

# MEMORANDUM

**DEPARTMENT OF TRANSPORTATION**

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DATE: Revised August 1, 2007  
TO: Delbreath Walker, Director of Staff Services  
FROM: Jeff Wassenaar, Contracts and Market Analysis Branch Manager

SUBJECT: Policy Memo 23-Consultant Utilization for Design and Construction Engineering

This memo sets the policy for the use of consultant services for final design and construction management.

- All consulting engineering contracts that include the preparation of final plans, specifications, and estimates should include work scope for design support during construction. If needed, a task order will be written to provide for these services.
- Construction engineering services on a project are to be secured from a consultant other than the consultant that was under contract for final design services. This applies to all CDOT projects, work by an entity using state or federal funding (e.g. Local Agency projects), or work by an entity directly affects a state highway.

The Chief Engineer has the authority to waive this policy for a particular project. In certain circumstances, there may be logical business or technical reasons that merit consideration for this policy to be waived. In these cases the region will submit justification to the Chief Engineer for consideration. When it is an entity project, the entity will submit justification to the region for concurrence and the region will forward to Chief Engineer for final consideration. Requests received directly from a private company or developer will not be considered.

- Advertisements for project final design contracts will include a statement that indicates to the proposers (and their sub-consultants with more than a 20% share in the contract) that the provisions of this policy will be enforced.
- Advertisements for construction management services will state that the firm that performed final design services (and any sub-consultants that performed more than 20% of the work), will not be allowed to submit a statement of interest unless the Chief Engineer has waived this policy for that project.
- Consultants who perform preliminary design and/or environmental services may continue with, or compete for, final design services.

I concur: Pamela Hutton  
Pamela Hutton, P.E. Chief Engineer

8-22-07  
Date