

# 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 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.
- The Business Programs Office scores every SOI/WP for small business participation. (10%)
- The Contracts and Market Analysis branch scores every SOI/WP for workload factor (15%).

The workload factor is based on the amount of new contracts awarded to the consultant in the previous two years. The scoring scale will be evaluated each year, based on the total dollar amount of new contracts awarded to all consultants during the two prior fiscal years to assure that it remains current and relevant to the amount of work that consultants have with the Department.

For CY 2014 – CY 2015 the 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

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.

Selection or Short-list Panel Meeting (75%)

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 – 25%
- ❑ Approach – 15%

The selection panel reaches a consensus ranking of the selected firm(s), the panel provides its recommendation to the Contracting 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 Engineering Contracts can proceed with selection notification.

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/2015>

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 for the length of the contract from selected consultant. 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 2016 WESTERN SLOPE TRAFFIC ENGINEERING SERVICES**

**Project: Non-Project Specific Traffic Engineering 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



**MODIFIED 7/19/2016**

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 **MODIFIED 7/19/2016**

1. Cover or Introductory Letter (2 page limit - 8 1/2 x 11 paper)
2. Statement of Interest Section (5 page limit, 8 1/2 x 11 paper )
3. DBE/ESB Section (No 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 Traffic Engineering as described in the Scope.

D. DBE Section – No page Limit

- a) **(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 Katherine Williams with any questions.

## 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.