

STATE OF COLORADO



Engineering Contracts Branch

Pehle Colletta, 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's (CDOT) Division of Aeronautics State Aviation System Plan/Airport Economic Impact Study. The consultant must follow the outline and page limits 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 a lower score may result. Consultants must be pre-qualified one week prior to the SOI/WP submittal deadline.

CDOT'S SELECTION PROCESS IS SUMMARIZED AS FOLLOWS:

SOI/WP Pre-score Activity

Minimum Requirements:

The CDOT Contracting Officer reviews the SOI/WP for completeness and compliance with the request for qualifications (RFQ) advertisement and these instructions. Firms that do not meet the minimum requirements herein will be determined to be non-responsive and may be rejected by the Contracting Officer. Rejected proposals will not be forwarded to the evaluation panel for review.

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
- SOI/WP for Each Consultant

In addition to the package, CDOT's Contracting Officer sends every panel member their Scorebook 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 (100%).

Selection or Short-list Panel Meeting (100%)

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/Capability – 25%
- ❑ Firm Capacity – 20%
- ❑ Work Plan/ Project Approach – 20%
- ❑ Program Goals – 20%
- ❑ Feasibility – 15%

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 of 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 Director of Aeronautics, 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 panel’s ranking, to the Director of Aeronautics for approval. The Director’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/2017>

SOI/WP Notice to Consultants Cover Memo

- ❑ Key Event Schedule (KES)
- ❑ Invitation for Consultant Services (Advertisements)
- ❑ Draft Scope of Work
 - This scope of work is subject to review by CDOT and may change.
 - Consultants should be aware that the final negotiated scope of work will involve input from the selected consultant.
- ❑ SOI/WP Preparation Instructions for consultants

Additional Requirements

- All firms submitting a SOI must be pre-qualified at least seven calendar days prior to the SOI 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 Contract Compliance Packet.

Consultant selection process questions should be directed to CDOT Engineering Contracts Branch

Contracting Officer Pehle Colletta at 303-757-9195.

The Engineering Contracts Unit recommends that you prepare your SOI in a 10 - 12 point font. If a smaller font is used, it may reflect negatively on your scores if panel members cannot read your submission. A page for the submittal is a standard 8-1/2 x 11 inch sheet and, 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. If there is any conflict between these Instructions and the guidelines in the Public Advertisement (Solicitation), the information in the Public Advertisement takes precedence.

Sincerely,

Pehle Colletta, Contracting Officer
Engineering Contracts Branch

CDOT Aeronautics Colorado Aviation System Plan & Economic Impact Study of Colorado Airports

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), FAA Advisory Circular 150/5100-14E and a CDOT Master Pricing Agreement in order to 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 Director of Aeronautics, who will consider factors relevant to the audited rate. Waivers are granted at the Director of Aeronautics sole discretion.

NON-DISCRIMINATION NOTICE

The Colorado Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, DBEs will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Professional Consultant Services

Statement of Interest (SOI)

Preparation Instructions for Consultants



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

Telephone Number: (303) 757-9195
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 (1 page limit – 8 ½ x 11 paper)
2. Statement of Interest Section (3 page limit - 8 ½ x 11 paper)
3. Work Plan/Project Approach Section (20 page limit – 8 ½ x 11 paper)
4. Appendix A - References (2 page limit per reference - 8 ½ x 11 paper)

B. COVER OR INTRODUCTORY LETTER

1. Address the cover or introductory letter to the Contracting Officer:

Pehle Colletta, Contracting Officer
CDOT Engineering Contracts Unit
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) Project number and project location for project specific contracts.
 - c) Statement that the firm is pre-qualified with CDOT and the firm's pre-qualification expiration date.
 - d) Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
 - e) Name, telephone number, e-mail address and fax number of the individual to contact regarding their SOI/WP submittal.
 - f) 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 Capability
 - 1) Qualifications, experience and expertise in providing the services as related to the project (primary firm and sub-contractors).
 - b) Firm Capacity
 - 1) Describe firm's size, organizational structure and flexibility.

- 2) Describe the workload of personnel assigned to the project.

D. WORK PLAN SECTION

1. The following outline is to aid you in preparing your Work Plan. Your responses to the elements of this outline should demonstrate your firms' approach to the project.
 - a) Project Approach
 - 1) Describe the firm's general approach to the project.
 - 2) Demonstrate a clear and concise understanding of the technical content of submittal and methods/approach proposed to complete the project.
 - b) Scheduled Program Goals and Timelines
 - 1) Describe clear and feasible goals/objectives.
 - 2) Demonstrate an organized and logical activity sequence.
 - c) Feasibility and Completeness of Proposal
 - 1) Demonstrate a complete understanding of unique aviation planning process.
 - 2) Demonstrate ability to produce a quality project.

E. APPENDIX A - REFERENCES

1. List a total of three (3) general reference projects with a brief summary of the firm's role on the project and one contact for each project.
 - a) Project(s) should demonstrate the firms' specialized capabilities and experience in the airport system planning process and the economic impact study process.
 - b) Project(s) should demonstrate the firms' overall project understanding and technical approaches including key study elements and potential study problem areas.

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 Aeronautics Division Director. 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 Aeronautics Division Director or designee shall have the authority to settle and resolve a protest of 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 Aeronautics Division Director 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.