



COLORADO
Department of Transportation

Office of the Chief Engineer

2829 W Howard Place
Denver, CO 80204

MEMORANDUM

TO: STEPHEN HARELSON, CHIEF ENGINEER
FROM: KEITH STEFANIK, DEPUTY CHIEF ENGINEER Keith J Stefanik Digitally signed by Keith J Stefanik Date: 2021.09.08 14:34:49 -0600
CC: HERMAN STOCKINGER
SALLY CHAFFEE
DATE: SEPTEMBER 8, 2021
SUBJECT: NON-PROJECT SPECIFIC (NPS) CONTRACT PROCEDURES

This Memorandum provides guidelines for the use of Non-Specific Project (NPS) contracts for consistent use. The guidelines promote consistency and efficiency in project delivery while complying with Federal and State fiscal rules. This Memorandum replaces and supersedes the NPS Contract Procedures Memorandum that was issued on January 11, 2019 which included concurrence from the Chief Engineer.

Services Eligible for NPS

NPS contracts are generally appropriate for work that is emergent, time critical or unanticipated which includes situations where planned resources become unavailable for a specific project. NPS contracts are also generally appropriate when the service provided is of a specified value that does not merit independent advertisement which could include project services, general engineering and specialty work (i.e. services such as traffic and safety, construction management, materials testing, and construction inspection).

NPS Contract Capacity and Structure

NPS contract capacity will be specified in the project advertisement but will not exceed \$6,000,000 unless specifically identified below. NPS contracts for the general engineering, construction management, material testing and construction inspection will be divided between the Front Range (comprised of Region 1, 2, 4, and HQ) and the Western Slope (Region 3 and 5).

Multiple contract awards will be issued for these services at tiers between \$1,000,000 and \$6,000,000 for terms of up to five years. Statewide solicitations for these same services will also be tiered award amounts but will range between \$1,000,000 and \$7,500,000 for terms of up to five years.

Amendments for adding funds and extending terms are prohibited for NPS contracts. Other specialty NPS contracts may be solicited on a regional basis or statewide as appropriate.



Solicitation Process

Region Program Engineers are responsible for the NPS contract scope of work and may assemble a team to develop the scope if appropriate. Engineering Contracts Services ("ECS") shall schedule the advertisement of the Request for Proposal. It is recommended that the evaluation panel team for the scoring of proposals be a minimum of three members and no more than five members.

The advertisements for the NPS contracts shall detail the maximum number of contracts to be awarded for each tier. ECS will assign a region contract administrator to each contract. Sharing of NPS contracts among the Regions will be allowed with the approval of the contract administrator.

Task Order Capacity

Task orders may be written and executed in an amount not to exceed \$500,000. For professional service needs that are budgeted to exceed \$500,000, NPS contracts are prohibited unless written pre-approval of the Chief Engineer authorizes a task order amount up to, but not exceeding \$750,000.

Additional funds may not be added to a task order to exceed these capacity limits. Task order services shall not be divided for a single scope of work to reduce the value to remain within the above NPS contract task order limits. The task order capacity described herein will take effect immediately for all NPS contracts.

I concur



Stephen Harelson, P.E.
Chief Engineer

