS TESTING  
FOR  
MONUMENT ACADEMY RECIRCULATION PROJECT**

The services (Work) requested in this RFP primarily include management, coordination, inspection, observation, materials testing, documentation of the construction work, and verification of compliance with the contract documents.

**I. GENERAL INFORMATION**

The Project is located at the Monument Academy West Campus, 1150 Village Ridge Point in the Monument area of El Paso County. The awarded Consultant shall be responsible for managing and documenting construction activities, inspections, and materials testing for the construction project.

**PROJECT OVERSIGHT:**

There will be no federal oversight for the Project. Monument Academy Building Corporation (MABC) in coordination with El Paso County (EPC) and Pikes Peak Rural Transit Authority (PPRTA) will have oversight. A building permit will be obtained for this project through Colorado Department of Public Safety (CDPS). CDPS oversight will be limited to the requirements of the building permit.

**II. BACKGROUND**

MABC, in coordination with El Paso County Department of Public Works (County), proposes to construct improvements on the MABC property. The Project generally consists of constructing two internal roadways on the property, one to the north (“back of school”) and one to the south (“front of school”). The Project includes asphalt roadways with curb and gutter, retaining walls in the back, drainage improvements and minor landscaping.

El Paso County has a separate project for improvements to Highway 105 that is pending final design and construction that will have schedule impacts to the MABC Project. A retaining wall associated with the Highway 105 project must be completed prior to construction of the front roadway of the MABC Project. Construction of the Highway 105 project is anticipated to begin in late fall of 2022, and construction of the Hwy 105 retaining wall will be required as an early milestone.

Due the Hwy 105 retaining wall, the MABC Project MUST be completed in two phases. The first phase will include the back of school roadway, and phase one must be completed in the summer of 2022. The second phase will include the front of school roadway which is anticipated to be constructed the summer of 2023, but the timing for phase two will be dependent on completion of the Hwy 105 retaining wall.

The Project requires close collaboration and/or coordination with the affected utility companies during construction which include but are not limited to: Mountain View Electric Association (MVEA), Black Hills Energy (BHE), and Woodmoor Water and Sanitation District (WWSD). Utility relocations for MVEA and BHE are expected prior to construction of the front of school roadway (Phase 2). The Project will require protection of the utilities in place. The Consultant shall assist with coordinating with the utilities to ensure that no delays or required rework is required.

The plans and specifications have been submitted to CDPS for review, approval and permitting. It is anticipated that the permit will be issued in early June 2022; however, the approvals and permit timeline are unknown. As such there will be two Notice to Proceeds (NTP) to the Construction Contractor to accommodate for this unknown to begin construction of Phase 1. The first NTP will be upon contract award to allow for the Contractor to get other required permits, begin acquisition of materials, begin the wall design and any other pre-construction activities that the Contractor requests and is approved by MABC. The second NTP will be for construction activities to begin and will be issued when school has ended, and the Project has been permitted.

A third NTP will be issued, for Phase 2, once EPC and Highway 105 contractor agree that the retaining wall associated with the Highway 105 project is sufficiently completed to begin Phase 2 construction.

#### **Staff / Inspections:**

The State Colorado Division of Fire Prevention Control has a pre-approved list of Third-Party Inspectors that MUST be utilized for this Project, as applicable. This list is attached. Inspections of the retaining walls and lighting apply and will be confirmed upon the approval of the building permit; others may apply. The CM Consultant must have the applicable inspectors employed by their firm or must subcontract with the firm that employs the inspector and/or subcontract with the inspector(s) themselves. The pre-approved inspector(s) themselves must perform the applicable inspections per CDPS and the building permit requirements. Documentation of their anticipated participation must be referenced in the proposal, and documentation of their participation during construction will be required. Staff for inspections that do not require the pre-approved inspectors are not dictated in this RFP other than minimum qualifications.

#### **Schedule:**

The construction plans and specifications have been submitted to CDPS for review, approval and permitting. It is anticipated that the permit will be issued in early June 2022; however, the approvals and permit timeline are unknown. As such, for Phase 1, there will be two Notice to Proceeds (NTP) to the Construction Contractor to accommodate for this unknown. The first NTP will be upon contract award to allow the Contractor to obtain other required permits, begin the wall design, begin acquisition of materials, and any other pre-construction activities that the Contractor requests and is approved by MABC. The second NTP will be for construction activities to begin and will be issued when school has ended, and the Project has been permitted. For bidding purposes, the Contractor is asked to assume that the second NTP to begin construction activities for Phase 1 will be issued on June 6<sup>th</sup>, 2022.

A third NTP will be issued to the Construction Contractor for Phase 2 once EPC and Highway 105 contractor agree that the retaining wall associated with the Highway 105 project is sufficiently completed to begin Phase 2 construction. It is anticipated that the third NTP will be issued following the completion of the Highway 105 wall and when Monument Academy is out for summer break, approximately June 2023.

The construction contract is a working day contract with a milestone requirement. Construction of Phase 1 (back of school roadway as described below) shall be completed in fifty (50) working days following the second NTP. For Phase 1, the Contractor may work Monday thru Sunday, during daylight hours only or between 7:00 AM and 7:00 PM, whichever is stricter, unless otherwise approved by MABC. Work on the weekends is anticipated to meet Project deadlines. School begins on August 17<sup>th</sup>, 2022. To accommodate, the Contractor will be required to complete the back of school retaining walls and pave the roadway so that the back roadway is fully functional for school traffic by August 15<sup>th</sup>, 2022. Remaining items must be completed within the 50 working days.

Construction of Phase 2 (front of school roadway) shall be completed in fifty (50) workable working days. For Phase 2, the Contractor may work Monday thru Friday, during daylight hours only or between 7:00 AM and 7:00 PM, whichever is stricter, unless otherwise approved by MABC. Work on the weekends must be pre-approved at least two days in advance of the requested weekend work.

The approved Contractor schedule incorporated into the Construction contract will dictate.

### **III. STATEMENT OF WORK**

The Project incorporates Colorado Department of Transportation (CDOT) 2021 Standard Specifications for Road and Bridge Construction, CDOT's 2019 M&S Standards, CDOT's 2019 Construction Manual and the Pikes Peak Region Asphalt Paving Specifications, Version 5, March 20, 2019 by reference, and these shall supplement the Project plans and specifications if required. The Project plans and specifications take precedence over the above.

The Consultant shall provide construction management, inspections, and materials testing services for the construction of the Project as summarized in the bulleted points below, and better described in the following sections.

The following applies:

- Provide an experienced Project Engineer (PE), properly certified inspectors/testers, and other field/support staff
- Participate in pre-construction meeting and weekly meetings with the Contractor(s), County PM, design consultant, and utility companies
- Schedule, attend and provide agendas & meeting minutes for all meetings
- Assist the Contractor with coordination with utility companies for relocations as needed
- Review Contractor's Master Project Schedule and 3-week "look aheads"
- Review Contractor's Method of Handling Traffic (MHT) submittals
- Review Contractor's Stormwater Management Plan (SWMP)
- Review Contractor certifications, material certificate of compliances (COCs)
- Review Contractor pay requests, provide summary backup for concurrence and track all previously paid invoices to ensure sufficient funds to complete the project
- Review submittals for conformance with the contract requirements
- Review all project permits to ensure continued compliance with permitting agencies
- Track and document daily quantities installed by the Contractor
- Track daily time counts and contract time to ensure sufficient contract time to complete the project
- Draft change orders and speed memos and ensure proper backup/justification is provided by the Contractor
- Arrange and assure appropriate construction observation and inspection
- Provide complete geotechnical and materials testing services for quality assurance
- Review Contractor's quality control (QC) testing results as well as the Consultant's quality assurance (QA) testing for compliance with specifications
- Receive and review RFI's
- Maintain thorough and complete records of construction activity, including a daily log/diary
- In coordination with Contractor, maintain a working set of as-builts for documentation of field changes
- Prepare periodic reports/memos that summarize work activities with photos
- Provide a photo log of activities and any issues with solutions
- Prepare a detailed final punch list and review final as-built drawings
- Attend meetings with stakeholders and affected property owners and provide meeting minutes to all attendees and the County
- Ensure, and assist with, coordination between the Contractor and property owners/business owners
- Receive and respond to citizen inquiries in coordination with the Contractor, MABC and the County

#### **A. PROJECT MANAGEMENT / ADMINISTRATION**

This task shall include general administration, coordination, documenting, scheduling, reporting, and related activities for the overall successful completion of the individual phases of the Project. The Consultant shall identify a project manager for this project who will work directly for and support MABC in coordination with the County Project Manager (County PM) in the management and administration of the project. The Consultant's Project Manager shall be responsive on a daily basis Monday thru Friday, and Saturday and Sunday for Phase 1, to MABC throughout the project. The Consultant shall also identify an assistant project manager capable of filling in for the project manager in the event that the project manager is not available due to travel, illness, or other event that will be longer than one week in length.

**Invoicing and Payment:** An itemized invoice with backup must be submitted to MABC and approved by MABC and County staff prior to payment.

1. MABC will reimburse the Consultant's reasonable, allocable, allowable costs of performance of the Work, not exceeding the maximum agreed total amount. To be eligible for reimbursement, costs by the Consultant shall be:
  - a. in accordance with the terms and conditions of this contract;
  - b. necessary for the accomplishment of the Work;
  - c. reasonable in the amount for the goods and services provided;

- d. actual net cost to the Consultant (i.e. the price paid minus any refunds, rebates, or other items of value received by the Consultant that have the effect of reducing the cost actually incurred);
  - e. incurred for Work performed within the contract period of performance;
  - f. satisfactorily documented:
    - All allowable costs charged to the project shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in detail the nature of the charges.
    - Any check or order drawn up by the Consultant, including any item which is or will be chargeable against the project account, shall be drawn up only in accordance with a properly signed voucher then on file in the office of the Consultant, which will detail the purpose for which said check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents shall be clearly identified, readily accessible, and to the extent feasible, kept separate and apart from all other such documents.
2. The Consultant shall prepare and submit to MABC, no more than monthly charges for costs incurred relative to the project:
- a. Invoices shall include the contract number, purchase order number, "Pay Request Number", a description of the services performed, the dates of performance and the amounts, description of reimbursable expenses, and any other project specific information requested by the County. There should be a summary of accounting to include: initial contract amount, additional amount(s) added to contract via change order, amount previously billed, amount billed with current invoice, total amount billed to date including current billing and amount remaining in the contract.
  - b. Invoices shall include a status report that briefly summarizes the work completed within the invoiced pay period and anticipated work for the next month
  - c. If personnel (title and/or name) that is not listed on the contract approved rate sheet is used on the project, the Consultant shall provide a brief introduction of the employee including their Name, Title, billable rate and short description of their previous work, on-going work and/or future work on the project. This information shall be included on the Status Report sheet.
  - d. Invoices shall be signed by the Project Manager prior to submittal to the County
3. To be eligible for payment, billings must be received within 30 days after the period for which payment is being requested and final billings on this contract must be received by MABC within 30 days after the end of the contract work.

## **B. CONSTRUCTION CONTRACT ADMINISTRATION & COORDINATION**

1. **Liaison:** The Consultant shall provide an experienced Project Engineer (PE) who will act as MABC's agent at the site. The PE will work under the direction and supervision of MABC and shall consult with MABC and the County PM, as necessary regarding Project actions. The PE shall be a licensed Professional Engineer or construction inspector working under the supervision of a licensed Professional Engineer who provides oversight of the CM activities. The PE and/or support staff shall be on-site while the Contractor is working to provide adequate coverage to accomplish the required tasks described in the RFP.
- a. The PE shall assist the Prime Contractor in understanding the contract documents, arranging for clarification with the design engineer, and documenting interpretation of the plans and specifications where necessary. The PE will deal primarily with the Prime Contractor, dealing with subcontractors only through or with the full knowledge and approval of the Prime Contractor.
  - b. The PE will facilitate coordination between the Contractor and MABC, property owners, utility companies, regulatory agencies, and others as required, ensuring that the Project proceeds in accordance with approved schedules, and that all properties are aware of planned operations so that constraints and key interfaces can be identified and properly coordinated.
  - c. The PE will receive and review RFI's and coordinate with the appropriate party for responses. The PE will set up a system to track, document, and monitor the status of Requests for Information (RFI's) and/or clarifications. The PE shall coordinate with the Engineer of Record, the design team and the County to provide answers to such requests. The PE will establish deadlines for each RFI,

coordinate with the Contractor to prioritize each RFI and follow up with the responding party to ensure timely turn arounds.

- d. The PE will promptly notify MABC, the County PM and the Engineer of Record of any non-compliance issues.

## **2. Meetings:**

- a. The Consultant shall organize, conduct, and document the pre-construction meetings with the construction contractor(s).
- b. The PE will schedule and attend necessary meetings with the Contractor, MABC the County PM and other parties such as utility providers, for the duration of the Project. These meetings shall include, at a minimum, weekly Progress Meetings, pre-survey and pre-paving conferences, and other coordination meetings as required for advancing the construction.
- c. The Consultant shall facilitate meetings and provide meeting agendas to all participants prior to the meetings. The Consultant shall provide meeting minutes and track discussion and action items generated by the meeting attendees.

- 3. Utility Coordination:** The PE will be responsible for coordination with utility owners and Contractors to ensure proper phasing of work for all utility relocations, and resolution of utility conflicts which may arise during construction. The Consultant shall participate in ongoing utility coordination, providing general oversight and guidance to ensure that utility relocations proceed as planned, so as not to conflict with the requirements of the construction contract.

- 4. Review and Approval of Submittals:** The PE will coordinate with the Engineer of Record to identify and prepare a list of necessary Contractor submittals, documenting and recording the receipt of submittals and their handling. The PE will review submittals for conformance with the contract requirements, coordinating with the Engineer of Record, as required, for the timely and thorough review of Contractor submittals, including shop drawings. The PE will notify MABC and the County PM of any work begun without the appropriate approved shop drawings or submittals recorded.

- 5. Documentation / Record Keeping:** A field office will be supplied by others. The Consultant shall be responsible for furnishing all office supplies necessary for their construction management and administration operations.

- a. Upon receiving the Notice to Proceed, the PE shall be responsible for establishing all necessary procedures and controls to administer the Project and document construction. The Consultant may utilize CDOT forms, or similar, and generally follow the procedures contained within CDOT's *Construction Manual*, Chapters 8 and 9, as a guide. The Consultant may modify these or use similar procedures to more closely meet the needs and requirements of the Project. In coordination with the County PM, MABC will advise as to the acceptability of the forms and procedures, and if approved, the procedures shall be incorporated into the contract management procedure for this Project.
- b. The PE will maintain thorough and complete records of construction activity, including:
  - i. Contractor Submittals – These records shall include a prepared list of required submittals, dates of submittals received, responses provided, and final approvals.
  - ii. Job-Site Files – These files shall include all Project correspondence, meeting minutes, shop drawings/reviews/approvals, plans, specifications and estimates, work directives, addenda, change orders, field orders, engineer's clarifications and interpretations, progress reports, schedule updates, etc.
  - iii. Daily Log/Dairy – The Consultant shall have each inspector maintain a daily log/dairy which includes written documentation of observations regarding Contractor work hours, weather conditions, data concerning questions, list of job-site visitors, daily activities, decisions, general observations, detailed observations, digital photographic logs, and adherence to the most

recent Project schedule. Variance will be discussed with the Contractor and reviewed in light of overall Project and schedule commitments.

- iv. As-Built Conditions – The Consultant shall work with the Contractor(s) to document and maintain a record of as-built conditions of the Project. The Consultant will provide marked up drawings of the as-built conditions to the Engineer of Record for incorporation of such conditions in a Record Set of As-Built Drawings that will be prepared by the Engineer of Record.
- v. At the close of the Project, all original notes and records will become the property of MABC.

#### **6. Schedule Management:**

- a. The Consultant will review, comment, and recommend revisions or approval of the initial Construction Schedule submitted by the Contractor for reasonableness and completeness. This schedule will include projected progress of key work activities, anticipated shop drawing submittals, and anticipated pay requests. This schedule will extend from the Contractor's Notice-to-Proceed through Final Acceptance. The PE will not allow work to commence without an approved schedule.
- b. The Consultant will coordinate with, and assist the Contractor to, develop and maintain a Master Project Schedule based on the Contractor's Construction Schedule, such that it will incorporate both the construction activities of the Contractor as well as the construction activities of the various utility companies, identifying critical path activities, constraints, and interrelationships that will impact the progress of construction. The Consultant will update and report on the status of Master Project Schedule on a monthly basis or more frequently as appropriate.
- c. On a monthly basis, the construction Contractor will be required to submit an update to the Master Project Schedule. This update will be reviewed by the Consultant for accuracy, reasonableness, and adherence to the most recent schedule update. Variance will be discussed with the Contractor and reviewed in light of overall Project and schedule commitments. Monthly pay estimates will be issued only after updates of the Master Project Schedule are accepted and approved.

#### **7. Reporting:**

- a. The PE will prepare periodic Project Status Reports/Memos summarizing the activities of the Contractor and other individuals and agencies impacting the Project. The PE will also advise MABC and the County PM of upcoming major tests, inspections, or work activities, updating the status of change orders, work directive changes, and field orders, and documenting any construction accidents or noteworthy events. This report will be submitted to MABC and the County PM for review in advance of regularly scheduled progress meetings and will serve as one basis for discussion at the meetings.
- b. The PE will include a section on the status of ongoing and planned utility relocation activities and assess the impact on the Contractor's planned progress.
- c. The PE will provide, on a regular basis, digital photos documenting the construction progress for use in preparing Project Status Reports.

#### **8. Payment Requests:**

- a. The PE will receive all pay requests from the Contractor, reviewing them for accuracy, completeness, acceptability, and compatibility with the Project documents. The PE will advise the County PM of any discrepancies or questionable requests for payment and recommend a response. The PE will meet with the Contractor, in advance of advising the County PM, regarding any questions or discrepancies, providing the Contractor an opportunity to modify, explain, or defend his request.
- b. A spreadsheet for tracking line item costs and expenditures shall be utilized and included with monthly pay requests.
- c. Recommendation for payment to the Contractor will be made only after the Contractor's monthly schedule update and required forms/documents are approved by MABC and the County.

- 9. Certification / Regulatory Compliance:** The PE will ensure the Contractor has all required certifications and/or permits on-site prior to starting any affected phase of the work. The PE will review these certifications and permits for compliance with the contract, advising MABC and the County PM of any expirations or other problems. If appropriate, the Consultant shall accept the certifications and permits on behalf of MABC.
- 10. Plan Modifications / Change Orders / Speed Memos:** The PE will advise MABC, the County PM, the Engineer of Record, and others as appropriate of any requests for or required plan modifications or change orders. Notification shall be in writing. The PE will coordinate with the appropriate design team representatives to prepare the necessary designs, and to prepare and review the required change orders. Any change, increase, and/or decrease to the contract, in the form of a Contract Modification Order (CMO) and/or amendment to the contract, shall be coordinated with and approved by MABC and the County Engineer or designee, in writing, prior to proceeding with the work. Speed memos shall be issued prior to formal change order as required. Upon approval by MABC and the County, Speed Memos shall be issued immediately and CMO's shall be issued timely. The Contractor will not be paid for work associated with a CMO until the CMO is fully executed.
- 11. Completion / Punch List:**
- a. Upon the request of the Contractor, the PE will complete a "review of work completed" to verify substantial completion of the work and to prepare a detailed final punch list of items which remain to be completed, are incomplete, require correction, or are unsatisfactory and/or unacceptable. The PE will review this punch list with the County PM, the Engineer of Record, and others as appropriate, and with concurrence, submit to the Contractor to address each item. The PE, with the County PM, will review the punch list with the Contractor, on-site as required, conducting a final walk-through.
  - b. Upon satisfactory completion of all items on the final punch list, the PE will submit a recommendation to MABC and the County PM regarding Final Acceptance of the work.
- 12. Project As-Builts:** The PE is responsible for, and shall maintain, a working plan set for documentation and accounting of any and all field changes. These changes shall be maintained in a hardcopy format through Project completion. Upon notice from MABC and the County PM, the Consultant shall transfer the field change record to MABC and the County PM for delivery to the design engineer, who will be responsible for transferring the changes to the digital drawings and will finalize the as-built record drawings. The design engineer will then provide a compact disc(s) containing the complete digital as-built drawings back to the PE. The PE will provide a final review of the digital drawings to ensure all field changes have been incorporated. The PE shall provide final as-built drawings with the "Finals" package to MABC and the County PM before issuing a recommendation regarding Final Acceptance of the work.

## **D. INSPECTION AND MATERIALS TESTING**

### **1. Inspection:**

- a. The PE will be responsible for arranging and assuring appropriate construction observation and inspection to assure compliance with the contract documents. The PE shall confirm that the Contractor has adequate quality control procedures established to ensure that the construction is accomplished in accordance with the contract documents. The PE shall perform or arrange for quality assurance testing to confirm that construction is being accomplished in accordance with the contract documents. The PE shall promptly advise the Contractor, MABC and County PM of any unsatisfactory work, verifying that adequate Contractor records are maintained throughout the Project as required by the contract documents, monitoring necessary materials testing, and maintaining a record of all testing and the results and/or recommendations of testing. The PE will accompany and document all on-site agency inspections, such as OSHA, EPA, USACE, El Paso County Stormwater, Building Permit Inspections, etc. The PE will review and approve materials handling and storage logistics, as well as traffic control procedures for compliance with approved plans and specifications.

- b. The Consultant will be responsible for providing qualified inspectors to observe and inspect all work according to Project plans and specifications, in order to provide quality assurance for the Project, and ensure substantial conformance with plans and specifications. In particular, the Consultant will provide the required and pre-approved inspectors for items identified in the Building Permit through the 3<sup>rd</sup> party inspector list attached.
  - c. The Consultant shall review proposed Method of Handling Traffic (MHT) plans for compliance with the contract requirements and make recommendations for improving motorist, pedestrian, and construction worker safety and decision making. The Consultant shall inspect the MHT installation for compliance with approved plans and ensure proper maintenance of all devices.
  - d. The Consultant shall monitor and review Contractor compliance with the Stormwater Management Plan (SWMP) and all other permit requirements. The Consultant shall document any deficiencies and advise the Contractor to remedy any unsatisfactory conditions or practices.
2. **Geotechnical & Materials Testing:** The Consultant will provide complete geotechnical and materials testing services, including access to a laboratory for off-site testing, as required. A proposed QA Testing Frequency Schedule and an itemized breakdown of the costs associated with each test shall be provided by the consultant. The anticipated Contractor's QC Testing Frequency shall follow the Project Specifications and CDOT's 2019 Construction Manual. The County will have the option of calling for additional testing at the Project's expense based upon these costs.

Consultant shall provide Passing and Failing results to MABC, the County PM and Contractor / Subcontractor immediately.