

RFP Development Consultant Selection

Key Event Schedule

Colorado Bridge Enterprise

Purchase of Services to Assist in the Development and Evaluation Criteria for an RFP to hire a Program Management General Engineering & Financial Consultant for the Colorado Bridge Enterprise

14 day proposal period

Expedited Procurement Method		
Procurement Steps	Planned dates	Comments
Approved/ Released PR		
Scope/ Specifications	10/15	
Personal Services Certification		T.B.D. by Office of the Attorney General
Pre – approvals	10/15	BE - Board
Pre-notification Notices	10/8	Colorado Bids
	10/13	CDOT Consultant and Construction Website
Identify Evaluation Factors/ Cost to be a factor	10/13	
Identify Evaluation Team	10/15 – 10/22	5 Member Selection Panel
Write Bid/RFP Documents	10/14 – 10/15	Hybrid Purchasing/Agreements
		RFP / SOI
Write Draft Contract Doc	10/15 – 10/30	Agreements / AG Office
Identify Potential Candidate Consultant/Contractor Firms	10/1 - 15	
Publish on CDOT Web- site	10/15	CDOT Consultant Management Website

Expedited Procurement Method		
Procurement Steps	Planned dates	Comments
Pre-Bidders Conference	10/22	Gives ability to clarify project with all interested vendors attending Location /Date/Time T.B.D.
Questions and Answers Possible Addendum Open Q & A	10/22 – 10/23	If necessary, for ability to clarify project and share information with all interested parties
Statements of Interest for RFP Consultant Due Date	10/29	SOIs from Interested Consultant due at CDOT Agreements Branch
Meet with Evaluation Team	10/29	
Short List Meeting Evaluation Team Evaluate Bids & Scores RFP / SOI	11/5	Short List and /or Final Selection
Evaluation Team make recommendation to Director Colorado Bridge Enterprise Letters Prepared for Award	11/10	Bridge Enterprise Director approval of Selected Firm Concurrence from CBE Director
Write Final Contract –	11/10	
Route Contract To Vendor To CBE Director To AG To Controller Distribution	11/11 11/11 11/12 – 11/13 11/12-11/13 11/12 - 11/13 11/13	Vendor to Pick Up at CDOT Execute Agreement & Return to CDOT Hand Carried Hand Carried Hand Carried Hand Carried
Expected Time for Fully Executed Contract	11/16/09	Fully Executed Agreement