



# COLORADO BRIDGE ENTERPRISE

## **REQUEST FOR QUALIFICATIONS**

CBE PROGRAM MANAGEMENT  
and SUPPORT CONSULTANT  
RFQ # 10HAA0310  
PROJECT# B8800-538

March 10, 2010

**STATEMENTS OF QUALIFICATIONS**

**DUE: MARCH 31, 2010**



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### FORMS

- FORM A – Submitter Information
- FORM B – Receipt of Addenda/Clarifications



## **1.0 INTRODUCTION**

The Colorado Bridge Enterprise (CBE) is requesting Statements of Qualifications (SOQ) from entities (“Submitters”) interested in submitting proposals for providing CBE Program Management and Support Services (BEPM) to assist CBE to finance, repair, reconstruct, and replace any designated bridge in the state (the “Program”). The Colorado Legislature passing the Funding Enhancement for Surface Transportation and Economic Recovery, otherwise known as FASTER, created CBE and the funding source to support the Program. This act provides a continuing income stream to support the long term investment to repair, reconstruct and replace designated bridges in Colorado. The Program may be funded with state and federal-aid dollars, thereby requiring that the Submitters adhere to all pertinent federal, state, and local requirements.

Pursuant to C.R.S. Section 43-4-809, CBE is not subject to the provisions of the State Procurement Code. However, for this solicitation, CBE will follow guidelines established in C.R.S. Section 24-103-203 for competitive proposals. CDOT and CBE have entered into a master agreement to cooperate fully; under this agreement CBE may utilize the professional services of CDOT employees to fulfill its obligations.

## **1.1 PROCUREMENT PROCESS**

CBE will use a two-phase procurement process to select a consultant to support the Program. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of SOQs, which CBE will evaluate to determine which Submitters are the most highly qualified to successfully support the Program. CBE will short list at least three of the most highly qualified Submitters that submit SOQs. In the second phase, CBE will issue a Request for Proposals (RFP) for the Program to the short listed Submitters. Only the short listed Submitters will be eligible to submit proposals for the Program. Each short listed Submitter that submits a proposal in response to the RFP (if any) is referred to herein as a Proposer. CBE will award a contract for the Program (if any) to the Proposer offering the best value, to be determined as described in the RFP.

## **1.2 PROGRAM GOALS**

CBE is committed to a continuing focus on safety, accountability, open communication and involvement, environmental responsibility, engineering quality and on-time, on-budget delivery of projects and program. In the long term CBE will have a yet to be determined core staff, to deliver the Program and desires to maintain the CDOT core expertise, technical capabilities, and thru challenging projects grow project management and design leaders within CDOT while taking full advantage of private sector expertise and innovation. CBE anticipates transitioning from a consultant lead team to a CBE lead team over the first year of the contract. It is anticipated that there will be a continuing need for support services from the consultant team. The details and timing of this transition and continuing support role will be determined in the first quarter of CY2011 as input into the CBE FY2012 budget.



The purpose of this RFQ is to obtain information from qualified firms and/or teams interested in being selected as the BEPM and to enable CBE to evaluate the information and establish a shortlist to receive the RFP. CBE is interested in finding unique ways to deliver projects and programs faster in a rapidly changing business environment, and encourages the best and most innovative proposals available to accomplish the Program within available funding. This includes finding the most innovative ideas in delivery and streamlining and improving internal CBE and CDOT work processes as they relate to the Bridge Enterprise Program.

### **1.3 SUBMITTER INFORMATION**

To allow receipt of any addenda or other information regarding this RFQ, each Submitter is solely responsible for ensuring that CBE's Project Manager, as described in Section 2.3, has the contact person's name and e-mail address. If an entity intends to submit qualifications as part of a team, the entire team is required to submit a single SOQ as a single Submitter.

## **2.0 BACKGROUND INFORMATION; RFQ PROCESS**

### **2.1 PROGRAM DESCRIPTION; SCOPE OF WORK**

On March 2, 2009, Governor Bill Ritter signed into law S.B. 09-108, Funding Enhancement for Surface Transportation and Economic Recovery, otherwise known as FASTER. The legislation was the first new dedicated and sustainable funding source for transportation in twenty years.

The new law increases revenues from various sources, originally expected to total nearly \$250 million per year for transportation improvements at the state and local level. Included in the new law is funding designated specifically for Colorado's most deficient state bridges - those 128 bridges across the state highway system that are identified by the department as structurally deficient or functionally obsolete and rated by the department as "poor" as of January 1, 2009, or are subsequently identified and rated by the department. Revenues from the newly established Bridge Safety Surcharge are to be phased in over three years, and were estimated to total approximately \$100 million in the third year, and each year thereafter. On June 18, 2009, the Bridge Enterprise Board of Directors officially approved the imposition of the bridge safety surcharge, as required by law.

To assist with this historic focus on Colorado's poor bridges, the legislature did several things. FASTER creates a new enterprise, the CBE, and appointed the Transportation Commission to serve as the Bridge Enterprise Board of Directors. The business purpose of the CBE is to "finance, repair, reconstruct, and replace any designated bridge in the state." Because it was constituted as a government-owned business, the CBE may issue revenue bonds to accelerate construction of Colorado's poor bridges. Bridge projects under the CBE may include the repair, replacement, or ongoing operation or maintenance, or any combination thereof, of a designated bridge.

The Bridge Enterprise financing plan will combine a pay-as-you-go structure with



revenue bond issuances to fund project costs. The debt issuance will accelerate the number of projects that can be completed within a shorter time horizon. The allocation of revenues and certain covenants within the operative documents, which provide the underlying credit features, will determine the final proportion of debt to pay-as-you-go financing. The goal of the financing plan will be to maximize structuring flexibility and to generate the lowest cost of borrowing for the Enterprise.

The first report by CBE to the Legislature was posted on the CDOT website on January 15, 2010.

(<http://www.coloradodot.info/library/AnnualReports/Bridge%20Enterprise%20Annual%20Report%202010.pdf>)

The State Constitution provides that the people of the State reserve to themselves the power to propose laws and amendments to the State Constitution ('Initiatives') and to enact or reject such Initiatives by a vote of the people by Statewide ballot. The process for placing a Statewide Initiative on the ballot is governed by the State Constitution and State law, and involves the development of language and a title for each ballot and obtaining a certain number of signatures of registered voters. The Elections Division of the Colorado Secretary of State maintains information about the text and status of current Initiatives on its website at [www.colorado.gov](http://www.colorado.gov) under Government Elections & Voting, Elections and voting information. Initiatives Information... The reference to the website of the Colorado Secretary of State is included herein for informational purposes only, and information available at such website is not incorporated herein by reference. The State makes no representations regarding the accuracy of the information available at such website.

The Colorado Secretary of State recently certified three Initiatives (Proposition 101 and Amendments 60 and 61 and identified as Initiatives 10, 12 and 21 in the website described above) to be submitted to the Colorado voters on November 2, 2010. Among other things, these Initiatives are proposed to (1) decrease the State income tax from 4.63% to 3.5% over ten years and reduce vehicle ownership fees and telecommunication fees payable to the State, (2) mandate that all school districts phase out equally by 2020 half of their respective 2011 tax rates and require the State to replace such revenues yearly with State funds, and (3) prohibit the State from borrowing in any form for any reason or period of time.

Generally, it cannot be predicted at this time whether other measures will qualify to be included on the ballot in any given year, and for measures that have been or are included, whether any of such measures will be approved by the voters of the State. Approval by the voters of certain measures, including the Initiatives described above, may have a material adverse effect on the General Fund and other State revenues. Some Initiatives may impact the State revenues dedicated to the CBE Program. The State does not plan to issue any updates or revisions to these statements if or when measures are proposed by the voters of the State.

The purpose of this RFQ/RFP is to select a qualified and experienced team that will serve as



the BEPM. The Program consists of multiple, simultaneous transportation projects for CBE as presented in the report to the Legislature noted above. Annually or more frequently CBE will add and remove projects from the Program through supplemental actions and agreements. As created by the Legislature this is a long term program and a commitment to ensure that Colorado's bridges are structurally sound and have appropriate functionality.

### **2.1.1 CBE Program Management**

CBE presently has no full-time staff and through agreement with CDOT is supported by the CDOT career professionals. CDOT is organized around a Headquarters Office and six Regional Offices. The Headquarters provides technical expertise such as contracting, geotechnical, bridge design, and materials testing. Additionally, it provides functions such as approval authorities, standards development, contracting, and overall project budget and schedule monitoring, change management and reporting.

Each of the six Regions has the day-to-day responsibility for all phases of project delivery including schedule, cost control and reporting.

CBE will continue to rely upon the Regions for project delivery and the Headquarters staff for support services. As an early priority this approach will be reviewed by the BEPM who will make recommendations for change or refinement based upon the proposed long term bridge investment plan as will be described in the RFP.

### **2.1.2 BEPM Scope of Work**

The Submitter will identify a full-time BEPM Core Staff to plan, integrate, package, administer, manage, and deliver the development and construction of proposed projects in the Program. The Core Staff will be comprised of:

- Program Manager
- Deputy Program Manager, Design & Construction
- Finance Manager
- Project Controls Manager
- Administrative Assistant

The responsibilities of the technical Core Staff are:

The Program Manager will be responsible for delivery of the Program, contract administration, management of staff and sub consultants and interface with CBE and CDOT staff and other stakeholders.

The Deputy Program Manager, Design & Construction will be the primary technical interface to CBE and CDOT staff. The person will also be responsible for independent oversight of both safety and quality.



The Finance Manager will be responsible for the development and coordination on the six-year investment and financial plan. This will include a cash flow schedule for each project and the Program as a whole. This process will be further clarified in the RFP. The person will support CDOT's CFO and financial advisor to recommend a long term financing plan for the Program that balances pay-as-you-go and debt financing. This plan will be updated annually. Any proposed PPP projects will be considered separately and are outside the scope of the BEPM.

The Project Controls Manager will be responsible for data collection and integrity for the CBE. The six CDOT Regions will have primary responsibility for the development of cost estimates, cash flow forecasts, contracts and schedules. The Manager will be responsible for quality and consistency of the Regional inputs, and monitoring and reporting on project performance in terms of schedule, cost and budget. Initially the BEPM team will take maximum advantage of existing CDOT management information and reporting systems and will make recommendations for refinement. This will be addressed in the RFP and examples of management reports will be provided at that time.

The plan is for the Core Staff to be co-located at CDOT headquarters. The Submitter is advised that CBE will not pay for relocation or per diem for any Core Staff.

During the RFP process the Proposer will be asked to present innovative ideas for the use of additional full-time or part-time staff to implement the Program. This could include program management, financial and accounting support, contracting, design services, right-of-way acquisition, permitting, construction engineering and inspection, quality assurance and quality control, general administrative and technical support, and managing the efficiency of the overall program.

The Submitter is advised that environmental clearance, design, permitting, right-of-way acquisition and construction will have already begun on several projects that make up the FY2010 Program. (See the report to the Legislature noted above)

The Program Manager responsibilities under this Program will be performed in accordance with applicable federal and state laws and regulations.

The Proposer team may perform design, right-of-way, environmental and other support work to advance selected projects. This will be addressed in the RFP. The Proposer will not be allowed to perform any construction either as a prime contractor or a subcontractor on projects within its management responsibilities. Also, firms that perform final design cannot perform construction.

Engineering services must be performed by appropriately licensed and insured firms capable of providing such services under the oversight and management of the Program Manager. All such services will utilize software compatible with CDOT standards. The exact structure of the provision of these services depends upon the approach recommended by the Proposer,



and approved and adopted by CBE.

## 2.2 PROGRAM SCHEDULE

The deadline for submitting RFQ questions, and the SOQ due date stated below, apply to this RFQ. CBE also anticipates the following additional Program milestone dates. This schedule is subject to revision by the RFP and addenda to this RFQ.

- Issue RFQ March 10, 2010
- Deadline for submitting written RFQ questions March 17, 2010
- CBE response to all questions March 19, 2010
- SOQ due date March 31, 2010
- Notify short listed Submitters April 16, 2010
- Issue RFP April 23, 2010
- Proposals Due May 25, 2010
- Oral Interviews (tentative) June 11, 2010
- Notice of Selection of Preferred Proposer June 17, 2010
- Award of Contract July 23, 2010
- Desired date of executed contract August 2, 2010

## 2.3 CBE PROJECT MANAGEMENT; EX PARTE COMMUNICATIONS

Rick Gabel is the CBE Project Manager. As the Project Manager, Rick Gabel is CBE's sole contact person for all technical questions regarding the Project. David Wells is the Contracts Officer for this procurement. All questions, inquiries and comments regarding the Project, and the procurement thereof, must be made to David Wells by e-mail or letter. Only written inquiries will be accepted:

Mail: David Wells, Contracts Officer  
Delivery: CBE Program Management and Support Services  
Colorado Department of Transportation  
4201 East Arkansas Ave  
Denver, Colorado 80222  
E-mail: david.wells@dot.state.co.us

During the procurement process, commencing with issuance of this RFQ and continuing until award of a contract for the Program (or cancellation of the procurement), no employee, member, or agent of any Submitter shall have ex parte communications regarding this procurement with any member of CBE or the Federal Highway Administration, their advisors, or any of their contractors or consultants involved with the procurement, except for communications expressly permitted by this RFQ (or subsequent to issuance of the RFP, except for communications expressly permitted by the RFP). Any Submitter engaging in such prohibited communications may be disqualified at the sole discretion of CBE's Project Manager.



## 2.4 QUESTIONS AND CLARIFICATIONS; ADDENDA

Questions and requests for clarification regarding this RFQ must be submitted in writing to David Wells, Contracts Officer, as identified in Section 2.3. To be considered, all questions and requests must be **received by 4:00 pm, Mountain Daylight Savings Time**, by March 17, 2010.

CBE reserves the right to revise this RFQ at any time before the SOQ due date. Such revisions, if any, will be announced by addenda to this RFQ.

CBE will use the following guidelines when responding to questions and requests for clarification and issuing addenda:

- Questions and requests for clarification will be consolidated. Submitter's names will not be identified
- CBE will address all questions and requests for clarification by March 19, 2010.
- CBE will send an e-mail notification to the contact person for every Submitter as soon as each addendum or clarification is issued. The notification will include an electronic copy of the addendum or clarification, when possible

## 2.5 INELIGIBLE FIRMS

CBE has retained the consulting firm of LS Gallegos & Associates, Inc. to provide guidance in preparing and evaluating this RFQ and the RFP, and advice on related contractual and technical matters. LS Gallegos & Associates, Inc. is thus not eligible to submit a proposal or to act as a member of any Submitter's team.

## 2.6 ORGANIZATIONAL CONFLICTS OF INTEREST

The Submitter's attention is directed to 23 CFR Section 636 Subpart A, and in particular to Subsection 636.116 regarding organizational conflicts of interest. Section 636.103 defines "organizational conflict of interest" as follows:

*Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.*

The Submitter is prohibited from receiving any advice or discussing any aspect relating to the Program or the procurement of the Program with any person or entity with an organizational conflict of interest, including, but not limited to, LS Gallegos & Associates, Inc. Such persons and entities are prohibited from participating in any Submitter organization relating to the Program.



The Submitter agrees that if, after award, an organizational conflict of interest is discovered, the Submitter must make an immediate and full written disclosure to CBE that includes a description of the action the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, CBE may, at its discretion, cancel the contract for the Program. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to CBE, CBE may terminate the contract for default.

## **2.7 CHANGES TO ORGANIZATIONAL STRUCTURE**

Core Staff identified in the SOQ may not be removed, replaced, or added without the written approval of CBE. CBE may revoke an awarded contract if any Core Staff identified in the SOQ is removed, replaced, or added to without CBE's written approval. To qualify for CBE's approval, the written request must document that the proposed removal, replacement, or addition will be equal to or better than the Core Staff provided in the SOQ. CBE will use qualification submitted by the Submitter in the SOQ, to evaluate all requests. Requests for removals, replacements, and additions must be submitted in writing to CBE's Project Manager as described in Section 2.3.

## **2.8 PAST PERFORMANCE OR EXPERIENCE**

Past performance or experience does not include the exercise or assertion of a person's legal rights.

## **2.9 EQUAL EMPLOYMENT OPPORTUNITY**

The Submitter will be required to follow Federal Equal Employment Opportunity (EEO) policies.

CBE will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

## **2.10 DISADVANTAGED BUSINESS ENTERPRISES**

It is the policy of CBE that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, CBE will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT) assisted contract because of sex, race, religion, or national origin. CDOT has established a DBE program in accordance with regulations of the DOT, 49 CFR Part 26. CBE will follow the CDOT DBE program. In this regard, the contractor will take all necessary and reasonable steps in accordance with 49



CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform the contract. Additional DBE requirements will be set forth in the RFP.

### **3.0 CONTENT OF SOQs AND CONFIDENTIALITY**

This section describes specific information that must be included in the SOQ. SOQs must follow this outline. Submitters shall provide brief, concise information that addresses the requirements of the Program consistent with the evaluation criteria described in this RFQ.

Documents submitted pursuant to this RFQ will be subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, et. seq. Information clearly marked as confidential and proprietary will be kept confidential by CBE, unless otherwise provided by law. The Colorado Open Records Act provides that “Trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data furnished by any person” to a state agency will not be produced in response to an open records request. CBE will notify the Submitter if a request is made for such information, and the denial is challenged, so that the Submitter may take any action it deems necessary to defend the challenge. The Submitter, not CBE, shall be the entity responsible for defending against Colorado Open Records Act disclosures for any records claimed by the Submitter to be confidential and proprietary.

### **3.1 INTRODUCTION**

Provide a letter stating the business name, address, business type (e.g., corporation, partnership, and joint venture), business information, and roles of the Submitter and each in Form A. Identify one contact person and his or her address, telephone and fax numbers, and e-mail address. CBE will send all Program-related communications to this contact person on behalf of the Submitter during the procurement process. Authorized representatives of the Submitter organization must sign Form A. If the Submitter is a joint venture, all joint venture members must sign Form A. If the Submitter is not yet a legal entity, the Major Participants must sign Form A. Each joint venture member must certify the truth and correctness of the contents of the SOQ. The introduction of the SOQ must include a “Title Page” and “Table of Contents.”

### **3.2 SUBMITTER QUALIFICATIONS AND EXPERIENCE**

CBE will evaluate the capabilities of the Submitter organization to effectively deliver the Program.

#### **3.2.1 Demonstration of Qualifications and Experience**

Demonstrate the Submitter’s qualifications and experience related to the program including program management, bridge design and bridge construction.



Describe the Submitter's experience on similar program management projects up to a maximum of four projects. Highlight experience relevant to the Program that the Submitter has gained. Cite projects of similar size and scope to that anticipated for the Program. Describe the experiences that could apply to the Program.

Each project description must include the following information:

1. Name of the project and either the owner's contract number or state project number;
2. Owner's name, address, contact person, and current telephone and fax numbers;
3. Description of original project schedule milestones and project completion schedule milestones for design and construction;
4. Description of the work or services provided and percentage of the overall project actually performed; and
5. Description of original project budget and final project cost at completion.

### **3.3 CORE STAFF QUALIFICATIONS AND EXPERIENCE**

#### **3.3.1 Resumes of Core Staff**

Resumes of the four technical Core Staff shall be provided as Appendix A – Resumes of Key Personnel to the SOQ. Resumes shall be limited to one page each and will be counted towards the overall SOQ page limit.

Include the following items on each resume:

1. Relevant licensing and registration.
2. Years of experience performing similar work.
3. Length of employment with current employer.
4. Title, roles, and responsibilities on any of the Projects listed in Section 3.2.1 above.
5. Two references

### **3.4 PROGRAM UNDERSTANDING AND APPROACH**

Provide, at a conceptual level, your understanding of and your approach to successfully delivering the Program with the proposed Core Staff. Specifically:

- Demonstrate your qualifications and experience in working with a diversified group of entities. At a minimum these will include DOTs, Metropolitan Planning Organizations, Tribal Organizations, Cities, Counties and Environmental Resource Agencies etc.



- Demonstrate familiarity with Federal, State and Local regulations, including environmental, right-of-way and procurement requirements, and the project development process
- Describe your approach to assessing the need for and providing design, environmental and other services to support the Program
- Describe your approach to engaging and involving CDOT Region and Headquarters staff and outside expertise
- Describe your approach to the development of a long range six-year plan for the Bridge enterprise Program

### **3.5 LEGAL AND FINANCIAL**

Information provided in response to this section will not count towards the overall page limitation defined in [Section 4.2](#).

#### **3.5.1 Acknowledgment of Clarifications and Addenda**

Identify all clarifications and addenda received by number and date by completing Form B.

#### **3.5.2 Organizational Conflicts of Interest**

Identify all relevant facts relating to past, present, or planned interest(s) of the Submitter's team (including the Submitter, Major Participants, proposed consultants, contractors and subcontractors, and their respective chief executives, directors, and key project personnel) which may result, or could be viewed as, an organizational conflict of interest in connection with this RFQ. See [Section 2.6](#).

Disclose: (a) any current contractual relationships with CBE (by identifying the CBE contract number and project manager); (b) present or planned contractual or employment relationships with any current CBE employee; and (c) any other circumstances that might be considered to create a financial interest in the contract for the Project by any current CBE employee, if the Submitter is awarded the contract. The Submitter must also disclose any current contractual relationships where the Submitter is a joint venturer or partner with LS Gallegos & Associate, Inc. The foregoing is provided by way of example, and shall not constitute a limitation on the disclosure obligations.

For any fact, relationship, or circumstance disclosed in response to this [Section 3.5.2](#), identify steps that have been or will be taken to avoid, neutralize, or mitigate any organizational conflicts of interest.

In cases where Major Participants on different Submitter organizations belong to the same parent company, each Submitter must describe how the participants would avoid conflicts of interest through the qualification and proposal phases of the Program.



### 3.5.3 Legal Structure

If the Submitter organization has already been formed, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Submitter and Major Participants to conduct business in the State of Colorado. If the Submitter organization has not yet been formed, provide a brief description of the proposed legal structure or draft copies of the underlying agreements.

### 3.5.4 Submitter Information

For the Submitter (if the Submitter is not yet existing or newly formed, please explain), each Major Participant, and any affiliate of the Submitter or a Major Participant (including the company's parent company, subsidiary companies, and any other subsidiary or affiliate of the company's parent company), whose experience is cited as the basis for the company's qualifications shall:

1. Describe the conditions surrounding any contract (or portion thereof) entered into by the company that has been terminated for cause, or which required completion by another party, within the last five years. Describe the reasons for termination and the amounts involved.
2. Describe any debarment or suspension from performing work for the federal government, any state or local government, or any foreign governmental entity against the company.

For each description (1. and 2. above), identify the project owner's representative and current phone number. Indicate "None" to any subsection above that does not apply.

## 4.0 SOQ SUBMITTAL REQUIREMENTS

The following section describes requirements that all Submitters must satisfy in submitting SOQs. Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ. All submittals shall remain the property of CBE.

### 4.1 DUE DATE, TIME, AND LOCATION

All SOQs must be **received by 12:00 Noon, Mountain Daylight Time Wednesday March 31, 2010**, the SOQ due date indicated in Section 2.3, and must be **delivered by U.S. mail or hand or overnight courier** to:



Mail: David Wells, Contracts Officer  
Delivery: CBE Program Management and Support Services  
Colorado Department of Transportation  
4201 East Arkansas Ave  
Denver, Colorado 80222

CBE will not accept SOQs by facsimile or electronic transmission. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration, or evaluation.

## 4.2 FORMAT

The SOQ must not exceed 8 double-sided pages (not including the “Title Page”, “Table of Contents” or section dividers and appendices). All information must be printed on 8.5” by 11” paper. All printing, except for the front cover of the SOQ and resumes, must be Times New Roman, 12-point font. Forms A and B will not count toward the SOQ page limit.

The front cover of each SOQ must be labeled with “CBE Program Management and Support Services” and “Statement of Qualifications” along with the RFQ# and the date of submittal.

## 4.3 QUANTITIES

Each Submitter must provide CBE with one (1) original and seven (7) bound copies of the SOQ. Each copy must be identified on its front cover, in the upper right-hand corner, as “Copy \_\_\_ of 8 Copies.”

All copies must be packed together in one sealed package for delivery to CBE. The outside of the sealed package must be clearly identified, labeled, and addressed as follows:

1. Return address: Submitter’s name, contact person’s name, mailing address;
2. Date of submittal;
3. Contents labeled as “CBE Program Management and Support Services” and “Statement of Qualifications”; and
4. Recipient (CBE) as specified in Section 4.1.

## 5.0 EVALUATION PROCESS

### 5.1 SOQ EVALUATION

CBE will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria stated in Section 5.3.



## 5.2 INTERVIEW

There will be no interviews as part of the RFQ phase of this procurement.

## 5.3 SOQ EVALUATION AND SCORING

CBE will evaluate all responsive SOQs and measure each Submitter's response against the criteria set forth in this RFQ, resulting in a numerical score for each SOQ. CBE will use the following criteria and weightings:

### A. Submitter Experience (30 Points):

- Owner/client references
- Experience on projects of similar scope and complexity
- Experience with timely completion of comparable projects
- Experience with on-budget completion of comparable projects
- Experience with integrating design and construction activities
- Experience of team members working together

### B. Core Staff (40 Points):

- Team members' relevant experience and qualifications

### C. Program Understanding and Approach (30 Points):

- Understanding and conceptual approach to meeting or exceeding Program Goals

### D. Legal and Financial (pass/fail).

## 5.4 DETERMINING SHORT LISTED SUBMITTERS

CBE will total the scores for each responsive SOQ and prepare a ranked list of Submitters. CBE will short list at least three most highly qualified Submitters. If more than one of the lowest ranked Submitters receives the same score, CBE will make the decision, in its sole discretion, whether or not to short list those Submitters.

CBE reserves the right, in its sole discretion, to cancel this RFQ, issue a new request for qualifications, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities, or technicalities in considering and evaluating the SOQs.

This RFQ does not commit CBE to enter into a contract or proceed with the procurement of the Program. CBE assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter.



## **5.5 NOTIFICATION OF SHORT LISTING**

Upon completion of the evaluation, scoring, and short listing process, CBE will send the record of short listed Submitters (if any) to all Submitters.

## **5.6 DEBRIEFING MEETINGS**

Once CBE announces the short list (if any), CBE expects to arrange meetings with each of the Submitter organizations that have not been short listed. These debriefing meetings would give Submitters and CBE an informal setting to discuss this RFQ and the short-listing process.

## **6.0 PROCUREMENT PHASE 2**

This Section 6.0 is provided for informational purposes only so that each Submitter has information that describes the second phase of the Program Procurement Process, including a summary of certain anticipated RFP requirements. CBE reserves the right to make changes to the following, and the short listed Submitters must only rely on the actual RFP when and if it is issued. This Section 6.0 does not contain requirements related to the SOQ.

### **6.1 REQUEST FOR PROPOSALS**

The Submitters remaining on the short list following Phase 1 of the procurement process will be eligible to move to Phase 2 and receive an RFP. While CBE may make the RFP available to the public for informational purposes, only short listed submitters will be allowed to submit a response to the RFP.

### **6.2 PROPOSALS SUBMITTED IN RESPONSE TO THE RFP**

Short listed Proposers that choose to continue in the procurement process must submit a two-part proposal. One part is the technical proposal. The second part is the price proposal. The RFP will specifically define formats and page limits for the proposal packaging and all proposal contents.

### **6.3 PROPOSAL EVALUATIONS**

CBE has determined that award of the Program Management and Support Services consultant will be based on a “best value” determination under C.R.S. Sections 43-1-1401 through 43-1-1412.

## **7.0 PROTEST PROCEDURES**

### **7.1 PROTESTS REGARDING RFQ**

Any protests regarding the SOQ shall be filed with the Project Manager identified in Section 2.3 of this RFQ in accordance with the procedures set forth in C.R.S. Sections 24-109-101 through 24-109-404, as amended by the Design-Build Regulations, 2 CCR 601-15 Section



22. If CBE prevails after completion of the administrative protest procedures and any appellate court proceedings, CBE shall be entitled to recover all reasonable costs and charges it incurred and that are included in the final order or judgment, excluding attorney fees. If the protesting Submitter prevails after completion of the administrative protest procedures and any appellate court proceedings, the protesting Submitter's sole remedy shall be recovery of all reasonable costs and charges it incurred in connection with preparation of the SOQ (excluding any costs incurred in preliminary preparation of a proposal or design) and the costs and charges that are included in the final order or judgment, excluding attorney fees.

# FORM A

## SUBMITTER INFORMATION

Submitter: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Year Established: \_\_\_\_\_ Federal Tax ID No.: \_\_\_\_\_

Name of Official Representative: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Business Organization (check one):

- Corporation (If yes, indicate the State and Year of Incorporation): \_\_\_\_\_
- Partnership
- Joint Venture
- Other (describe): \_\_\_\_\_

A. Business Name: \_\_\_\_\_

B. Business Address: \_\_\_\_\_

Headquarters: \_\_\_\_\_  
\_\_\_\_\_

Office Performing Work: \_\_\_\_\_  
\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

# FORM A (Cont.)

C. If the entity is a Joint Venture or Partnership, indicate the name and role of each member company in the space below. Complete a separate Contractor Information form for each member company and attach it to the SOQ. Also indicate the name and role of each other financially liable party and attach a separate form.

Name of Member Company	Role	Financial Liability
_____		
_____		
_____		
_____		

Under penalty of perjury, I certify that I am the company's Official Representative and that, to the best of my knowledge and belief, following reasonable inquiry; the foregoing is true and correct.

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

[Please make additional copies of this form as needed.]

# FORM B

Submitter's Name: \_\_\_\_\_

The undersigned acknowledges receipt of the addenda to the RFQ as indicated below.

## ADDENDA

Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____

FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA MAY CAUSE THE SOQ TO BE CONSIDERED NON-RESPONSIVE TO THE SOLICITATION. ACKNOWLEDGED RECEIPT OF EACH ADDENDUM MUST BE CLEARLY ESTABLISHED AND INCLUDED WITH RESPONSE TO THE RFQ.

BY: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_