

Request for Proposals (RFP) Evaluation Manual

Construction Manager (CM) Services for the Preconstruction Phase of the Project

US 6D Str F-06-A Elk Creek
Mile Point (MP) 105 to 107



PROJECT NUMBERS: FBR 0063-066

PROJECT LOCATION: US 6 in New Castle, Colorado

PROJECT CODE: 24493

March 10, 2023

Colorado Department of Transportation
280 Centennial Street Unit A101
Glenwood Springs, CO 81601

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1.0 INTRODUCTION AND PURPOSE	3
2.0 CONFIDENTIALITY AND NON-DISCLOSURE REQUIREMENTS	3
3.0 EVALUATION MANUAL TRAINING MEETING	3
4.0 EVALUATION MANUAL RESPONSIBILITIES	4
4.1 EVALUATION MANUAL ORGANIZATIONAL STRUCTURE	4
THE OVERALL ORGANIZATIONAL CHART FOR THE EVALUATION MANUAL IS SHOWN IN FIGURE 1 OF THIS EVALUATION MANUAL.	4
FIGURE 1 – ORGANIZATIONAL CHART	4
4.2 CDOT CHIEF ENGINEER	4
4.3 EXECUTIVE OVERSIGHT COMMITTEE	4
4.4 PROPOSAL EVALUATION TEAM LEADERS	5
4.5 PROPOSAL EVALUATION TEAMS	5
4.6 INTERVIEW EVALUATION TEAM	6
4.7 RESPONSIVENESS FACILITATOR	6
4.8 OBSERVERS	6
4.9 TECHNICAL ADVISORS	7
5.0 EVALUATION SCHEDULE	7
6.0 PROPOSAL EVALUATION PROCESS	8
6.1 PROPOSAL EVALUATION PROCESS - STEP 1	8
6.2 PROPOSAL EVALUATION PROCESS - STEP 2	9
6.2.1 <i>Proposal Evaluation Team Process</i>	9
6.2.2 <i>Shortlist Process</i>	9
6.2.3 <i>Executive Oversight Committee Process</i>	10
7.0 INTERVIEW EVALUATION PROCESS	11
7.1 INTERVIEW EVALUATION TEAM	11
8.0 TOTAL SCORE PROCESS	12
8.1 PROJECT MANAGER PROCESS	12
8.2 EXECUTIVE OVERSIGHT COMMITTEE PROCESS	12
APPENDIX A – PROPOSAL RESPONSIVENESS CHECKLIST	15
APPENDIX B - STRENGTHS/WEAKNESSES/SCORING	16
APPENDIX C – INDIVIDUAL PROPOSAL EVALUATOR SCORESHEET	18
APPENDIX D – PROPOSAL EVALUATION TEAM CONCENSUS SCORESHEET	19
APPENDIX E – PROPOSAL CONCENSUS SCORESHEET	20
APPENDIX F – SHORTLIST CONCENSUS SHEET	21
APPENDIX G – INDIVIDUAL INTERVIEW EVALUATOR SCORESHEET	22
APPENDIX H – INTERVIEW CONCENSUS SCORESHEET	23
APPENDIX I – TOTAL EVALUATION SCORESHEET	24
APPENDIX J – FINAL RANKING OF SHORTLISTED PROPOSERS	25

1.0 INTRODUCTION AND PURPOSE

This document (“Evaluation Manual”) provides the methodology and criteria for evaluation of the Proposals received in response to the Final Request for Proposals (RFP) for Construction Manager (“CM”) Services for the preconstruction phase of the US 6D Str F-06-A Elk Creek (Bridge Replacement) (“Project”). The Final RFP was issued by the Colorado Department of Transportation (CDOT) on February 13, 2023. The purpose of this Evaluation Manual is to provide a fair and uniform basis for the evaluation of the Proposals.

2.0 CONFIDENTIALITY AND NON-DISCLOSURE REQUIREMENTS

This Evaluation Manual, evaluation materials, evaluation documentation, and evaluation notes contain sensitive information and shall not be publicly disclosed unless otherwise provided by statute or regulation. Members of the Evaluation Team shall keep all documentation (including electronic documentation) secured at all times and at the conclusion of the evaluation process, members of the evaluation team will not be permitted to retain any work papers or any part of the Proposals.

Members of the Evaluation Team shall carefully guard the Proposals, information designated as “proprietary” or “confidential” by any, and all materials electronic or otherwise used in this evaluation to avoid release of information contained in such documents.

Information regarding the contents of the Proposals, the deliberations by the Evaluation Teams, Interview Evaluation Team, any recommendations to the Executive Oversight Committee, or any other information relating to the evaluation process will not be released or publicly disclosed by any person with access to this information without the authorization of the Colorado Attorney General’s Office.

Each person that will be granted access to the Proposals, including the Executive Oversight Committee, Proposal Evaluation Teams, Interview Evaluation Team, Responsiveness Facilitator, Technical Advisors, and Observers will be required to complete a Confidentiality and Non-Disclosure Agreement and a Conflict-of-Interest Certification and deliver the completed and signed agreement to the Responsiveness Facilitator, prior to Proposals being granted access to the proposals.

3.0 EVALUATION MANUAL TRAINING MEETING

The Alternative Delivery Program shall schedule and conduct an Evaluation Manual Training Meeting prior to Proposals being distributed to any members of the following: Proposal Evaluation Teams, Interview Evaluation Team, Responsiveness Facilitator, Technical Advisors, and Observers.

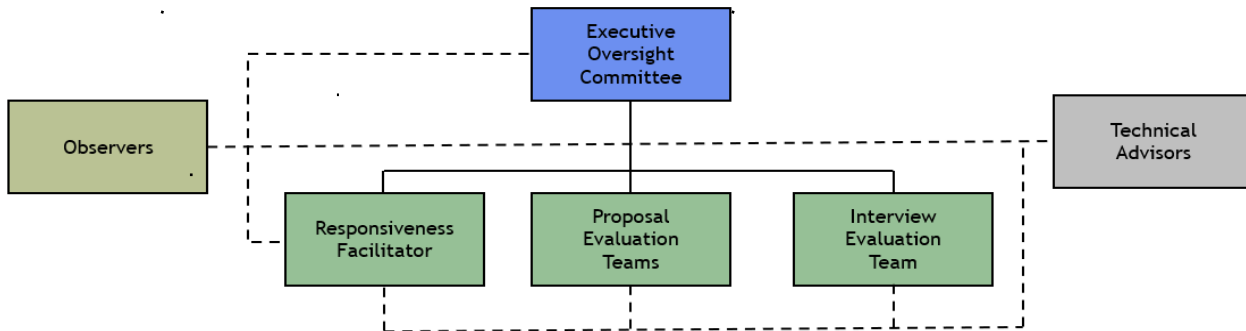
The intent of the Evaluation Manual Training Meeting is to establish a baseline knowledge of the Evaluation Manual to ensure that all above members understand and are aware of their responsibilities. The Alternative Delivery Program will perform this training with oversight from the Colorado Attorney General’s Office.

4.0 EVALUATION MANUAL RESPONSIBILITIES

4.1 Evaluation Manual Organizational Structure

The overall organizational chart for the Evaluation Manual is shown in Figure 1 of this Evaluation Manual.

Figure 1 - Organizational Chart



4.2 CDOT Chief Engineer

For Clarity, the Chief Engineer is not a member of the Executive Oversight Committee. The Chief Engineer's responsibilities and duties for the evaluation process include:

- Reviewing and authorizing the recommendation to award the contract to the Apparent Successful Proposer or rejecting the recommendation to award the contract to the Apparent Successful Proposer.
This recommendation is presented to the Chief Engineer by the Project Manager (Todd Ipsen) with signed agreement from the Executive Oversight Committee.
- Settling and resolving any Proposal protest in accordance with the process described within the Final Request for Proposal (Final RFP).

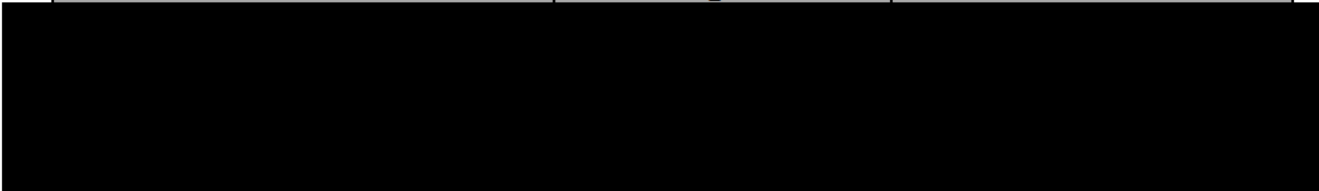
4.3 Executive Oversight Committee

The Executive Oversight Committee (EOC) is identified in Table 1 of this Evaluation Manual. The responsibilities and duties of the Executive Oversight Committee for the Proposal evaluation process include:

- Understanding the Final RFP requirements.
- Authorizing the release of the Final RFP.
- Approving this Evaluation Manual prior to the start of evaluation activities.
- Ensuring deliberations concerning this evaluation only include information presented in the Proposals and Interviews, do not contain prejudice and/or are not capricious in nature.
- Ensuring the evaluation process is properly conducted by overseeing the process and providing general guidance and instructions to the Evaluation Team when required.
- Completing the Executive Oversight Committee evaluation process requirements as identified in **Section 6** of this Evaluation Manual.

Table 1 - Executive Oversight Committee

Member Name	Member Organization	Division
-------------	---------------------	----------



4.4 Proposal Evaluation Team Leaders

Each Proposal Evaluation Team Leader is identified in Table 2 of this Evaluation Manual. The Proposal Evaluation Team Leaders' responsibilities and duties for the Proposal evaluation process include:

- Understanding the Final RFP requirements.
- Serving as the point of contact for their Proposal Evaluation Team if a Proposal Evaluation Team member has questions or encounters issues relative to the Proposal evaluations.
- Coordinating the need and participation of Technical Advisors for their Proposal Evaluation Team.
- Ensuring the timely progress of their Proposal Evaluation Team, coordinate any necessary Proposal Evaluation Team meetings, and maintain appropriate records of the evaluation.
- Ensuring deliberations concerning this evaluation only include information presented in the Proposals, do not contain prejudice and/or are not capricious in nature.
- Completing the Proposal Evaluation Team Leader evaluation process requirements as identified in Section 6 of this Evaluation Manual.

4.5 Proposal Evaluation Teams

Each Proposal Evaluation Team is identified in Table 2 of this Evaluation Manual. The Proposal Evaluation Teams' responsibilities and duties for the Proposal evaluation process include:

- Understanding the Final RFP requirements.
- Completing the Proposal Evaluation Team evaluation process requirements as identified in Section 6 of this Evaluation Manual.

Table 2 - Proposal Evaluation Teams

Member Name	Member Organization	Division
Team 1 - Project Management Team and Approach to Risk, Schedule and Pricing Evaluation Criteria		



Team 2 - Contractor Capability and Strategic Project Approach		
---	--	--



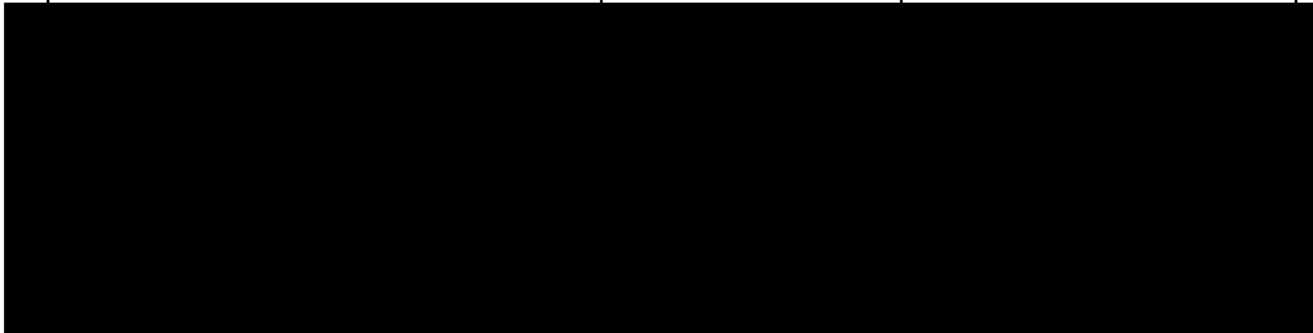
4.6 Interview Evaluation Team

The Interview Evaluation Team is identified in Table 3 of this Evaluation Manual. The Interview Evaluation Team's responsibilities and duties for the Proposal evaluation process include:

- Understanding of Final RFP requirements.
- Review proposals of the Shortlisted teams.
- Completing the Interview Evaluation Team evaluation process requirements as identified in Section 7 of this Evaluation Manual.

Table 3 - Interview Evaluation Team

Member Name	Member Organization	Division
-------------	---------------------	----------



4.7 Responsiveness Facilitator

The Responsiveness Facilitator is the Contract Officer listed in the Final RFP, Jan Walker. The Responsiveness Facilitator's responsibilities and duties for the Proposal evaluation process include:

- Understanding the Final RFP requirements.
- Compiling Confidentiality and Non-Disclosure Agreement and a Conflict-of-Interest Certification for the Executive Oversight Committee, Proposal Evaluation Teams, Interview Team, Responsiveness Coordinator, Technical Advisors, and Observers.
- Upon receipt of the Proposals, conducting a Responsiveness Review of each Proposal to determine the responsiveness sufficiency in accordance with the Final RFP.
- Completing the Responsiveness Facilitator evaluation process requirements as identified in Section 6 of this Evaluation Manual.

4.8 Observers

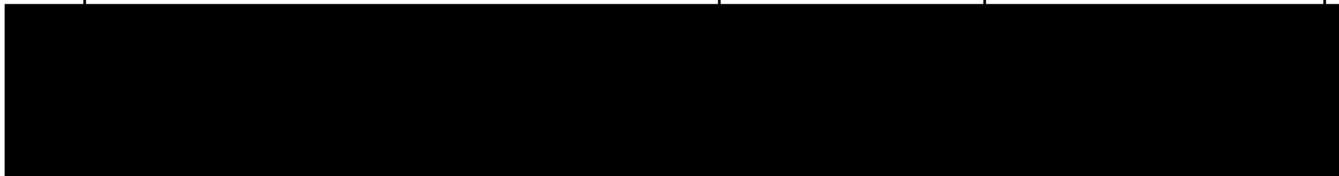
The Observers are identified in Table 4 of this Evaluation Manual. The Observers' responsibilities and duties for the Proposal evaluation process include:

- Understanding the Final RFP requirements.
- Reviewing the Proposals.
- Ensuring deliberations concerning this evaluation only include information presented in the Proposals and Interviews, do not contain prejudice and/or are not capricious in nature.
- Attending the Proposal Evaluation Team Meeting, EOC Shortlist Concurrence Meeting, Interview Evaluation Team Meeting, and EOC Final Proposer Ranking Meeting as discussed in Section 6 of this Evaluation Manual.

- Note: The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager, will be an Observer but will also validate the various scoring forms as noted within this Evaluation Manual.
- Note: Observers will not provide evaluation scores or opinions.

Table 4 - Observers

Member Name	Member Organization	Division
-------------	---------------------	----------



4.9 Technical Advisors

Technical Advisors have not been identified prior to the commencement of the evaluation process but may be designated at any time during the evaluation process by the Team if matters require additional expertise.

5.0 EVALUATION SCHEDULE

The proposed schedule for the Proposal evaluation process is identified in Table 5 of this Evaluation Manual. CDOT is fully committed to delivering the Project and meeting the milestones shown in the table below. CDOT does reserve the right to modify the timeframes if it is determined by CDOT to be in the best interest of the State, and the Project.

Table 5 - Proposal Evaluation Schedule

Evaluation Milestones	Date
Evaluation Manual Training Meeting	3/10/2023 at 10:00AM
Submit <u>Confidentiality and Non-Disclosure Agreement</u> and a <u>Conflict-of-Interest Certification</u>	3/10/2023
Proposals Deadline	3/10/2023 by 2:00PM
Responsiveness Review Completed	3/13/2023
Distribution of Proposals	3/13/2023 thru 3/16/2023
Individual Evaluations Completed	3/22/2023 by 12:00PM
Proposal Evaluation Team Meeting to Finalize Shortlisted Proposers	3/22/2023 at 1:00PM
Shortlist Concurrence Memorandum provided to Executive Oversight Committee	3/22/2023 by 5:00PM

EOC Shortlist Concurrence Meeting	3/23/2023
Notification of Shortlisted Proposers sent to all Proposers	3/24/2023
Shortlisted Proposers Interviews (In-Person)	3/29/2023
Interview Evaluation Team Meeting	3/29/2023
Apparent Successful Proposer Memorandum provided to Executive Oversight Committee	3/31/2023
EOC Final Proposer Ranking Meeting	4/4/2023 at 8:00AM
Executive Oversight Committee Concurrence & Chief Engineer Approval	4/5/2023
Notification of Successful Proposer	4/6/2023

6.0 PROPOSAL EVALUATION PROCESS

The following procedure outlines the Proposal evaluation process to be conducted in accordance with this Evaluation Manual. The Evaluation Manual flowchart is included in [Figure 2](#) of this Evaluation Manual.

6.1 Proposal Evaluation Process - Step 1

Upon CDOT's receipt of the Proposals, the Responsiveness Facilitator will conduct a Responsiveness Review of each Proposal in accordance with the process identified below, to determine the responsiveness sufficiency of each Proposal.

- The Responsiveness Review will be conducted in accordance with the Final RFP and the Responsiveness Checklist identified in [Appendix A](#) of this Evaluation Manual.
- The Responsiveness Facilitator, with concurrence of the Project Manager, may issue a Request for Clarification to a Proposer to solicit supplemental information. The Proposals may not be significantly altered nor materially changed by the clarification.
- The Project Manager will evaluate the Request for Clarification issued by the Responsiveness Coordinator and determine if the purpose of the request falls within reason to the criteria listed below:
 - Resolves any minor uncertainties or obtain clarification concerning the Proposal's responsiveness.
 - Resolves any suspected mistakes unrelated to the technical content of the Proposal by calling the suspected mistake to the attention of the Proposer.
 - Provides the Proposer a reasonable opportunity to submit clarifications that are in response to the Request for Clarification resulting from the Proposal responsiveness review, unrelated to the technical evaluation of its Proposal content.
- If the Responsiveness Facilitator determines that a Proposal (including any Request for Clarification responses) is non-responsive, the Responsiveness Facilitator will recommend to the Project Manager that CDOT declare the Proposal non-responsive.
- If the Project Manager agrees with the Responsiveness Facilitator's non-responsive recommendation, the Project Manager shall draft a notice for the Executive Oversight Committee's approval. If the Project Manager does not agree with the Responsiveness Facilitator's non-responsive recommendation, the Project Manager Leader shall escalate the discussion to the

Executive Oversight Committee.

- The Executive Oversight Committee shall concur with the notice, the notice will be issued to the appropriate Proposer by the Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager. If the Executive Oversight Committee does not agree with the notice, the Proposal shall be deemed responsive.
- Non-responsive Proposals **will not** be evaluated or scored.
- Responsive proposals **will** be evaluated and scored.

6.2 Proposal Evaluation Process - Step 2

For all Proposals that are determined to be “Responsive”, Step 2 of the evaluation process will begin in accordance with the process identified below.

6.2.1 Proposal Evaluation Team Process

- Each Proposal Evaluation Team member shall review the **entire** Proposal with focus on their respective assigned Proposal Sections to determine the merits of each Proposer’s overall approach to meeting the requirements of the Final RFP.
- Each Proposal Evaluation Team member shall complete an assessment of “Significant” or “Minor” Strengths and Weaknesses, (as defined in **Appendix B** of this Evaluation Manual), of their **assigned** Proposal Sections using the appropriate Individual Evaluator Scoresheet located in **Appendix C** of this Evaluation Manual.
- Each Proposal Evaluation Team member shall provide reasoning of the “Significant” or “Minor” Strengths and Weaknesses by documenting comments in the appropriate Individual Evaluator Scoresheet. The comments should be specific, objective and not generalizations.
- Each Proposal Evaluation Team member shall assign a corresponding score based off of the defined criteria in **Appendix B** of this Evaluation Manual. Each Team member’s assessment of “Strengths and Weakness”, and the definition of the scores will be the sole basis of their score. The Score will be to the Nearest one quarter point (1.0,1.25,1.5, etc.), and shall then be recorded on the appropriate Individual Evaluator Scoresheet located in appendix C of this Evaluation Manual.
- At the conclusion of the individual evaluation period, the Proposal Evaluation Team Leaders will average the individual Proposal Evaluation Team members’ scores to arrive at a consensus score for their assigned Proposal Sections using the appropriate Proposal Evaluation Team Consensus Scoresheet located in **Appendix D** of this Evaluation Manual. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager, shall validate the spreadsheet.
- Each Proposal Evaluation Team Leader shall present their Evaluation Team Consensus Scoresheet at the Proposal Evaluation Team Meeting. See below for information regarding the Proposal Evaluation Team Meeting.

6.2.2 Shortlist Process

- The Evaluation Team Leaders shall schedule and facilitate the Proposal Evaluation Team Meeting that will include the Proposal Evaluation Team Members, Observers, and Technical Advisors (if requested). The Proposal Evaluation Team Leaders shall present their individual team’s consensus findings at a high level and discuss the information with the group.
- Upon overall validation at the Proposal Evaluation Team Meeting, the Project Manager will apply the maximum number of points available to each Proposal Sections of the Proposal Evaluation Process, for each Proposal. This will be documented using the Proposal Consensus Scoresheet located in **Appendix E** of this Evaluation Manual. This process will calculate the Proposal Evaluation Score for each Proposal. The Contract Officer listed in the Final RFP, or a substituted

Contract Officer approved by the Project Manager, shall validate the spreadsheet.

- Once the Proposal Evaluation score is calculated for each Proposal, the Project Manager shall rank the Proposals in ascending order and document the ranking using the Shortlist Consensus Scoresheet located in **Appendix F** of this Evaluation Manual.
 - The Project Manager shall then determine the recommended Shortlisted Proposers in accordance with the Final RFP. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager, shall validate the spreadsheet.
- The Project Manager will complete the Shortlist Concurrence Memorandum and provide it to the Executive Oversight Committee.

6.2.3 Executive Oversight Committee Process

- The Project Manager shall deliver the Shortlist Concurrence Memorandum to the Executive Oversight Committee at the EOC Shortlist Concurrence Meeting. The Evaluation Team Leaders shall schedule and attend this meeting.
- The Evaluation Team Leaders shall present the Shortlist Concurrence Memorandum to the Executive Oversight Committee at the EOC Shortlist Concurrence Meeting. The Executive Oversight Committee may request that either Evaluation Team Leader answer questions from the Executive Oversight Committee on the evaluation process and results.
- The Executive Oversight Committee shall provide signed concurrence of the recommended Shortlisted Proposers.
- Representatives of the Federal Highway Administration (FHWA) and Observers may attend the EOC Shortlist Concurrence Meeting. However, no representative or Observer will participate in the deliberations regarding the Shortlisting of Proposers.
- The Project Manager shall inform the Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager, to notify all Proposers of the results. The Shortlisted Proposers will then proceed to the interviews.

7.0 INTERVIEW EVALUATION PROCESS

Only Shortlisted Proposers are eligible to participate in the Interview phase. The following procedure outlines the Interview evaluation process. The Evaluation Manual flowchart is included in [Figure 2](#) of this Evaluation Manual.

7.1 Interview Evaluation Team

Each Interview Evaluation Team member shall attend the Shortlist interviews and evaluate each interview in accordance with the process identified below.

- The Contract Officer, or a substituted Contract Officer approved by the Project Manager, listed in the Final RFP will facilitate the Interviews.
- Each Interview Evaluation Team member shall observe the Interviews to determine the merits of each Proposer's overall responsiveness and approach to meeting the requirements of the Final RFP.
- Each Interview Evaluation Team member shall complete an assessment of "Significant" or "Minor" Strengths and Weaknesses, (as defined in **Appendix B** of this Evaluation Manual), of the Interview using the Individual Interview Evaluator Scoresheet located in **Appendix G** of this Evaluation Manual. Each Interview Evaluation Team member shall provide documentation of their assessment of "Significant" or "Minor" Strengths and Weaknesses by documenting comments in the Interview Individual Evaluator Scoresheet, of which the comments should be specific and not generalized. This shall be completed for the presentation, the team challenge, and the question-and-answer session of the Interview.
- Each Interview Evaluation Team member shall determine a corresponding score based off the defined criteria in **Appendix B** of this Evaluation Manual. Each Team member's assessment of "Strengths and Weakness", and the definition of the scores will be the sole basis of their score. This shall be completed for the presentation, the team challenge, and the question-and-answer session of the Interview. The scoring shall also be recorded on the Interview Individual Evaluator Scoresheet.
- The Interview Evaluation Team Leader will schedule and facilitate an Interview Evaluation Team Meeting. The Interview Evaluation Team Leader will lead the discussion of Strengths, Weaknesses, and scores of each Shortlisted Proposer and ensure that each Interview Evaluation Team member has opportunity to express their perspectives in the meeting.
- Upon verification, the Interview Evaluation Team Leader will average the individual Interview Evaluation Team member's scores to arrive at consensus scores for the Interview Evaluation Team using the Interview Consensus Scoresheet located in **Appendix H** of this Evaluation Manual. This shall be completed for, the presentation, the team challenge, and the question-and-answer session of the Interview. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager, shall validate the spreadsheet.
- Upon overall validation at the Interview Evaluation Team Meeting, the Project Manager will apply the maximum number of points available for all Interview Sections of the Interview evaluation process for each Proposal using the Total Evaluation Scoresheet located in **Appendix I** of this Evaluation Manual. This process will calculate the Interview Evaluation Score for each Proposal. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager, shall validate the spreadsheet.

8.0 TOTAL SCORE PROCESS

The following procedure outlines the Total Score process to be followed to complete the overall evaluation process. The Evaluation Manual flowchart is included in [Figure 2](#) of this Evaluation Manual.

8.1 Project Manager Process

- The Project Manager will calculate the Total Score by adding the Proposal Evaluation score and the Interview Evaluation score for each Shortlisted Proposer using the Total Evaluation Scoresheet located in **Appendix I** of this Evaluation Manual (for clarity, this is the same scoresheet as mentioned above). The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager, shall validate the spreadsheet.
- Once the Proposal Total Score is calculated for each Shortlisted Proposer, the Project Manager shall rank the Shortlisted Proposers using the Final Ranking of Shortlisted Proposers sheet located in **Appendix J** of this Evaluation Manual. The Project Manager shall then determine the recommended highest ranked Shortlisted Proposer in accordance with the Final RFP. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager, shall validate the spreadsheet.
- The Project Manager will complete the Apparent Successful Proposer Memorandum and provide it to the Executive Oversight Committee.

8.2 Executive Oversight Committee Process

- The Project Manager shall deliver the Apparent Successful Proposer Memorandum to the Executive Oversight Committee at EOC Selection Concurrence Meeting. The Project Manager shall schedule and present for this meeting.
- The Executive Oversight Committee shall provide concurrence of the highest ranked Proposer. The highest ranked Proposers will now be referred to as the Apparent Successful Proposer. The Project Manager shall prepare the Chief Engineer Approval/Authorization Memorandum to recommend awarding the contract to the Apparent Successful Proposer. The memo will be signed by the Project Manager and Contracting Officer and sent to the Chief Engineer by the Project Manager.
- Representatives of the Federal Highway Administration (FHWA) and Observers may attend the EOC Selection Concurrence Meeting. However, no such representative or Observer will participate in the Executive Oversight Committee's decision regarding the selection of the Apparent Successful Proposer.
- The Project Manager shall inform the Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Manager, to notify all Proposers of the results and post the final results.

Figure 2 -Evaluation Manual Flow Chart

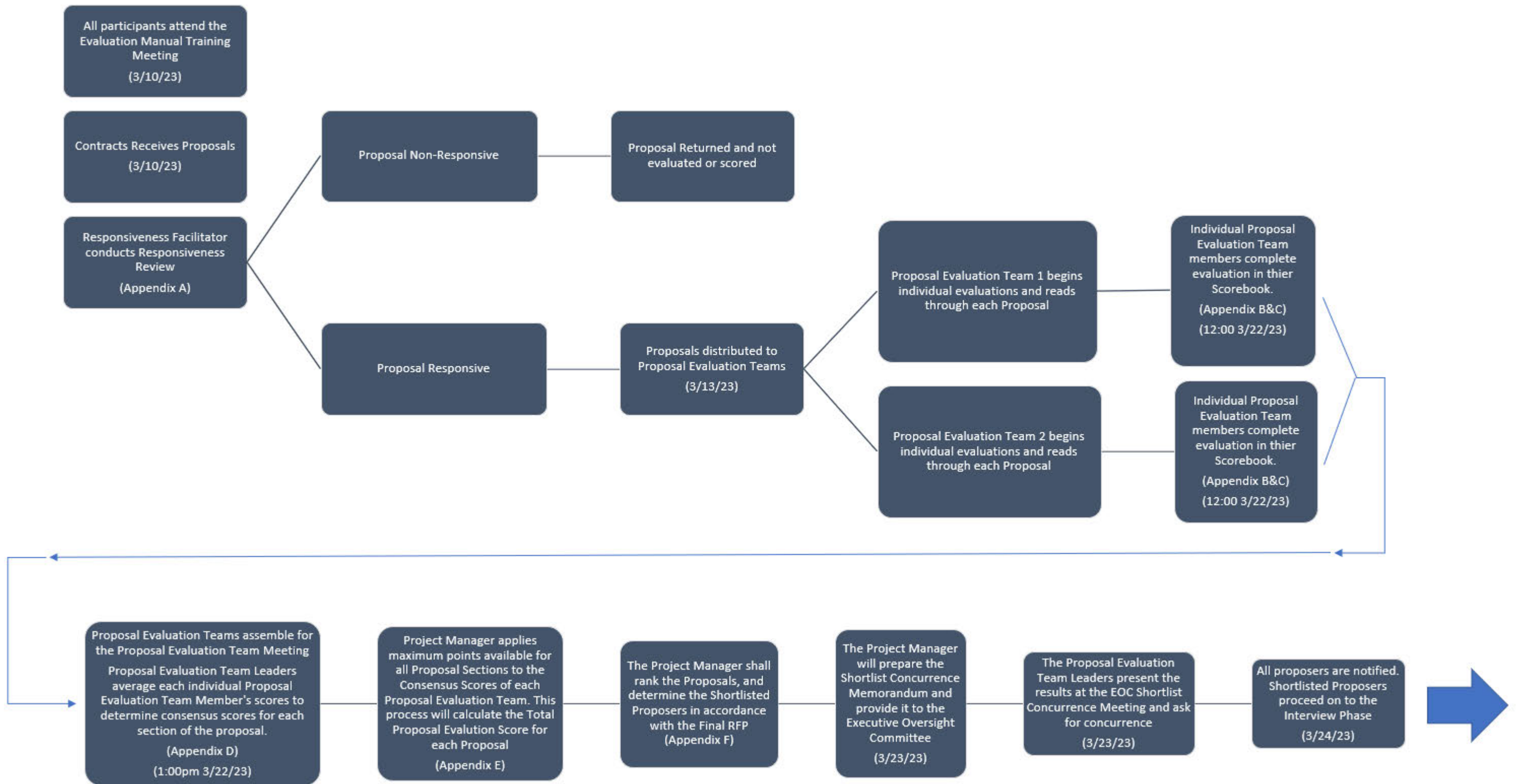
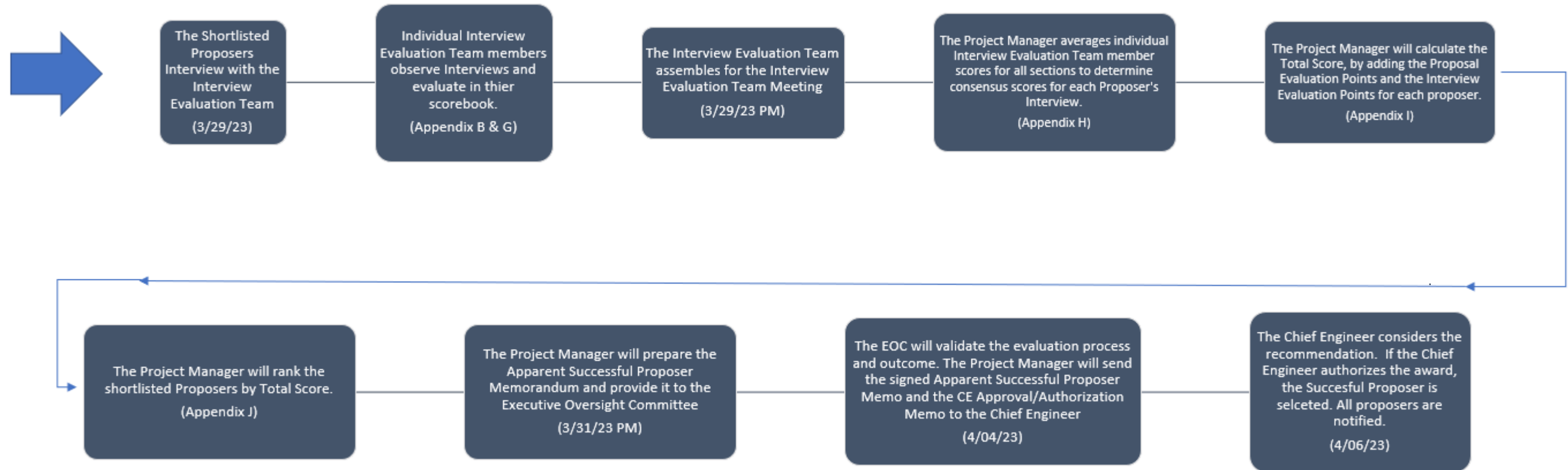


Figure 2 -Evaluation Manual Flow Chart (continued)



APPENDIX A - PROPOSAL RESPONSIVENESS CHECKLIST

[COMPLETED IN BIDNET; IMAGE BELOW IS FOR VISUAL PURPOSES]

<u>Requirements</u>	<u>Final RFP Section</u>	<u>Yes</u>	<u>No</u>
Mandatory Pre-Proposal Meeting 2/21/2023	2.4		
Timely Proposal Submission 3/10/2023 at 2:00 p.m.	2.9.A		
Electronic (PDF) file	2.9.A		
Formatted with section headers/tabs in the exact form and alphanumeric sequence of Section 3.1.A	2.9.B		
Minimum font size of 11 Times New Roman and a minimum font size of 10 Times New Roman on charts, graphs, and figures	2.9.B		
Introductory Letter (2-page 8.5"x11")	2.9.B		
Proposal Section (5-page 8.5"x11" and 3 11x17) 8 pages total	2.9.B		
CM Compensation (Form B-1 1pg), MPPC (Form B-2 1pg and Appendix C - 2 pg).	2.9.B		
Potential conflicts of interest (no pg limit)	2.9.B		
Surety Letters (no pg limit)	2.9.B		
Evidence of insurability: No page limit (8-1/2" x 11" electronic paper size)	2.9.B		
Resumes and references (20 pg maximum)	2.9.B		
Supplemental Section (4 pg 8.5"x11" or 11"x17") for risk assessments, Cost Model examples, processes, and additional photos, exhibits, or schedules	2.9.B		
Commendation Section (5-page - 8.5x11) awards or letters of recommendations	2.9.B		
Demonstrated Bonding Capacity of at least \$10M. Letters indicating "unlimited" bonding/security capability are not acceptable	2.2.B		
Demonstrated Insurability per Stand Spec 107.15. not required to provide Professional Liability insurance certificates	2.2.C		
Prequalified with CDOT Greater than \$10M	2.2.D		
Current history regarding debarment, eligibility, indictments, convictions, or civil judgments	2.2.D		
Anti-Collusion Affidavit	2.2.F		

APPENDIX B - STRENGTHS/WEAKNESSES/SCORING

Proposal Evaluation and Interview Evaluation Scoring Notes:


1. CDOT has developed an Evaluation Manual to promote objectivity and transparency. Selection Panel Members are required to read, attend training, and follow all scoring guidelines.
2. All Selection Panel Members have signed Non-Disclosure Agreements and Conflict-of-Interest Disclaimers as part of this procurement and cannot directly be contacted by or contact anyone outside of the Evaluation Facilitator about this project until the CM Services contract has been executed.
3. Points have been assigned prior to evaluation and are to be consistent on all evaluation forms. Comments by Selection Panel members are required on all scoring forms so that all Proposers may receive constructive feedback on their proposals and performance.
4. Selection Panel scoring values will be only numbers in whole, half, or quarter-number increments (i.e. 2.25, 3.50, 4.00.). Scoring of the Proposal and Interview will be based on the Evaluation Assessment Guidelines as set forth in the table below.
5. Strengths and Weaknesses for the Evaluation Assessment Guidelines as set forth in the table below are defined as follows:
 - A. *Strengths* - That part of the Proposal that ultimately represents a benefit to the Project and is expected to increase the Proposer's ability to meet or exceed the Project Goals. A Minor Strength has a **slight positive influence** on the Proposer's ability to meet or exceed the Project Goals while a Significant Strength has a **considerable positive influence** on the Proposer's ability to meet or exceed the Project Goals.
 - B. *Weaknesses* - That part of a Proposal which detracts from the Proposer's ability to meet the Project Goals or may result in inefficient or ineffective performance. A Minor Weakness has a slight negative influence on the Proposer's ability to meet the Project Goals while a Significant Weakness has a considerable negative influence on the Proposer's ability to meet the Project Goals

APPENDIX B - STRENGTHS/WEAKNESSES/SCORING (CONTINUED)

Evaluation Assessment Guidelines	
Selection Panel members will individually evaluate and score their assigned proposal category in accordance with the evaluation criteria set forth in this RFP and assign a numerical score according to the scoring methodology listed below.	
Score	Description
5	<p>The Proposer demonstrates <u>several Significant Strengths</u> and/or <u>several Minor Strengths</u>, has <u>no Significant Weaknesses</u> or <u>no Minor Weaknesses</u> regarding the following bullets:</p> <ul style="list-style-type: none"> • The Proposer’s understanding of and approach to meeting the Project Goals. • The Proposer’s understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer’s qualifications. <p>The response supports an extremely strong expectation of successful Project performance if ultimately selected as the CM.</p>
4	<p>The Proposer demonstrates <u>several Minor Strengths</u> and/or <u>few Significant Strengths</u>, has <u>few Minor Weaknesses</u> and <u>no Significant Weaknesses</u> regarding the following bullets:</p> <ul style="list-style-type: none"> • The Proposer’s understanding of and approach to meeting the Project Goals. • The Proposer’s understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer’s qualifications. <p>The possibility exists that if selected, the Proposer may offset the Weakness of the response with their strengths. However, their minor weakness could slightly affect the success of the Project.</p>
3	<p>The Proposer demonstrates <u>several Minor Strengths</u> and <u>no Significant Strengths</u>, has <u>several Minor Weaknesses</u> and <u>few Significant Weaknesses</u> regarding the following bullets:</p> <ul style="list-style-type: none"> • The Proposer’s understanding of and approach to meeting the Project Goals. • The Proposer’s understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer’s qualifications. <p>The possibility exists that if selected, the Proposer’s Weaknesses could have an adverse effect on the success of the Project.</p>
2	<p>The Proposer demonstrates <u>few Minor Strengths</u> and <u>no Significant Strengths</u>, has <u>several Minor Weaknesses</u> and/or <u>several Significant Weaknesses</u> that demonstrate deficiency regarding the following bullets:</p> <ul style="list-style-type: none"> • The Proposer’s understanding of and approach to meeting the Project Goals. • The Proposer’s understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer’s qualifications. <p>It is probable that if selected, the Proposer’s Weaknesses will have an adverse effect on the success of the Project.</p>
1	<p>The Proposer demonstrates <u>no Minor Strengths</u> and <u>no Significant Strengths</u>, has <u>several Minor Weaknesses</u> and/or <u>several Significant Weaknesses</u> regarding the following bullets:</p> <ul style="list-style-type: none"> • The Proposer’s understanding of and approach to meeting the Project Goals. • The Proposer’s understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer’s qualifications. <p>The response supports a strong expectation that if selected, the Proposer’s Weakness will negatively impact the pursuit of the Project Goals.</p>


APPENDIX D - PROPOSAL EVALUATION TEAM CONSENSUS SCORESHEET

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

CONFIDENTIAL	
	US 6D Str F-06-A Elk Creek (Bridge Replacement)
PROPOSAL EVALUATION TEAM CONSENSUS SCORESHEET	
Proposer:	[Proposer]
Date:	[Date]
Project Management Team	
Evaluation Team Members	Score
Subtotal	0
Average Score (Consensus Score)	0.00
Contractor Capability	
Evaluation Team Members	Score
Subtotal	0
Average Score (Consensus Score)	0.00
Evaluation Team Member Name	Signature
Evaluation Team Member Name	Signature
Evaluation Team Member Name	Signature


APPENDIX E - PROPOSAL CONSENSUS SCORESHEET

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]


 US 6D Str F-06-A Elk Creek (Bridge Replacement)		CONFIDENTIAL		
PROPOSAL CONSENSUS SCORESHEET				
Proposer:	[Proposer]			
Date:	[Date]			
Proposal Evaluation Criteria	Score	Calculated Percentage	Points Possible	Calculated Weighted Score
CM Project Management Team	0.00	0.00%	15.00	0.00
Contractor Capability	0.00	0.00%	20.00	0.00
Strategic Project Approach	0.00	0.00%	25.00	0.00
Approach to Risk, Schedule, and Pricing	0.00	0.00%	15.00	0.00
Total Proposal Evaluation Score (75 Points Possible)				0.00
Evaluation Team Leader A Name		Signature		
Evaluation Team Leader B Name		Signature		

APPENDIX F - SHORTLIST CONSENSUS SHEET

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]


 US 6D Str F-06-A Elk Creek (Bridge Replacement)		CONFIDENTIAL
SHORTLIST CONSENSUS SHEET		
Date:	[Date]	
Proposer		Proposal Evaluation Score (75 Points Possible)
Proposer A		
Proposer B		
Proposer C		
Proposer D		
Evaluation Team Leader A Name	Signature	
Evaluation Team Leader B Name	Signature	

APPENDIX G - INDIVIDUAL INTERVIEW EVALUATOR SCORESHEET
 [USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

 US 6D Str F-06-A Elk Creek (Bridge Replacement)		CONFIDENTIAL			
INDIVIDUAL INTERVIEW EVALUATOR SCORESHEET					
Evaluator: [Evaluator]					
Proposer: [Proposer]					
Comment		Significant Strength	Minor Strength	Minor Weakness	Significant Weakness
Short Presentation					
				Numerical Score = 0.00	
Team Challenge					
				Numerical Score = 0.00	
Question and Answer Session					
				Numerical Score = 0.00	
Signature					


APPENDIX H - INTERVIEW CONSENSUS SCORESHEET

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

CONFIDENTIAL				
		US 6D Str F-06-A Elk Creek (Bridge Replacement)		
INTERVIEW CONSENSUS SCORESHEET				
Proposer:	[Proposer]			
Date:	[Date]			
Short Presentation				
Interview Evaluation Team Members				Score
Subtotal				0
Short Presentation - Average Score (Consensus Score)				0.00
Team Challenge				
Interview Evaluation Team Members				Score
Subtotal				0
Team Challenge - Average Score (Consensus Score)				0.00
Question and Answer Session				
Interview Evaluation Team Members				Score
Subtotal				0
Question & Answer Session - Average Score (Consensus Score)				0.00
Summary of Scores				
Interview Evaluation Criteria	Score	Calculated Percentage	Points Possible	Calculated Weighted Score
Short Presentation	0.00	0.00%	10.00	0.00
Team Challenge	0.00	0.00%	5.00	0.00
Question and Answer Session	0.00	0.00%	10.00	0.00
Total Interview Evaluation Score (25 Points Possible)				0.00
Interview Evaluation Team Lead Name		Signature		

APPENDIX I - TOTAL EVALUATION SCORESHEET

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

		CONFIDENTIAL		
TOTAL EVALUATION SCORESHEET				
Proposer:	[Proposer]			
Date:	[Date]			
Evaluation Criteria	Score	Calculated Percentage	Points Possible	Calculated Weighted Score
*CM Project Management Team	0.00	0.00%	15.00	0.00
*Contractor Capability	0.00	0.00%	20.00	0.00
*Strategic Project Approach	0.00	0.00%	25.00	0.00
*Approach to Risk, Schedule, and Pricing	0.00	0.00%	15.00	0.00
Short Presentation	0.00	0.00%	10.00	0.00
Team Challenge	0.00	0.00%	5.00	0.00
Question and Answer Session	0.00	0.00%	10.00	0.00
Total Proposal and Interview Evaluation Score (100 Points Possible)				0.00
<i>* Score for this category has been carried forward from the Proposal Consensus Scoresheet that was previously completed for this Proposer.</i>				
Project Manager Name		Signature		

APPENDIX J - FINAL RANKING OF SHORTLISTED PROPOSERS

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

 US 6D Str F-06-A Elk Creek (Bridge Replacement)		CONFIDENTIAL
FINAL RANKING OF SHORTLISTED PROPOSERS		
Date:	[Date]	
Final Ranking	Proposer	Total Score (100 Points Possible)
1	Proposer A	
2	Proposer B	
3	Proposer C	
Project Manager Name		Signature