

# STATE OF COLORADO



**Engineering Contracts Branch**  
Marguerite Molinas, Lead Contracting Officer  
4201 East Arkansas Avenue Suite 200  
Denver, Colorado 80222

Interested Consultants,

This package is for your use in preparing your Statement of Interest (SOI)/Work Plan (WP) for the professional services selection process for the Colorado Department of Transportation (CDOT). The consultant is encouraged to follow the outline and page distribution indicated in these instructions. The selection panel members will have limited time to review the submittals. If the panel has difficulty finding the desired information, they may consider the submittal as non-responsive and a lower score may result. Consultants must be pre-qualified one week prior to the SOI/WP submittal deadline.

Pages in excess of the page limits for each section will be removed from the submittal.

CDOT'S SELECTION PROCESS IS SUMMARIZED AS FOLLOWS:

## SOI/WP Pre-score Activity

The CDOT Contracting Officer reviews the SOI/WP for completeness and compliance with the newspaper advertisement and these instructions. If acceptable, the Contracting Officer transmits the SOI/WP package to each panel member. The package includes:

- SOI/WP Scoring Guidelines
- Draft Scope of Work
- Notice to Consultants
- Acceptance Checklist
- SOI/WP for Each Consultant

In addition to the package, CDOT's Contracting Officer E-mails every panel member their copy of the Excel Scoring Spreadsheet for this SOI/WP.

## SOI/WP Scoring Activity

- Prior to the selection panel meeting the following occurs:
  - Every panel member scores every SOI/WP independently.
  - The Agreements Office Contracting Officer scores every SOI/WP for workload factor (new scoring criteria).

Workload Factor MAY be considered in the selection for this project. The Agreements Office evaluates this factor prior to the selection meeting. The total value of all contracts awarded to each consultant for the two years preceding the SOI/WP submittal date are included. This factor comprises 15 percent of the total score. The workload score is not provided to the selection board until the selection meeting, after each of the panel members have already scored all consultant submittals and they have reached consensus on all of their scoring factors.

For FY 2015 – FY 2016 the Workload Factor scale is as follows:

\$00.00 - \$3 million	5 points
>\$3 million to \$6 million	4 points
>\$6 million to \$9 million	3 points
>\$9 million to \$12 million	2 points
Over \$12 million	1 point

#### Selection or Short-list Panel Meeting

A selection panel meeting is held to compile scores and discuss the panel member's evaluations of the consultant's SOI/WP based on the following criteria:

- Project Team
- Firm Capability
- Past Performance on Similar Projects or Similar Teams
- Work Location
- Project Goals
- Project Control
- Project Concept
- Project Critical Issues

The selection panel reaches a consensus ranking of either the selected firm, if there is not going to be an optional presentation and interview phase, or the short list of firms (minimum of the top 3 qualified consultants), if there is going to be a presentation and interview phase. The panel provides its recommendation to the Agreements Officer, who obtains the concurrence of the Contract Administrator, and then provides selection documentation to the Chief Engineer for approval. The Chief Engineer's approval is necessary before the Agreements Office can proceed with selection notification or the interview phase.

#### Presentation and Interview Selection Panel Meeting

IF the panel elects to conduct interviews, the short listed firms have one to two weeks to prepare their presentation for their interview with the selection panel. The purpose this meeting is to allow consultants time to present their analysis of the project and to allow the panel time to clarify the consultant's qualifications in a question and answer session.

#### Final Selection

In making the final selection recommendation to the Director of Aeronautics, the panel reaches consensus on the ranking of the selected firm. The panel provides its recommendation to the Contracting Officer, who obtains the concurrence of CDOT's Contract Administrator. Then the Contracting Officer provides selection documentation, including the board's ranking, to the Director of Aeronautics for approval. The Director of Aeronautics's approval is necessary before proceeding with selection notification.

#### SOI/WP Documentation

In addition to these instructions, the following documents are needed to prepare an SOI/WP and can be found on the CDOT consultant management web-site: <https://www.codot.gov/business/consultants/advertised-projects/2015>

#### SOI/WP Notice to Consultants Cover Memo

- Key Event Schedule (KES)
- Invitation for Consultant Services ( Newspaper ad)
- Consultant Evaluation Excel Scoring Spreadsheet (Example)
- Draft Scope of Work
  - This scope of work is subject to review by CDOT and may change.

- Consultants should be aware that the final scope of work may involve input from the selected consultant.
- SOI/WP Preparation Instructions for consultants

Additional Requirements

- All firms submitting a SOI/WP must be pre-qualified at least seven calendar days prior to the SOI/WP submittal date. Pre-qualification must be done annually.
- Professional liability insurance and other insurance are required for the length of the contract from selected consultant. Proof of insurance must be submitted with the final cost proposal.

Pre-qualification and insurance questions should be directed to the Agreements Office, at 303-757-9400.

Consultant selection process questions should be directed to CDOT Engineering Contracts Branch Contracting Officer Marguerite (Maggie) Molinas at 303-757-9398

The Agreements Office recommends that you prepare your SOI/WP in a 10 - 12 point font. If a smaller font is used, it may reflect negatively on your scores if panel members can not read your submission. A page for the submittal is defined as a standard 8-1/2 x 11 inch sheet of paper printed on one side only. If you notice any conflicts between the instructions and the guidelines in the public advertisement (notice to consultants), information in the public advertisement takes precedence.

Please do **not** include company prime or sub-consultant firm resumes, or staff resumes at this time.

Sincerely,

Marguerite Molinas, Lead Contracting Officer  
Engineering Contracts Unit

**CDOT Division of Aeronautics Statewide Pavement Management Support Services  
Notice for Professional Consultants**

**CONTRACT REQUIREMENT FOR INTERESTED CONSULTANTS**

**Effective January 1, 2015 all consultant firms submitting SOI and Work Plan as “Prime” and / or “Sub-Consultant”, for Advertisements and Solicitations, must have an “Audited Indirect Cost (overhead) Rate” that complies with Federal Acquisition Regulations (FAR) and AASHTO Audit Guide and a CDOT Master Pricing Agreement in order to compete and be eligible for contract award.**

**Interested firms that do not have a current audited indirect cost rate, and bill on a “Fee Schedule” may request a waiver of this policy from the CDOT Chief Engineer, who will consider factors relevant to the audited rate. Waivers are granted at the Chief Engineer’s sole discretion.**

# Professional Consultant Services

## Statement of Interest (SOI)/Work Plan (WP)

# Preparation Instructions for Consultants



Colorado Department of Transportation  
Engineering Contracts Branch  
4201 East Arkansas Avenue Suite 200  
Denver, Colorado 80222-3400

Telephone Number: (303) 757-9398  
Fax Number: (303) 757-9867

# I. CONSULTANT SOI/WP INSTRUCTIONS

**In CDOT's continued environmental efforts in "Going Green", Consulting firms are encouraged to submit their SOI on 2 sided format, rather than one sided only.**

## A. Sections

1. Cover or Introductory Letter (2 page limit - 8 1/2 x 11 paper) unchanged
2. Statement of Interest Section (5 page limit, 8 1/2 x 11 paper )
3. Work Plan Section (4 page limit - 8 1/2 x 11 paper)
4. Optional Section (5 page limit - 8 1/2 x 11 paper, and up to 3 of the 5 pages can be 11 x 17 paper)
5. The Commendation Section (No page limit - 8 1/2 x 11 paper)

## B. Cover or Introductory Letter

1. Address the cover or introductory letter to the Agreements Contracting Officer:  
Marguerite Molinas, Lead Contracting Officer  
CDOT Engineering Contracts Branch  
4201 E. Arkansas Avenue Suite 200  
Denver, Colorado 80222-3400
2. 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 firm is pre-qualified with CDOT and the firm'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/WP submittal.
  - e) CDOT **requires** an original signature signed in ink, by an authorized principal, partner, or officer of the firm.

## C. Statement of Interest Section (SOI)

1. The following outline is to aid you in preparing your SOI. Your responses to the elements of this outline should demonstrate the knowledge and expertise your firm brings to the project.
  - a) Project Team
    - (1) Identify your:
      - (a) Project Principal
      - (b) Project Manager
      - (c) Key Staff
      - (d) Sub-consultants.
    - (2) Present a brief discussion regarding how the team's qualifications and experience relate to this project.

- (3) Include the following:
  - (a) Principal's level of involvement in the project
  - (b) Qualifications and relevant individual experience of prime and sub-consultant team members
  - (c) Unique knowledge of team members related to the project
  - (d) Commitment of time and availability of key staff members
  - (e) Length of time with the firm for each key team member
  - (f) Experience on similar projects as a team
- (4) A project team organization chart maybe included in the optional section and, if it's included there, it is counted as a page of optional section.

b) Firm Capability

- (1) Address the firm's size and the disciplines of technical staff.
- (2) Include the firm's relevant experience and accomplishments as a Prime Consultant that were are not listed in the project team section.
- (3) Outline computer software availability and its compatibility with CDOT software.
  - (a) All consultants are **required** to use the following Bentley Suite software packages, which are currently used by CDOT:
    - (i) INROADS for project design
    - (ii) Microstation for project drafting
- (4) Indicate the Consultant's availability to do the project concurrent with existing and projected work loads.
- (5) Consider including the following:
  - (a) Graphs depicting firms capacity to do the project
  - (b) Information on the sub-consultant's role
  - (c) The sub-consultants function and integration into the team
  - (d) Match of personnel to the existing and future work load

c) Past Performance on Similar Projects or Similar Teams

- (1) List current and past projects completed within the past three years with CDOT
- (2) List similar projects which are on-going or completed within the past three years for other agencies.
- (3) Demonstrate your firm's or team's ability to do the following for projects listed above:
  - (a) Control costs
  - (b) Meet schedules
  - (c) Provide quality work.
- (4) Include the project name, project manager's name and telephone number for all projects listed above.
- (5) Describe your firm's role for all the projects listed above.

(6) Please include any letters of commendation you received on the projects listed above in the commendation section, where they will not count against your page limits.

d) Work Location

(1) Describe where the key work elements of this project will be done by the prime and the sub-consultants. Include the following points in your description:

- (a) Team's work location relative to the project location.
- (b) Accessibility of the project team for coordination with the CDOT project manager and the project location.
- (c) Firm's familiarity with the project area and local practices.
- (d) Firm's knowledge of the local labor and materials market.

e) Capacity

(1) This factor is based on the prime consultant's capacity to do work in Colorado.

(2) The advertisement lists the disciplines that will be included in the contract.

- (a) For each discipline listed, include a list of your firm's quarterly capacity, in work hours, for your Colorado offices.
- (b) Provide all of the work hours your firm has committed in each of the disciplines for each of the next four quarters, including all contracts for work outside CDOT.

(3) Please provide your firm's or sub-consultant's capacity for the disciplines required for this project, in the 5 page SOI section.

(4) In addition to the required information listed above, you may include narrative describing additional resources you plan to utilize for any of the listed disciplines.

(5) For your information, the selection board will give this score a value of plus one, zero, or minus one

- (a) Capacity is scored by consensus of the selection panel
- (b) This score will be used to adjust the workload score, however, it will not adjust it above 5.00 points (the Maximum score, which is outstanding) or below 1.00 point (the minimum score, which is unsatisfactory).

## D. WORK PLAN SECTION

### 1. Project Goal

a) Indicate the following:

- (1) Your firm's understanding of the project goals.
- (2) A list of deliverables required on the project.
- (3) For non-project specific selections, which have no identified tasks, describe a hypothetical project or the approach you have taken on a similar project.

### 2. Project Control

a) List the names of staff members responsible for the following items and describe how they plan to manage them.

(1) Cost Control

- (a) Controlling consultant contract costs.
- (b) Controlling construction costs to stay within the budget.

(2) Quality Control

- (a) Insuring that CDOT procedures are followed.
- (b) Insuring that project plans, specifications and estimates are free of errors and meet CDOT and other agency standards.

(3) Scheduling

- (a) Managing the required work to meet the established schedule.
- (b) For your information, a detailed work hour schedule should **not** be included.

3. Project Concept

- a) Briefly describe the actions you plan to take to achieve the project goals and objectives.

(1) Consider the following items:

- (a) Have you formulated a successful approach to the project?
- (b) Are possible design alternates suggested?
- (c) Have you exhibited sensitivity to general public concerns?
- (d) Have you demonstrated a clear and concise understanding of the project based on the data which has been provided?

4. Critical Issues (Problems and Solutions)

- a) This is your opportunity to present an analysis of the most significant issues that you believe you will have to address in order to successfully complete this contract.

(1) Consider the following points in presenting your analysis:

- (2) Are major problems identified?
- (3) Are the problems significant?
- (4) Are solutions reasonable?

5. Miscellaneous Section (Optional)

- a) This section provides the Consultant with the opportunity to submit additional Information:

- (1) Graphs
- (2) Charts
- (3) Photographs

- b) Up to 3 of the 5 pages can be 11 x 17 inches, but they must be folded to 8.5 x 11 inches.



## II. CONSULTANT SELECTION PROTEST RULES

### A. Protests will be handled as follows:

1. Any actual or prospective consultant who is aggrieved in connection with a solicitation or award of a contract may protest to the Contracting Officer. The protest shall be submitted in writing within seven working days after the aggrieved person knows or should have known of the facts giving rise to the protest.
2. The Director of Aeronautics or designee shall have the authority to settle and resolve a protest of a consultant, 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 consultant, 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 Director of Aeronautics or designee, or upon administrative or judicial review, and the consultant 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/WP preparation costs. No other costs or fees will be permitted or awarded, and reasonable costs and fees will not include attorney's fees.