

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 (CDOT). 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 newspaper 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
- Attachment 1 DBE/ESB

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. (90%)
- The Civil Rights & Business Resource Center scores the Affidavit of Small Business Participation in the SOI for small business participation. (10%)

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 – 30%
- ❑ Past Experience – 30%
- ❑ Firm Capability – 15%
- ❑ Project Approach – 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 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/2017>

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
- ❑ Attachment 1 DBE/ESB

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 Central 70 Construction Assessment and Independent Assurance Testing

Project: C 0704-241; CDOT Central 70 Construction Assessment and Independent Assurance 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 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.

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 (4 page limit - 8 ½ x 11 paper)
3. Approach Section (1 page limit – 8 ½ x 11 paper)
4. Appendix A – Resumes (2 page limit per resume – 8 ½ x 11 paper)
5. Appendix B – References (2 page limit per reference - 8 ½ x 11 paper)
6. Small Business Participation Section (No page limit – 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 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) 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 / Capacity
 - 1) Describe the qualifications and ability of the team (Assessors, Segment Lead, and IAT) to provide thorough oversight of all applicable Project Agreement requirements as defined in the Scope of Work (SOW).

- 2) Describe the Flexibility/Bandwidth of the firm(s). Specifically, the capability of individual professional personnel and the team to provide oversight within a wide-range of the work components to accommodate CDOT's need for an adaptive auditing approach.
- 3) Describe commitment of time and availability of key staff members.
- 4) List any qualifications of Personnel that exceed the requirements.

b) Firm Capability

- 1) Describe firm's size, organizational structure and flexibility.
- 2) Describe firm's capability of providing the resources, tools and equipment to ensure successful implementation of SOW.
- 3) Include the firm's relevant experience and accomplishments as a Prime Consultant that were are not listed in the project team section.
- 4) Describe firm's technical disciplines and the capabilities of sub-consultants included on the team.

c) Past Experience – Design-Build Projects of Similar Scope

- 1) Describe the firm's past experience on design-build projects include features comparable to scope, nature, and complexity.
- 2) Explain application of relevant design-build experience, best practices, innovations, and lessons learned.
- 3) List experience of individual professional personnel (Assessor, Segment Lead, and IAT).

D. APPROACH SECTION

1. Describe the firm's general approach to the project.
2. Demonstrate a clear and concise understanding of the scope.
3. Demonstrate a clear and concise understanding of the Project Agreement requirements.

E. APPENDIX A – RESUMES

1. Resumes for individuals proposed on the project
 - a) One (1) Segment Lead
 - b) Six (6) Assessors
 - c) Three (3) Independent Assurance Testers

F. APPENDIX B – 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) The contact information shall include: full name, position/role on the project, company/agency, email address, and phone number.
 - b) At least one contact shall be an Owner Representative.
 - c) A general reference project means any transportation infrastructure project:
 - 1) Achieved substantial completion during the prior ten years and/or was under construction as of the date of RFP; and

G. SMALL BUSINESS PARTICIPATION SECTION

1. **(NEW)** Affidavit of Small Business Participation: For more information, see the document “Disadvantaged Business Enterprise (DBE) & Emerging Small Business (ESB) Requirements” provided below. Letters of intent and/or proof of certification are not required to be submitted with your SOI/WP. Please contact Erica Downey at 303-512-4144 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 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.