



COLORADO
Department of Transportation
Office of the Chief Engineer
4201 East Arkansas Ave, Suite 262
Denver, CO 80222

TO: Region Staff and Specialty Units
FROM: SCOTT MCDANIEL 
DIRECTOR OF DIVISION OF PROJECT SUPPORT

February 18, 2016

SUBJECT: DIVISION OF PROJECT SUPPORT MEMO 2016-01 / CONSULTANT UTILIZATION FOR DESIGN AND CONSTRUCTION

Chief Engineer Policy Memo 23 was initially issued on September 9th 2004. Updates were provided August 1st 2007 and January 20th 2012. This Memo incorporates all the previously issued information in one document and hereby supersedes Policy Memo 23.

Protocols for the use of consultant services for design and construction are as follows:

- All consultant 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 Management or Engineering services on a project will be secured from consultants who have performed less than 20% of design services for the project. This applies to all CDOT projects, work by an entity using state or federal funds (e.g. Local Agency Projects), or work by an entity which 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 and 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 a local agency project, the local agency 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.

The Chief Engineer has delegated his authority to the RTD to approve any requests to deviate from this policy for Local Agency Projects. Attached is the form to be used for requests by a Local Agency to deviate from this Memo.



- Advertisement for project final design contracts will include a statement that states 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.
- Advertisement for construction management or engineering services will state that the firm that performed final design services (and any sub-consultant 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 environmental review may continue with, or compete for, final design services.

I concur


Josh Laipply P.E. Chief Engineer

2/22/2016
Date

