

REQUEST FOR PROPOSAL

Book 2

Statement of Interest (SOI)/Proposal Instructions

Construction Manager/General Contractor (CMGC) Services

CONTRACT DATE:

PROJECT NUMBER: IM 0703-348

PROJECT LOCATION: 2400 Medium Volt MCC Replacement

PROJECT CODE: 17148

March 11th, 2010

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**REQUEST FOR PROPOSALS FOR AN
INTEGRATED PROJECT DELIVERY METHOD UTILIZING
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

CDOT DEPARTMENT of TRANSPORTATION

1. General Project Information

A. Introduction and Description of Project

Colorado Department of Transportation is soliciting the submittal of proposals from firms to provide Construction Manager/General Contracting services for IM 0703-348, 2400 Medium Volt MCC Replacement

The Colorado Department of Transportation (CDOT) intends to select a Construction Manager/General Contractor (CM/GC) to assist in the design and negotiate a Guaranteed Maximum Price (GMP) to manage and construct the project. The process to be used in the selection of a firm is comprised of two steps. STEP I is the Statement of Interest (SOI)/Proposal Submittal as described in Section 2. STEP II is the Oral Interview/Cost Proposal as described in detail in Section 3. A Selection Panel of individuals who will be involved in the project and/or understand the required services associated with Construction Management/General Contracting will evaluate responses to this RFP for both STEPS. Upon completion of the evaluation of the Statement of Interest (SOI)/ Proposal Submittal, a short list of firms will be invited to the oral interviews. Sealed fee proposals will be required only from those firms who are interviewed and are to be submitted as indicated in this RFP. Both qualifications and cost will be considered in the final ranking of firms with Statement of Interest (SOI)/Proposal Submittal given 60% of the value of the weighted criteria and Oral Interview and fees for the Cost Proposal given 40%.

The UDBE goal for the design services portion of this contract is 0%. The UDBE goal for the construction portion of this contract will be determined at the time to GMP by the CDOT EEO office.

Selection and award of this project will be based on a combination of qualifications and costs that represents the best overall value to CDOT.

B. Minimum Qualifications

As indicated in the advertisements, notice is hereby given to all interested parties that all firms will be required to meet minimum requirements to be considered for these projects. To be considered as qualified, interested firms shall have, as a minimum:

1. Attended the mandatory Pre-Proposal meeting on March 29th, 2010. Sign-in and attendance at the Pre-Proposal Meeting is required in order to submit a proposal.
2. Demonstrated a bonding capability up to \$2,750,000 for an individual project coincidentally with current and anticipated workloads. Provide letter from surety that affirms this capability.
3. Become prequalified per the CDOT Rules for Prequalification, Debarment, Bidding, and Work on Colorado Department of Transportation Road, Highway, and Bridge Public Projects at the \$1,500,000, to \$5,000,000 level within 14 days of the Submission of Statement of Interest (SOI)/Proposal date of April 8th, 2010.

C. Key Events Schedule

i. Public Notice Phase

- First Advertisement: March 11th, 2010
- Mandatory Pre-Proposal Meeting: March 29th, 2010

A mandatory Pre-Proposal Meeting will be held at **9:00am on Monday March 29th, 2010** in the Auditorium at CDOT Headquarters, 4201 East Arkansas Ave., Denver, CO, 80222. Sign-in and attendance at the Pre-Proposal Meeting is required in order to submit a proposal.

ii. Short List Phase

- Submission of Statement of Interest (SOI)/Proposal April 8th, 2010

Deliver **five (5)** hard copies along with **one (1)** electronic copy PDF file on a CD or flash drive of the SOI/WP to the Colorado Department of Transportation Contracting Office Randy Perkins, 4201 Arkansas Ave. 4th Floor, Denver, Colorado 80222.

- Short List Selection Panel Meeting April 19th, 2010
- Short List Approval April 26th, 2010
- Notification of Short List Candidates April 26th, 2010

iii. Selection Phase

- Selection Panel Meetings (Interviews) May 6th, 2010
- Chief Engineer/Approval May 20th, 2010
- Contractor Notification May 20th, 2010

- iv. **Contract Approval/Execution** June 17th, 2010

The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner. Respondents may elect to verify times and dates by telephone or facsimile, but no earlier than 36 hours before the schedule date and time.

2. Statement of Interest (SOI)/ Proposal Submittal (STEP I)

A. Clarifications

- i. Owner initiated changes to this RFP will be issued under numerically sequenced addenda. Addenda generally consist of the following items:
 1. Clarifications
 2. Scope Changes
 3. Time and/or Date Changes

Respondents must acknowledge all issued addenda in their submittal and proposal.

- ii. Respondent initiated requests for clarification will be received any time prior to **March 25th, 2010**. Facsimile transmission is an acceptable means of correspondence in this matter. All State responses will be issued by written addenda on or before **March 29th, 2010**.
- iii. Requests for clarification shall be accompanied with statements that the respondent meets the minimum requirements specified in this RFP.

B. General Information

- i. All respondents accept the conditions of this RFP, including, but not limited to, the following:
 1. All submittals shall become the property of CDOT and will not be returned.
 2. Late submittals shall not be evaluated. Facsimile submittals shall not be accepted.
 3. Any restriction as to the use of submitted materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary submittals will not be honored. Fee proposals will be considered proprietary.
 4. CDOT reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.
 5. CDOT shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.
 6. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Construction Management/General Contracting Agreement are expressly workable without reservation.
 7. Although the selected Contractor will be contracted for both the design and construction services of this project through this selection process, the selected Contractor is not guaranteed to receive a Notice to Proceed to perform the construction if services are terminated at the completion of the design phase.

C. Statement of Interest (SOI)/ Proposal Submittal

- i. Respondent must comply with the following items, 1 through 6. CDOT retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of CDOT. **(Note that the primary focus of the evaluation will be the firm(s) capabilities).**
 1. Deliver **Six (6)** hard copies along with **one (1)** electronic copy PDF file on a CD or flash drive of the SOI/WP to the Colorado Department of Transportation Contracting Office Randy Perkins, 4201 Arkansas Ave. 4th Floor, Denver, Colorado 80222.
 2. **Statement of Interest(SOI)/ Proposal Format:**

Submittals shall be formatted and tabbed in the exact form and alphanumeric sequence of the Evaluation Form, Appendix A. Additional information, if provided, shall appear at the end of the submittal under its own tab(s).

The page number limitations remain unchanged.

 - a. Cover or Introductory Letter (2 page limit - 8 1/2 x 11 paper)
 - b. Proposal Section (20 page limit, which includes the one page limit for capacity 8 1/2 x 11 paper)
 - c. An Optional Section (5 page limit - 8 1/2 x 11paper, and up to 3 of the 5 pages can be 11 x 17 paper)
 - d. The Commendation Section (No page limit - 8 1/2 x 11 paper)

3. In CDOT's continued environmental efforts in "Going Green", Consulting firms are encouraged to submit their SOI/Proposal on 2 sided format, rather than one sided only.
4. Submittals shall be formatted and tabbed in the exact form and alphanumeric sequence of the Evaluation Form, Appendix A. Additional information, if provided, shall appear at the end of the submittal under its own tab(s).
5. Submittals shall be evaluated in accordance with criteria as indicated in **SECTION 4. Statement of Interest (SOI)/Proposal Evaluation Criteria** and ranked on the corresponding evaluation form in Appendix A.
6. Response to all items shall be complete
7. All references shall be current and relevant.
8. Complete and execute the appropriate Acknowledgment and Attestation Form as provided in **Appendix A** and submit with the SOI/WP Submittal.

3. Oral Interviews/Cost Proposals (STEP II)

A. SHORT LIST

From the submittals received, a short list of qualified respondents shall be identified using the scoring indicated on the enclosed Evaluation Form, Appendix A. Firms failing to meet the minimum required qualifications will not receive further consideration.

B. ORAL INTERVIEW

Mandatory oral interviews shall be conducted for the short listed firms only. Interview times and location, will be arranged by CDOT and all short listed firms will be notified in advance.

C. COST PROPOSALS

- i. Only those firms short listed for interview are required to submit sealed cost proposals. (Only one copy is required on the scheduled submission date.) Cost Proposals will remain sealed until after the qualitative scoring and will then be opened. The fee amount and on-site CM/GC staff at Direct Personnel Expense (DPE) will then be considered (equivalent to 20 percent of the weighted criteria) in conjunction with the qualitative score from the written proposals and interview (equivalent to 80 percent of the weighted criteria).
- ii. Cost Proposals shall be submitted on the form provided in Appendix A, without modification. A Cost Proposal shall be accompanied with sufficient detail to clearly identify the fee for service and include a detailed schedule of estimated (Not –To-Exceed) reimbursable and non-reimbursable costs. Percentage of the cost of work is not an acceptable value. The Cost Proposal should be prepared independently in accordance with the following:
 1. Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the proposal being found non-responsive.
 2. Provide a CM/GC staff schedule with staff by name, position and man-hours (assume 8 hour days) per month estimated on the project.

3. Provide a detailed estimate of reimbursable costs including breakdown of direct salaries and payroll fringes (DPE) for on-site CM/GC personnel associated with the services. Not-to-exceed reimbursable expenses shall be provided at direct cost.
4. Provide a detailed estimate of non-reimbursable expenses (included in fee).
5. CDOT reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but CDOT reserves the right to negotiate a reasonable fee for service within the available funds. The CM/GC Contract will be a bonded lump sum contract plus reimbursables with a Guaranteed Maximum Price to encompass all construction work; some allowances may be included as directed by CDOT.
6. This fee proposal is a binding offer to perform the services associated with the Scope of Work described in this RFP. Estimated reimbursables will be used for qualifications reference purposes only, and not considered as a cost consideration in proposal evaluation. CDOT, however, reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

D. METHOD OF SELECTION AND AWARD

The Selection Panel shall complete a combined evaluation of qualifications and fee in accordance with the criteria as indicated in **SECTION 4, Oral Interviews/Cost Proposal Evaluation Criteria**. Numerical ranking and selection of the most qualified firm (including fee) will then occur on the corresponding evaluation forms in Appendix A.

The final fee amount and scope of work may be negotiated at CDOT's discretion. Award and contract will be contingent on availability of key proposed Project Management Team staff.

4. Evaluation Criteria

A. Statement of Interest (SOI)/ Proposal Evaluation Criteria – 60 Points

Note that the primary focus of the evaluation will be the Firm(s) capabilities).

Statement of Interest (SOI)/ Proposals should contain the following:

i. Introductory Letter

Address the cover or introductory letter to the Contracting Officer:

Colorado Department of Transportation
 Randy Perkins, Contracting Officer
 Agreements 4th Floor West
 4201 E. Arkansas Avenue
 Denver, Colorado 80222-3400

In **up to two pages**, express your interest in the Project, state qualifications to do the Work, and recount any summary information on the Project team or your company that may be useful or informative to the Department. Include the **mailing and e-mail addresses and phone number** of the **primary contact person** for this Contractor selection process in the Introductory Letter. Please acknowledge receipt of any addenda to the RFP. **No evaluation points are assigned to this section and the Introductory Letter will not count as one of the allowed pages.**

Include the following elements of information in the letter as a minimum and highlight these items in bold letters.

- a) Project number and project location for project specific contracts.
- b) Statement that the Contractor is pre-qualified with CDOT and the Contractor's pre-qualification expiration date.
- c) Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
- d) Name, telephone number, e-mail address and fax number of the individual to contact regarding their SOI/Proposal submittal.
- e) CDOT **requires** an original signature signed in ink, by an authorized principal, partner, or officer of the firm.

ii. Project Management Team/Capability of the Contractor – 20 Points

1. Project Management Team

- a. Provide a description of the composition of your project management team. If your team is a joint venture or association, indicate specific responsibilities of each member and firm of the team.
- b. Provide job descriptions and responsibilities and authority for each working title. Identify and discuss the qualifications of the following Key Personnel:
 - 1. Project Manager
 - 2. Construction Manager
 - 3. Lead Estimator
 - 4. Up to two other persons that the Proposer considers as key to the success of the Project

- c. Present a brief discussion regarding how the team's qualifications and experience relate to this project.

Include the following:

- 1. Qualifications and relevant individual experience of prime and sub-contractor team members (if applicable).
 - 2. Unique knowledge of team members related to the project.
 - 3. Commitment of time and availability of key staff members.
 - 4. Length of time with the firm for each key team member.
 - 5. Experience on similar projects as a team
- d. Provide a separate graphic organizational structure complete with working titles for the project management team in both construction and design.
- e. Provide resumes and two references of the Key Personnel and alternates for key positions in an appendix to the **Statement of Interest (SOI)/Proposal**.
- f. Narrative describing how the proposed key members of the team will meet the stated Project goals including building a professional and collaborative Project Team.
- g. Identify all current office locations and the resident expertise intended to be provided under this RFP. Provide a description of the location of the staff for the performance

of this contract, their expertise, and generic equipment that will be located in Colorado and act in support of the anticipated contract.

2. Project Team Capability

a. Prior Experience/Performance/References

- Provide a list of previous experience relevant to this project with Owner and Architect/Engineer references for each. CDOT may at its discretion contact references and/or conduct independent performance analysis on projects on which the firm has worked.

All references submitted shall be current for projects listed. Provide Owner and Architect/Engineer references. References will be considered current if the party's name, current position/title, and position/title held at the time for which the April 8th, 2010.

b. Project Background and Success

Select your three (3) most relevant projects/programs and provide, at a minimum, the following:

- The project/contract name
- Description of services provided
- Overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders
- Organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract)
- Key assigned in-house staff (name and title)
- Subcontracts (service) used in the performance of the contract
- Schedule history
- Reference(s) for Owner and Architect.
- Continuing services, if any

1. Timeliness

In general, Construction Management/General Contracting work is seen as successful if it is on time, on budget, and of high quality of workmanship. Timeliness is generally based on completion by the originally scheduled date. Please demonstrate for each of the above projects how timely delivery occurred.

2. Budget Considerations

Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, CDOT is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

1. Conceptual estimating
2. Value Engineering Analysis
3. Constructability Reviews
4. Scope reduction that maintains project function
5. Cost/Benefit Analysis
6. Cost Savings Reviews
7. Staff savings

Demonstrate for the above projects examples of how you accomplished the above cost control services.

3. Quality

Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.

4. Services Disruption

Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc. if applicable.

5. Project Acceptability

Please discuss how your Construction Management and General Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

iii. Project Approach – 10 Points

1. Project Goals

Indicate the following:

- a. Your firm's understanding of the project goals
- b. A list of deliverables required on the project.

2. Project Approach

Provide a strategic project approach summary:

- a. Include discussion of your firm's approach in providing successful Construction Management/General Contracting services based on prior experience including cost, schedule and quality effectiveness. Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, cost savings, plan reviews, general conditions budgets, organizational structures, etc.).
- b. Provide a description of construction work Project Management Team has capability to competitively bid and self-perform, including qualifications to do such. It is the perception of CDOT that subcontracting CM/GC construction work is in CDOT's best interest in terms of price competition. CDOT may, at its discretion, limit the types and amount of work Project Management Team bids and self performs.
- c. Discuss your approach to fulfilling the commitments made during the environmental process.
- d. Propose a construction sequence that optimizes value to the Project with a realistic view of known constraints. Discuss factors that would affect schedule such as outside constraints, seasonal work, materials, equipment and labor availability etc.

- e. Identify other Resources and Capabilities. Describe additional resources and capabilities that your company will bring to the Project and how these resources and capabilities will be beneficial in achieving the Project goals.
- f. Discuss the potential Project challenges. Describe any Project challenges that are anticipated by your company and how you plan to mitigate the risk of these challenges.
- g. Project Phasing and Cost Model: Decompose the project into independent contracts for which design could be completed and construction can begin. This decomposition should include early phasing for material and other independent contracts that may be accomplished before project design completion. Use your tasks as a basis for developing a project cost model. This model will be used as part of the open book estimating and collaboration throughout the design process, used to develop the Opinion of Probable Construction Cost (OPCC) at each design milestone, and the Guaranteed Maximum Price (GMP).

iv. Project Innovations – 10 Points

In conjunction with your team's Project Approach, your team may have some innovative ideas that may or may not meet the requirements of the RFP that could increase the likelihood for success. The Selection Panel will consider how well your innovative ideas help balance the Project goals. Please discuss these further as follows:

1. Describe specific technical innovations related to design or construction that may further improve reaching Project goals.
2. Describe impacts of the innovation(s) on time, cost, and quality.

Any innovations proposed will be expected to be used in design unless the Department determines they are not in the best interest of the Project.

v. CM/GC Design Process – 20 Points

How you support the CM/GC process and the Project goals is critical to the team's success. In the Project Approach you may have provided some response to this issue. This section is an opportunity to provide additional information related to the CM/GC Design Process.

1. **Risk Management:** The CM/GC process is intended to eliminate or reduce risk. Removing risk and adding innovation will reduce the cost of construction. Therefore it is expected that bid items on CM/GC projects will be lower in cost than what is found in comparable design-bid-build projects.

In your response to the RFP, explain how you will identify, price, and mitigate risk through the formalized risk management process that CDOT intends to use. How will you support the team during pre-construction and construction activities in achieving a cost at or below traditional projects?

2. **Decision Analysis and Resolution:** Contractor's experience in the design effort should help to reduce errors and omissions, improve constructability, and reduce the cost of construction. Describe means and methods that will be used to support the design development and decision-making process in both the pre-construction and construction phases of the Project. How will the proposed processes help CDOT decide which suggestions to use, and how will the benefits and cost savings of CM/GC be documented?

3. **Cost Estimating:** As the design progresses you will assist the team in updating cost information to arrive at a Guaranteed Maximum Price (GMP) at the end of design. Describe the estimating process you will use to communicate the cost of each bid item and the cost of any risk. Explain how you will compare your cost to market conditions? How will you communicate assumptions, risk, and innovation to the designer and the Independent Cost Estimator?
4. **Schedule Management:** Your contract will be with CDOT. The designer's contract is also with CDOT. Address how you will collaboratively integrate and optimize the construction schedule with the design schedule.
5. **Subcontractor Plan:** It is the desire of CDOT that Proposers do not select subcontractors during the RFP process. Instead, provide a subcontractor selection plan. The plan should allow for solicitation of bids from reliable sources from which you make a selection. Describe your process in your selection plan. Your plan will in part be judged on how well it brings market competitive pricing into the Project. If you are selected to provide pre-construction services, you are expected to apply your subcontractor selection process and demonstrate a good-faith effort to a minimum of three competing bidders for each subcontracted item. You are expected to identify your selections during the design process as the team creates a solution that meets schedule, quality, and budget goals.

B. Oral Interviews/Cost Proposal Evaluation Criteria – 40 Points

i. Oral Interviews – 20 Points

An oral interview will be a mandatory part of the selection process after the CDOT selection panel selects a short list of contractors from their Statement of Interest (SOI)/ Proposals.

The structure of the oral interview will be as follows:

1. Short Presentation Summarizing the Statement of Interest (SOI)/ Proposal (30 Minutes)
2. Question and Answer Session with the Selection Panel (30 Minutes)

Be prepared to respond to oral technical, administrative, and cost based questions from the CDOT selection panel during the interview.

ii. Cost Proposal Form Evaluation (FEE) – 20 Points

5. Cost Proposal Form

- A.** Immediately following the Acknowledgement and Attestation Form is a Cost Proposal Form to be utilized to summarize the fee proposal for the services. Only those firms short-listed will be required to submit fee proposals as directed by CDOT.
- B.** This RFP document, its Appendices, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the interview shall serve as the only basis for proposals.
- C.** The respondent, by submitting this proposal, does hereby accept that minor changes by CDOT to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.
- D.** Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the interview, the respondent does hereby submit the following proposal for

- E. Respondent should complete the Cost Proposal Form by filling in all blanks on the form that follows.
- F. Respondents should include a separate detailed Not-To-Exceed reimbursable estimate.

6. CM/GC Contract Information

- A. Carefully review the CM/GC Contract sample (Appendix B) before initiating your response submittal. Any exceptions to the contract must be communicated formally in accordance with the written questions schedule in **Section 1.C. Key Events Schedule and Section 2.A Clarifications.**
- B. CDOT reserves the right to make non-material changes to the appended model agreement, including additions and /or modifications that may be necessary to more completely describe the services defined or implied herein.
- C. Any approved reimbursable expenses made under the terms of the final agreement shall be a direct pass-on cost with no adjustment to the fee described therein.
- D. Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of CDOT.

7. Acknowledgment and Attestation Form

- A. Several versions of the Acknowledgment and Attestation Form follow this section. Proper completion of the appropriate form is a mandatory requirement for a respondent to be considered responsive to this RFP Prequalification Submittal.
- B. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by CDOT.

8. Contractor Selection Protest Rules

Protests will be handled as follows:

1. Any actual or prospective contractor who is aggrieved in connection with a solicitation or of a contract may protest to the Chief Engineer. The protest shall be submitted in within seven working days after the aggrieved person knows or should have known of facts giving rise to the protest.
2. The Chief Engineer or designee shall have the authority to settle and resolve a protest of a Contractor, actual or prospective, concerning the solicitation or award of a contract. A written decision regarding the protest shall be rendered within seven working days after the protest is filed. The decision shall be based on and limited to a review of only those issues raised by the aggrieved Contractor, and will set forth each factor taken into account, in reaching the decision. The decision will constitute the final agency action of the Colorado Department of Transportation regarding the protest.
3. Entitlement to costs: When a protest is sustained by the Chief Engineer or designee, or upon administrative or judicial review, and the Contractor should have been awarded the contract under the solicitation, but was not. The protestor will be entitled to reasonable costs incurred in connection with the solicitation, including SOI/Proposal preparation costs. No other costs or fees will be permitted or awarded, and reasonable costs and fees will not include attorney's fees.

APPENDIX A: PROJECT FORMS

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(Partnership Format)**

Date: _____

Page 1 of 1

By responding to this RFP, the Respondent(s) certify that he/she has reviewed the Construction Management/General Contracting Sample Contract, and its Exhibits contained herein, and are familiar with their terms and conditions and find them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on _____ at _____
Date City
_____, State of _____
County State

1) _____
Partner Signature

Typed Name: _____

2) _____
Partner Signature

Typed Name: _____

Notary: _____ Date _____

Commission Expires: _____

Note: Add additional signature if there are more than two partners.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(Joint Venture Format)**

Date: _____

Page 1 of 1

By responding to this RFP, the Respondent(s) certify that he/she has reviewed the Construction Manager/General Contractor Sample Contract, and its Exhibits contained herein, and are familiar with their terms and conditions and find them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on _____ at _____,
Date City
_____, State of _____.
County State

1) _____
Venture Partner Binding Signature Date

Type of Business Typed Name: _____
Title: _____

Witness Date
Typed Name: _____

2) _____
Venture Partner Binding Signature Date

Type of Business Typed Name: _____
Title: _____

Witness Date
Typed Name: _____

Note:

1. Add additional venture partners as necessary.
2. Witnesses of venture partners shall be corporate secretary for corporations, partners for partnerships, and notaries for sole proprietorships.
3. Attach venture agreement
4. Type of business shall identify the venture partner as a corporation, venture, partnership, sole proprietorship, or other legal entity.

**ACKNOWLEDGEMENT AND ATTESTATION FORM
(CORPORATE FORMAT)**

Date: _____

Page 1 of 1

By responding to this RFP, the Respondent(s) certify that he/she has reviewed the Construction Management/General Contracting Sample Contract, and its Exhibits contained herein, and are familiar with their terms and conditions and find them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on _____ at _____,
Date City

_____, State of _____
County State

Corporate Officer Signature Date

Secretary Date

Note: Use full corporate name and attach corporate seal here.

(SEAL)

ACKNOWLEDGEMENT AND ATTESTATION FORM
(Sole Proprietorship Format)

Date: _____

Page 1 of 1

By responding to this RFP, the Respondent(s) certify that he/she has reviewed the Construction Management/General Contracting Sample Contract, and its Exhibits contained herein, and are familiar with their terms and conditions and find them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

Subscribed on _____ at _____,
Date City

_____, State of _____.
County State

Respondent Date

Typed Name: _____

Notary: _____
Date

Commission Expires: _____

COST PROPOSAL FORM

Date: _____

Page 1 of 1

Project Title

- 1. CM/GC Preconstruction Fee \$ _____
 - 2. CM/GC Construction Fee \$ _____
 - 3. General Conditions On-Site CM/GC Staff \$ _____
 - 4. Other Reimbursable General Conditions \$ _____
- Total CM/GC Fee \$ _____

Please provide a detailed breakdown to adequately describe the CM/GC staff provided, term of their services, and associated, anticipated reimbursable and non-reimbursable costs so as to demonstrate as complete an understanding as possible of the services provided.

The fee shall include preconstruction services, profit, overhead, home office staff, home office expenses, accounting and/or legal fees, insurance (exclusive of on-site CM/GC staff payroll related insurance-FICA, FUTA, SUTA, Workman’s Compensation), and any other costs or expenses not specifically identified as reimbursable expenses.

Reimbursable general condition expenses are generally confined to the on-site CM/GC construction phase staff reimbursed at direct personnel expense, plus those on-site materials, equipment and facilities to support the work of the CM/GC staff and construction subcontractors.

Acknowledge receipt of Addendum Nos. _____

Applicant or Corporate Officer Signature

Title

4. CMGC Design Process	20	Weight	Rating	Score
Risk Management		4	X	_____
Decision Analysis and Resolution		4	X	_____
Cost Estimating		4	X	_____
Schedule Management		4	X	_____
Subcontractor Plan		4	X	_____

TOTAL SCORE: _____

- NOTES: 1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms. Use only whole numbers.
2. Rating: 1 = unacceptable 2 = poor 3 = fair
 4 = good 5 = excellent
3. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

**COLORADO DEPARTMENT OF TRANSPORTATION
ORAL INTERVIEWS/COST PROPOSALS EVALUATION FORM
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

Name of Firm: _____
 Name of Project: _____
 Evaluator No: _____ Date: _____

SCORE		Weight		Rating		Score
1	Project Management Team/Capability of the Contractor	7	X	_____	=	_____
2.	Project Approach	3	X	_____	=	_____
3.	Project Innovations	3	X	_____	=	_____
4.	CMGC Design Process	7	X	_____	=	_____

TOTAL SCORE: _____

- NOTES: 1. Agencies are encouraged to include additional criteria that reflect the unique characteristics of the project under each category to help determine the submitter's overall qualifications.
2. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms. Use only whole numbers.
3. Rating: 1 = Unacceptable 2 = Poor 3 = Fair
 4 = Good 5 = Excellent
4. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation.

**COLORADO DEPARTMENT OF TRANSPORTATION
FINAL RANKING MATRIX**

QUALIFICATIONS 60%/ORAL INTERVIEW 20%/FEE 20%

FIRM	QUALIFICATIONS ¹						QUALS SCORE ³	ORAL INTERVIEW SCORE	FEE SCORE ⁴	TOTAL SCORE	RANK ⁶
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6					

NOTES:

1. Insert total score from each evaluator's INTERVIEW SELECTION/EVALUATION FORM only.
2. Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each firm's qualifications.
3. The maximum score for qualifications on the evaluation form is equivalent to 60 points and is equivalent to the maximum points available for qualifications. Therefore, each firm's score is determined as a percentage of the maximum points available. To score each average qualification score, use the example formula.

Assume the highest score is 300

SCORING OF QUALIFICATIONS

FIRM B: $\frac{300}{300} \times 60 \text{ points} = 60 \text{ points}$

FIRM C: $\frac{250}{300} \times 60 \text{ points} = 50 \text{ points}$

FIRM A: $\frac{200}{300} \times 60 \text{ points} = 40 \text{ points}$

4. The maximum score for qualifications on the evaluation form is equivalent to 60 points and is equivalent to the maximum points available for qualifications. Therefore, each firm's score is determined as a percentage of the maximum points available. To score each average qualification score, use the example formula
4. The maximum score for qualifications on the oral interview form is equivalent to 20 points and is equivalent to the maximum points available for oral interviews. Therefore, each firm's score is determined as a percentage of the maximum points available. To score each average interview score, use the example formula.

Assume the highest score is 100

SCORING OF QUALIFICATIONS

FIRM B: $\frac{100}{100} \times 20 \text{ points} = 20 \text{ points}$

FIRM C: $\frac{80}{100} \times 20 \text{ points} = 16 \text{ points}$

FIRM A: $\frac{60}{100} \times 20 \text{ points} = 12 \text{ points}$

- 5.
6. Determine score for each firm's sealed fee proposal with the lowest fee being equivalent to a maximum score of 20 points. To score each fee, use the example formula.

Assume the lowest fee was \$100,000.

SCORING OF FEES

FIRM A: $\frac{\$100,000}{\$100,000} \times 20 \text{ points} = 20 \text{ points}$

FIRM B: $\frac{\$100,000}{\$125,000} \times 20 \text{ points} = 16 \text{ points}$

FIRM C: $\frac{\$100,000}{\$150,000} \times 20 \text{ points} = 13.33 \text{ points}$

5. Add the average qualification score to the fee score to determine cumulative qualifications, oral interview, and fee score.
6. Numerically rank all firms with the highest scoring firm being the most qualified.

APPENDIX B

CONSTRUCTION MANAGER/GENERAL CONTRACTOR AGREEMENT (Sample)

Copy of these document may be obtained from Consultant Management section on the CDOT external website at <http://www.dot.state.co.us/Consultants/>.