STATE OF COLORADO

COLORADO
Department of Transportation
Division of Engineering Support

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 Salesforce Scoring Sheet 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. (90%)
- The Business Programs Office scores every SOI/WP for small business participation. (10%)

PLEASE NOTE: Workload factor has been suspended indefinitely beginning 8/01/2016 and will not be scored for this solicitation.

Selection or Short-list Panel Meeting (90%)

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 – 35%
- Firm Capability – 35%
- Approach – 20%

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.

Presentation and Interview Selection Panel Meeting

If the panel elects to exercise their option to interview the short-listed teams, the short-listed firms will have approximately 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.

In selections including an Interview Phase, the interview scores count for 20% of the overall score. Other scoring factors from the pre-shortlist evaluation and the shortlist meeting are adjusted accordingly.

Final Selection

In making the final selection recommendation to the Chief Engineer, the panel reaches consensus on the ranking of the selected firm(s). 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 Chief Engineer for approval. The Chief Engineer'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/2016

SOI/WP Notice to Consultants Cover Memo
- Key Event Schedule (KES)
- Invitation for Consultant Services (Newspaper ad)
- 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 as designated in the Consultant Agreement. Proof of insurance must be submitted with the final cost proposal.

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

The Engineering Contracts Unit 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 Branch

CDOT REGION 3 2017 CM PROGRAM (CRAIG)
Project: Program Specific Construction Management, Construction Inspection, and Material Testing 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)

Preparation Instructions for Consultants

COLORADO
Department of Transportation
Division of Project Support

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 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)
2. Statement of Interest Section **(**4 page limit, 8 1/2 x 11 paper)
3. Approach Section **(**1 page limit - 8 1/2 x 11 paper**)**
4. DBE Section **(**No page limit - 8 1/2 x 11 paper**)**

B. Cover or Introductory Letter

1. Address the cover or introductory letter to the 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) The name of the contract opportunity/RFP to which you are responding.
   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** signature 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

      (2) Present a brief discussion regarding how the team's qualifications and experience relate to the Scope of Work.

      (3) Include the following:
         (a) Principal's level of involvement in the project(s)
         (b) Qualifications and relevant individual experience of prime and sub-consultant team
         (c) Unique knowledge of team members related to the Scope of Work

(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

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 where applicable** to use the following software packages, which are currently used by CDOT:
(i) INROADS for project design
(ii) Microstation for project drafting
(iii) ArcView for Water Quality data

(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) Approach

(1) Address the team's approach to Construction Management Services as described in the Scope(s).

D. DBE Section – No page Limit

(NEW) Affidavit of Small Business Participation: For standard attachments more information see the document "Disadvantaged Business Enterprise (DBE) & Emerging Small Business (ESB) Requirements for As Needed Consultant Contract" provided in the attached RFP Documents. Please contact Megan Coontz-McAllister at 303-757-4140 with any questions.

(NOTE: THE ATTACHMENT, DBE REQUIREMENTS FOR AS NEEDED CONSULTANT CONTRACTS, WILL BE PROVIDED BY ADDENDUM ON THE CDOT WEBSITE AND VENDOR PORTAL, ANTICIPATED ADDENDUM DATE: 9/20/16)

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 Chief Engineer. 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 Chief Engineer 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 Chief Engineer 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.