COLORADO
Department of Transportation

Final Evaluation Manual

Construction Manager (CM) Services Request for Proposals (RFP) for the Preconstruction Phase of the Project

US 50B SHIFT Passing Lanes

PROJECT NUMBER: NH 0505-053

PROJECT LOCATION: US 50 Pueblo to Kansas State Line

PROJECT CODE: 25781

May 13, 2026

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1.0 INTRODUCTION AND PURPOSE

This document ("Evaluation Manual") provides the methodology and criteria for evaluation of the proposals received in response to the Final Request for Proposals (RFP) for Construction Manager (CM) Services for the preconstruction phase of the US 50B SHIFT Passing Lanes (Project). The Final RFP was issued by the Colorado Department of Transportation (CDOT) on April 14, 2026. The purpose of this Evaluation Manual is to provide a fair and uniform basis for the evaluation of the proposals.

2.0 CONFIDENTIALITY AND NON-DISCLOSURE REQUIREMENTS

This Evaluation Manual, evaluation materials, evaluation documentation, and evaluation notes contain sensitive information and shall not be publicly disclosed unless otherwise provided by statute or regulation. Members of the Evaluation Team shall keep all documentation (including electronic documentation) secure during evaluation. At the conclusion of the evaluation process, members of the evaluation team will not be permitted to retain any work papers or any part of the proposals.

Members of the Evaluation Team shall carefully guard the proposals, information designated as "proprietary" or "confidential" by any, and all materials electronic or otherwise used in this evaluation to avoid release of information contained in such documents.

Information regarding the contents of the proposals, the deliberations by the Coordination Team, Evaluation Team, Interview Evaluation Team, any recommendations to the Executive Oversight Committee, or any other information relating to the evaluation process will not be released or publicly disclosed by any person with access to this information without the authorization of the Colorado Attorney General's Office.

Each person that will be granted access to the proposals, including the Executive Oversight Committee, Coordination Team, Proposal Evaluation Teams, Interview Evaluation Team, Responsiveness Facilitator, Technical Advisors, and Observers will be required to complete a Confidentiality and Non-Disclosure Agreement and a Conflict-of-Interest Certification and deliver the completed and signed agreement to the Responsiveness Facilitator, prior to being granted access to the proposals.

3.0 EVALUATION MANUAL TRAINING

The Alternative Delivery Program shall schedule and conduct an Evaluation Manual Training prior to proposals being distributed to any members of the following: Coordination Team, Proposal Evaluation Teams, Interview Evaluation Team, Responsiveness Facilitator, Technical Advisors, and Observers.

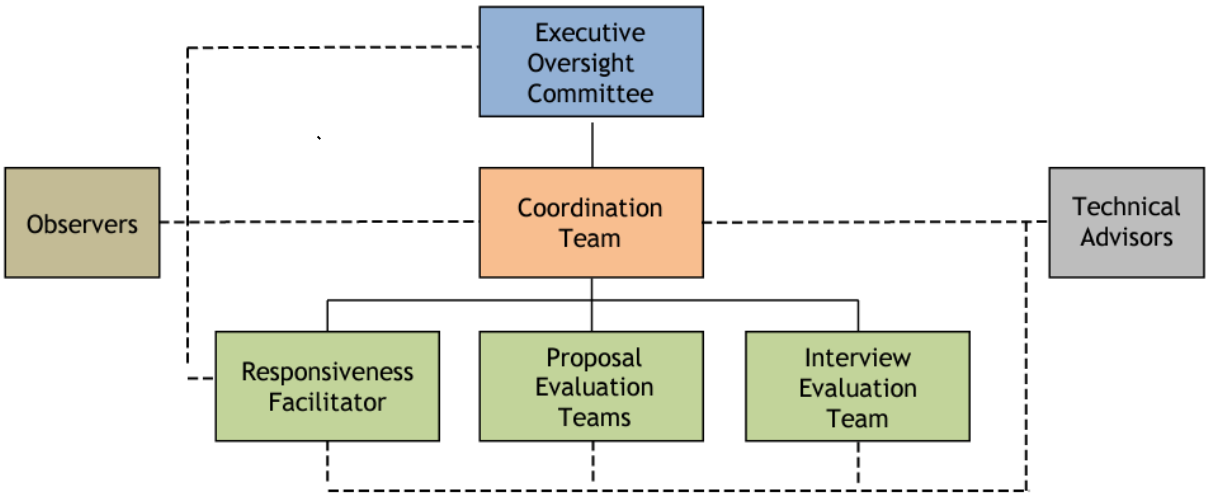
The intent of the Evaluation Manual Training is to establish a baseline knowledge of the Evaluation Manual to ensure that all above members understand and are aware of their responsibilities. The Alternative Delivery Program will perform this training with oversight from the Colorado Attorney General's Office.

4.0 EVALUATION MANUAL RESPONSIBILITIES

4.1 Evaluation Manual Organizational Structure

The overall organizational chart for the Evaluation Manual is shown in Figure 1 of this Evaluation Manual.

- **Figure 1 – Organizational Chart**



4.2 CDOT Chief Engineer

For Clarity, the Chief Engineer is **not** a member of the Executive Oversight Committee. The Chief Engineer's responsibilities and duties for the proposal evaluation process include:

- Reviewing and authorizing the recommendation to award the contract to the Apparent Successful Proposer or rejecting the recommendation to award the contract to the Apparent Successful Proposer.

  This recommendation is presented to the Chief Engineer by the Executive Oversight Committee.

- Settling and resolving any proposal protest in accordance with the process described within the Final Request for Proposal (Final RFP).

4.3 Executive Oversight Committee

The Executive Oversight Committee is identified in **Table 1** of this Evaluation Manual. The responsibilities and duties of the Executive Oversight Committee for the proposal evaluation process include:

- Understanding the Final RFP requirements.
- Authorize the release of the Final RFP.
- Approval of this Evaluation Manual prior to the start of evaluation activities.
- Ensuring all deliberations concerning this evaluation do not include information not presented in the proposals, do not contain prejudice and/or are not capricious in nature.
- Ensuring the evaluation process is properly conducted by overseeing the process and providing general guidance and instructions to the Coordination Team when required.

- Completing the Executive Oversight Committee evaluation process requirements as identified in **Section 6** of this Evaluation Manual.

Table 1 – Executive Oversight Committee

Member Name	Member Organization	Division

4.4 Coordination Team Leader

The Coordination Team Leader is identified in **Table 2** of this Evaluation Manual. The Coordination Team Leader's responsibilities and duties for the proposal evaluation process include:

- Responsible for the overall coordination of the evaluation process.
- Understanding the Final RFP requirements.
- Ensuring the Coordination Team, Proposal Evaluation Teams, Interview Evaluation Team, Responsiveness Facilitator, Technical Advisors, and Observers complete the Evaluation Manual training and follow the Evaluation Manual process.
- Ensuring the Proposal Evaluation Teams and the Interview Evaluation Team are diverse and eliminate undue influence by any single evaluator.
- Ensuring all deliberations concerning this evaluation do not include information not presented in the proposals, do not contain prejudice and/or are not capricious in nature.
- Ensuring the evaluation process is properly conducted by overseeing the process and providing general guidance and instructions to the Coordination Team, Proposal Evaluation Teams, Interview Evaluation Team, Responsiveness Facilitator, Technical Advisors, and Observers.
- Ensuring the timely progress of the evaluation and ensuring appropriate records of the evaluation are maintained.
- Completing the Coordination Team Leader evaluation process requirements as identified in **Section 6** of this Evaluation Manual.

4.5 Coordination Team

The Coordination Team is identified in **Table 2** of this Evaluation Manual. The Coordination Team's responsibilities and duties for the proposal evaluation process include:

- Understanding the Final RFP requirements.
- Ensuring the Proposal Evaluation Teams and the Interview Evaluation Team follow the Evaluation Manual.
- Completing the Coordination Team evaluation process requirements as identified in **Section 6** of this Evaluation Manual.

Table 2 – Coordination Team

Member Name	Member Organization	Division

4.6 Proposal Evaluation Team Leaders

Each Proposal Evaluation Team Leader is identified in **Table 3** of this Evaluation Manual. The Proposal Evaluation Team Leader's responsibilities and duties for the proposal evaluation process include:

- Understanding the Final RFP requirements.
- Serving as the point of contact for their Proposal Evaluation Team if a Proposal Evaluation Team member has questions or encounters issues relative to the proposal evaluations.
- Coordinating the need and participation of Technical Advisors for their Proposal Evaluation Team.
- Ensuring the timely progress of their Proposal Evaluation Team, coordinate any necessary Proposal Evaluation Team meetings, and maintain appropriate records of the evaluation.
- Ensuring all deliberations concerning this evaluation do not include information **not** presented in the proposals, do not contain prejudice and/or are capricious in nature.
- Completing the Proposal Evaluation Team Leader evaluation process requirements as identified in **Section 6** of this Evaluation Manual.

4.7 Proposal Evaluation Teams

Each Proposal Evaluation Team is identified in **Table 3** of this Evaluation Manual. The Proposal Evaluation Team's responsibilities and duties for the proposal evaluation process include:

- Understanding the Final RFP requirements.
- Completing the Proposal Evaluation Team evaluation process requirements as identified in **Section 6** of this Evaluation Manual.

Table 3 - Proposal Evaluation Teams

Member Name	Member Organization	Division
Team 1 - Project Management Team Evaluation Team		
Team 2 - Contractor Capability Evaluation Team		
Team 3 - Strategic Project Approach Evaluation Team		
Team 4 - Approach to Risk, Schedule, and Pricing Evaluation Team		

4.8 Interview Evaluation Team

The Interview Evaluation Team is identified in **Table 4** of this Evaluation Manual. The Interview Evaluation Team's responsibilities and duties for the proposal evaluation process include:

- Understanding of Final RFP requirements.
- Review proposals of the Shortlisted teams.
- Completing the Interview Evaluation Team evaluation process requirements as identified in **Section 7** of this Evaluation Manual.

Table 4 – Interview Evaluation Team

Member Name	Member Organization	Division

4.9 Responsiveness Facilitator

The Responsiveness Facilitator is the Contract Officer listed in the Final RFP. The Responsiveness Facilitator's responsibilities and duties for the proposal evaluation process include:

- Understanding the Final RFP requirements.
- Compiling Confidentiality and Non-Disclosure Agreement and a Conflict-of-Interest Certification for the Executive Oversight Committee, Coordination Team, Proposal Evaluation Teams, Interview Team, Responsiveness Coordinator, Technical Advisors, and Observers.
- Upon receipt of the proposals, conducting a Responsiveness Review of each proposal to determine the responsiveness sufficiency in accordance with the Final RFP.
- Completing the Responsiveness Facilitator evaluation process requirements as identified in **Section 6** of this Evaluation Manual.

4.10 Observers

The Observers are identified in **Table 5** of this Evaluation Manual. The Observer's responsibilities and duties for the proposal evaluation process include:

- Understanding the Final RFP requirements.
- Reviewing the proposals.
- Ensuring all deliberations concerning this evaluation do not include information not presented in the proposals, do not contain prejudice and/or are capricious in nature.
- Attending the Proposal Evaluation Team Meetings, Proposal Coordination Team Meeting, EOC Shortlist Concurrence Meeting, and EOC Final Ranking Concurrence Meeting as discussed in **Section 6** of this Evaluation Manual.
- Note: The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, will be an Observer but will also validate the various scoring forms as noted within this Evaluation Manual.
- Note: Observers will **not** provide evaluation scores or opinions.

Table 5 – Observers

Member Name	Member Organization	Division

4.11 Technical Advisors

The Coordination Team, Proposal Evaluation Teams, and Interview Evaluation Team may request the input of a Technical Advisor to advise on discrete matters with respect to the evaluation process. Those Technical Advisors that have been identified prior to the commencement of the evaluation process are listed in **Table 6** of this Evaluation Manual.

Additional Technical Advisors may be designated at any time during the evaluation process by the Coordination Team Leader if matters requiring expert input are identified during the process that are not within the area of the expertise of Technical Advisors listed in **Table 6** of this Evaluation Manual. Technical Advisors have certain responsibilities and duties that include:

- Understanding the Final RFP requirements.
- Reviewing the proposals.
- Providing technical expertise on specific items as requested by the Coordination Team, Proposal Evaluation Teams, and Interview Evaluation Team.
- Note: Technical Advisors will **not provide** evaluation scores.

Table 6 – Technical Advisors

Member Name	Member Organization	Technical Advisor Area of Expertise

5.0 EVALUATION SCHEDULE

The proposed schedule for the proposal evaluation process is identified in **Table 7** of this Evaluation Manual. CDOT is fully committed to delivering the Project and meeting the milestones shown in the table below. CDOT does reserve the right to modify the timeframes if it is determined by CDOT to be in the best interest of the State, and the Project.

Table 7 – Proposal Evaluation Schedule

Evaluation Milestones	Date
Evaluation Manual Approved by the Executive Oversight Committee	5/15/26
Evaluation Manual Training	5/18/26
Submit Confidentiality and Non-Disclosure Agreement and a Conflict-of-Interest Certification	5/19/26
Proposals Deadline	5/15/26
Responsiveness Review Completed	5/20/26
Distribution of Proposals	5/20/26
Proposal Evaluation Team Meetings Completed	6/8/26 to 6/11/26
Proposal Coordination Team Meeting Completed	6/9/26
EOC Shortlist Concurrence Memo provided to Executive Oversight Committee	6/12/26
EOC Shortlist Concurrence Meeting	6/17/26
Notification of Shortlisted Proposers sent to all Proposers	6/18/26
Shortlisted Proposers Interviews (In-Person)	7/08/26
Interview Evaluation Team Meeting Completed	7/08/26

EOC Apparent Successful Proposer Memo provided to Executive Oversight Committee	7/08/26
EOC Final Ranking Concurrence Meeting	7/09/26
Executive Oversight Committee Concurrence & Chief Engineer Approval	7/15/26
Announcement of Apparent Successful Proposer	7/16/26

6.0 PROPOSAL EVALUATION PROCESS

The following procedure outlines the proposal evaluation process to be conducted in accordance with this Evaluation Manual. The Evaluation Manual flowchart is included in **Figure 2** of this Evaluation Manual.

6.1 Proposal Evaluation Process - Step 1

Upon CDOT's receipt of the proposals, the Responsiveness Facilitator will conduct a Responsiveness Review of each proposal in accordance with the process identified below, to determine the responsiveness sufficiency of each proposal.

- The Responsiveness Review will be conducted in accordance with the Final RFP and the Responsiveness Checklist identified in **Appendix A** of this Evaluation Manual.
- The Responsiveness Facilitator, with concurrence of the Coordination Team Leader, may issue a Request for Clarification to a Proposer to solicit supplemental information. The proposals may not be significantly altered nor materially changed by the clarification.
- The Coordination Team Leader will evaluate the Request for Clarification issued by the Responsiveness Coordinator and determine if the purpose of the request falls within reason to the criteria listed below:
    - Resolves any minor uncertainties or obtain clarification concerning the proposal's responsiveness.
    - Resolves any suspected mistakes unrelated to the technical content of the proposal by calling the suspected mistake to the attention of the Proposer.
    - Provides the Proposer a reasonable opportunity to submit clarifications that are in response to the Request for Clarification resulting from the proposal responsiveness review, unrelated to the technical evaluation of its proposal content.
- If the Responsiveness Facilitator determines that a proposal (including any Request for Clarification responses) is non-responsive, the Responsiveness Facilitator will recommend to the Coordination Team Leader that CDOT declare the proposal non-responsive.
- If the Coordination Team Leader agrees with the Responsiveness Facilitator's non-responsive recommendation, the Coordination Team Leader shall draft a notice for the Executive Oversight Committee's approval. If the Coordination Team Leader does not agree with the Responsiveness Facilitator's non-responsive recommendation, the Coordination Team Leader shall escalate the discussion to the Executive Oversight Committee.
- The Executive Oversight Committee shall concur with the notice, the notice will be issued to the appropriate Proposer by the Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director. If the Executive Oversight Committee does not agree

with the notice, the proposal shall be deemed responsive.

- Non-responsive proposals **will not** be evaluated or scored.
- Responsive proposals **will** be evaluated and scored.

6.2 Proposal Evaluation Process - Step 2

For all proposals that are determined to be "Responsive", Step 2 of the evaluation process will begin in accordance with the process identified below.

6.2.1 Proposal Evaluation Team Process

- Each Proposal Evaluation Team member shall review the **entire** proposal with focus on their respective assigned proposal section to determine the merits of each Proposer's overall approach to meeting the requirements of the Final RFP.
- Each Proposal Evaluation Team member shall complete an assessment of "Significant" or "Minor" Strengths and Weaknesses, (as defined in **Appendix B** of this Evaluation Manual), of their **assigned** proposal section using the appropriate Individual Evaluator Scoresheet located in **Appendix C** of this Evaluation Manual.
- Each Proposal Evaluation Team member shall provide reasoning of the "Significant" or "Minor" Strengths and Weaknesses by documenting comments in the appropriate Individual Evaluator Scoresheet. The comments should be specific, objective and not generalizations.
- Each Proposal Evaluation Team member shall assign a corresponding score based off the defined criteria in **Appendix B** of this Evaluation Manual. Each Team member's assessment of "Strengths and Weakness", and the definition of the scores will be the sole basis of their score. The Score will be to the Nearest one quarter point (1.0,1.25,1.5, etc.), and shall then be recorded on the appropriate Individual Evaluator Scoresheet located in appendix C of this Evaluation Manual.
- Each Proposal Evaluation Team Leader shall schedule and facilitate a Proposal Evaluation Team Meeting with their respective Proposal Evaluation Team. This meeting will be used to discuss the documented Strengths, Weaknesses, and scores of the individual Proposal Evaluation Team members including the Proposal Evaluation Team Leader.
- At the conclusion of the Proposal Evaluation Team Meeting. The Proposal Evaluation Team Leader will average the individual Proposal Evaluation Team member's scores to arrive at a consensus score for their assigned proposal section using the appropriate Evaluation Team Consensus Scoresheet located in **Appendix E** of this Evaluation Manual. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, shall validate the spreadsheet.
- Each Proposal Evaluation Team Leader shall present their Evaluation Team Consensus Scoresheet to the Coordination Team at the Proposal Coordination Team Meeting. See below for information regarding the Proposal Coordination Team Meeting.

6.2.2 Coordination Team Process

- The Coordination Team Leader shall schedule and facilitate the Proposal Coordination Team Meeting that will include the Proposal Evaluation Team Leaders, Observers, and Technical Advisors (if requested). The Proposal Evaluation Team Leaders shall present their individual team's consensus findings at a high level and discuss the information with the Coordination Team.
- Upon overall validation at the Proposal Coordination Team Meeting, the Coordination Team Leader will apply the maximum number of points available to each proposal section of the Proposal Evaluation Process, for each proposal. This will be documented using the Coordination Team Consensus Scoresheet located in **Appendix F** of this Evaluation Manual. This process will calculate

the Proposal Evaluation Score for each proposal. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, shall validate the spreadsheet.

- Once the Proposal Evaluation score is calculated for each proposal, the Coordination Team Leader shall rank the proposals in ascending order and document the ranking using the Coordination Team Shortlist Consensus spreadsheet located in **Appendix G** of this Evaluation Manual.
- The Coordination Team Leader shall then determine the recommended Shortlisted Proposers List in accordance with the Final RFP. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, shall validate the list.
- The Coordination Team Leader will prepare the EOC Shortlist Concurrence Memo and provide it to the Executive Oversight Committee 48-hours in advance of the EOC Proposer Shortlist Meeting.

6.2.3 Executive Oversight Committee Process

- The Coordination Team Leader shall schedule the EOC Proposer Shortlist Meeting and invite all EOC members, Observers, and Coordination team members.
- The Coordination Team shall present the results of the proposal evaluation to the Executive Oversight Committee at the EOC Proposer Shortlist Meeting. The EOC may request that any member of the Coordination Team answer questions on the evaluation process and results.
- The EOC shall provide verbal concurrence of the recommended Shortlisted Proposers list and sign the EOC Shortlist Concurrence Memo.
- Representatives of the Federal Highway Administration (FHWA) and Observers may attend the EOC Proposer Shortlist Meeting. However, no representative or Observer will participate in the deliberations of the Executive Oversight Committee regarding the list of Shortlisted Proposers.
- The Coordination Team Leader shall inform the Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, to notify all Proposers of the results. The Shortlisted Proposers will then proceed to the interviews.

7.0 INTERVIEW EVALUATION PROCESS

Only Shortlisted Proposers are eligible to participate in the interview phase. The following procedure outlines the interview evaluation process. The Evaluation Manual flowchart is included in **Figure 2** of this Evaluation Manual.

7.1 Interview Evaluation Team

Each Interview Evaluation Team member shall attend the Shortlist interviews and evaluate each interview in accordance with the process identified below.

- The Contract Officer, or a substituted Contract Officer approved by the Project Director, listed in the Final RFP will facilitate the interviews.
- Each Interview Evaluation Team member shall observe the interview to determine the merits of each Proposer's overall responsiveness and approach to meeting the requirements of the Final RFP.
- Each Interview Evaluation Team member shall complete an assessment of "Significant" or "Minor" Strengths and Weaknesses, (as defined in **Appendix B** of this Evaluation Manual), of the interview using the Interview Individual Evaluator Scoresheet located in **Appendix H** of this Evaluation Manual. Each Interview Evaluation Team member shall provide documentation of their assessment of "Significant" or "Minor" Strengths and Weaknesses by documenting comments in the Interview Individual Evaluator Scoresheet, of which the comments should be specific and not generalized. This shall be completed for the presentation, the team challenge, and the question-and-answer session of the interview.
- Each Interview Evaluation Team member shall determine a corresponding score based off the defined criteria in **Appendix B** of this Evaluation Manual. Each Team member's assessment of "Strengths and Weakness", and the definition of the scores will be the sole basis of their score. This shall be completed for the presentation, the team challenge, and the question-and-answer session of the interview. The scoring shall also be recorded on the Interview Individual Evaluator Scoresheet.
- The Coordination Team Leader/Interview Evaluation Team Leader will schedule and facilitate an Interview Evaluation Team Meeting. The Coordination Team Leader will lead the discussion of Strengths, Weaknesses, and scores of each Shortlisted Proposer and ensure that each Interview Evaluation Team member has opportunity to express their perspectives in the meeting.
- Upon verification, the Coordination Team Leader will average the individual Interview Evaluation Team member's scores to arrive at consensus scores for the Interview Evaluation Team using the Coordination Team Interview Consensus Scoresheet located in **Appendix I** of this Evaluation Manual. This shall be completed for, the presentation, the team challenge, and the question-and-answer session of the interview. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, shall validate the spreadsheet.
- Upon overall validation at the Interview Evaluation Team Meeting, the Coordination Team Leader will apply the maximum number of points available for each interview sections of the interview evaluation process for each proposal using the Coordination Team Total Scoresheet located in **Appendix J** of this Evaluation Manual. This process will calculate the Interview Evaluation Score for each proposal. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, shall validate the spreadsheet.

8.0 TOTAL SCORE PROCESS

The following procedure outlines the Total Score process to be followed to complete the overall evaluation process. The Evaluation Manual flowchart is included in **Figure 2** of this Evaluation Manual.

8.1 Coordination Team Leader Process

- The Coordination Team Leader will calculate the Total Score by adding the Proposal Evaluation score and the Interview Evaluation score for each Shortlisted Proposer using the Coordination Team Total Scoresheet located in **Appendix J** of this Evaluation Manual (for clarity, this is the same scoresheet as mentioned above). The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, shall validate the spreadsheet.
- Once the Proposal Total Score is calculated for each Shortlisted Proposer, the Coordination Team Leader shall rank the Shortlisted Proposers using the Coordination Team Final Ranking of Shortlisted Proposers sheet located in **Appendix K** of this Evaluation Manual. The Coordination Team Leader shall then determine the recommended highest ranked Shortlisted Proposer in accordance with the Final RFP. The Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, shall validate the spreadsheet.
- The Coordination Team Leader will prepare the EOC Apparent Successful Proposer Memo and provide it to the Executive Oversight Committee 48-hours in advance of the EOC Final Ranking Concurrence Meeting.

8.2 Executive Oversight Committee Process

- The Coordination Team Leader shall schedule the EOC Final Ranking Concurrence Meeting and invite all EOC members, Observers, and Coordination team members.
- The Coordination Team shall present the results of the Interview Evaluation and proposer Total Scores to the EOC at the EOC Final Ranking Concurrence Meeting. The EOC may request that any member of the Coordination Team answer questions on the interview evaluation process and results.
- The EOC shall provide verbal concurrence of the final proposer rankings and sign the EOC Apparent Successful Proposer Memo. The highest ranked Proposer will now be referred to as the Apparent Successful Proposer.
- Representatives of the Federal Highway Administration (FHWA) and Observers may attend the EOC Final Ranking Concurrence Meeting. However, no such representative or Observer will participate in the Executive Oversight Committee's decision regarding the selection of the Apparent Successful Proposer.
- The Coordination Team Leader will send the signed EOC Apparent Successful Proposer Memo to the Chief Engineer. The Coordination Team Leader shall prepare the Chief Engineer Authorization to Award Memo and send it to the Chief Engineer once the Chief has had time to review the evaluation results in the Apparent Successful Proposer memo.
- With the signed CE Authorization to Award. The Coordination Team Leader shall inform the Contract Officer listed in the Final RFP, or a substituted Contract Officer approved by the Project Director, to notify all Proposers of the results and post the final results to the project website.

APPENDIX A – PROPOSAL RESPONSIVENESS CHECKLIST

[COMPLETED IN BIDNET; TABLE BELOW IS FOR PLANNING PURPOSES]

Requirements	Final RFP Section	Yes	No
Mandatory Letter of Interest 2/27/2026	2.2.A		
Timely Proposal Submission 5/15/2026 at 2:00 p.m.	2.9.A		
Electronic (PDF) file	2.9.A		
Formatted with section headers/tabs in the exact form and alphanumeric sequence of Section 3.1.A	2.9.B		
Minimum font size of 11 Times New Roman and a minimum font size of 10 Times New Roman on charts, graphs, and figures	2.9.B		
Introductory Letter (1-page 8.5”x11”)	2.9.B		
Proposal Section (10-page 8.5”x11” and 3 11”x17”) 13 pages total	2.9.B		
Appendix Section: CM Compensation (Form B-1 1page), MPPC (Form B-2 1page and Appendix C – 2 page).	2.9.B		
Appendix Section: Potential conflicts of interest (no page limit 8.5”x11”)	2.9.B		
Appendix Section: Surety Letters (no page limit 8.5”x11”)	2.9.B		
Appendix Section: Evidence of insurability: No page limit (8-1/2” x 11” electronic paper size)	2.9.B		
Appendix Section: Resumes and references (20 page maximum 8.5”x11”)	2.9.B		
Supplemental Section (5-page 8.5”x11” or 11”x17”) for risk assessments, Cost Model examples, processes, and additional photos, exhibits, or schedules	2.9.B		
Commendation Section (5-page – 8.5”x11”) awards or letters of recommendations	2.9.B		
Demonstrated Bonding Capacity of at least $67M. Letters indicating “unlimited” bonding/security capability are not acceptable	2.2.B		
Demonstrated Insurability per Stand Spec 107.15. not required to provide Professional Liability insurance certificates	2.2.C		
Prequalified with CDOT Greater than $20M	2.2.D		
Current history regarding debarment, eligibility, indictments, convictions, or civil judgments	2.2.D		
Anti-Collusion Affidavit	2.2.F		

APPENDIX B - STRENGTHS/WEAKNESSES/SCORING

Proposal Evaluation and Interview Evaluation Scoring Notes:

1. CDOT has developed an Evaluation Manual to promote objectivity and transparency. Selection Panel Members are required to read, attend training, and follow all scoring guidelines.
2. All Selection Panel Members have signed Non-Disclosure Agreements and Conflict of Interest Disclaimers as part of this procurement and cannot directly be contacted by or contact anyone outside of the Evaluation Facilitator about this project until the CM Services contract has been executed.
3. Points have been assigned prior to evaluation and are to be consistent on all evaluation forms. Comments by Selection Panel members are required on all scoring forms so that all Proposers may receive constructive feedback on their proposals and performance.
4. Selection Panel scoring values will be only numbers in whole, half, or quarter-number increments (i.e. 2.25, 3.50, 4.00.). Scoring of the proposal and interview will be based on the Evaluation Assessment Guidelines as set forth in the table below.
5. Strengths and Weaknesses for the Evaluation Assessment Guidelines as set forth in the table below are defined as follows:

   A. *Strengths* – That part of the proposal that ultimately represents a benefit to the Project and is expected to increase the Proposer's ability to meet or exceed the Project Goals. A Minor Strength has a **slight positive influence** on the Proposer's ability to meet or exceed the Project Goals while a Significant Strength has a **considerable positive** influence on the Proposer's ability to meet or exceed the Project Goals.

   B. *Weaknesses* – That part of a proposal which detracts from the Proposer's ability to meet the Project Goals or may result in inefficient or ineffective performance. A Minor Weakness has a slight negative influence on the Proposer's ability to meet the Project Goals while a Significant Weakness has a considerable negative influence on the Proposer's ability to meet the Project Goals

APPENDIX B - STRENGTHS/WEAKNESSES/SCORING (CONTINUED)

Evaluation Assessment Guidelines	
Selection Panel members will individually evaluate and score their assigned proposal category in accordance with the evaluation criteria set forth in this RFP and assign a numerical score according to the scoring methodology listed below.	
Score	**Description**
5	The Proposer demonstrates several Significant Strengths and/or several Minor Strengths, has no Significant Weaknesses or no Minor Weaknesses regarding the following bullets: • The Proposer's understanding of and approach to meeting the Project Goals. • The Proposer's understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer's qualifications. The response supports an extremely strong expectation of successful Project performance if ultimately selected as the CM.
4	The Proposer demonstrates several Minor Strengths and/or few Significant Strengths, has few Minor Weaknesses and no Significant Weaknesses regarding the following bullets: • The Proposer's understanding of and approach to meeting the Project Goals. • The Proposer's understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer's qualifications. The possibility exists that if selected, the Proposer may offset the Weakness of the response with their strengths. However, their minor weakness could slightly affect the success of the Project.
3	The Proposer demonstrates several Minor Strengths and no Significant Strengths, has several Minor Weaknesses and few Significant Weaknesses regarding the following bullets: • The Proposer's understanding of and approach to meeting the Project Goals. • The Proposer's understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer's qualifications. The possibility exists that if selected, the Proposer's Weaknesses could have an adverse effect on the success of the Project.
2	The Proposer demonstrates few Minor Strengths and no Significant Strengths, has several Minor Weaknesses and/or several Significant Weaknesses that demonstrate deficiency regarding the following bullets: • The Proposer's understanding of and approach to meeting the Project Goals. • The Proposer's understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer's qualifications. It is probable that if selected, the Proposer's Weaknesses will have an adverse effect on the success of the Project.
1	The Proposer demonstrates no Minor Strengths and no Significant Strengths, has several Minor Weaknesses and/or several Significant Weaknesses regarding the following bullets: • The Proposer's understanding of and approach to meeting the Project Goals. • The Proposer's understanding of and approach to meeting the stated requirements and objectives of this scoring category. • The Proposer communicates a commitment to quality for all phases of the Project. • The Proposer's qualifications. The response supports a strong expectation that if selected, the Proposer's Weakness will negatively impact the pursuit of the Project Goals.

APPENDIX C – Individual Evaluator Scoresheet

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

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INDIVIDUAL EVALUATOR SCORESHEET

Evaluator: [Evaluator] Proposer: [Proposer]	Evaluating: Contractor Capability			
Comment	**Significant Strength**	**Minor Strength**	**Minor Weakness**	**Significant Weakness**
Numerical Score =	**0.00**			

APPENDIX D – Technical Advisor Notebook

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

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TECHNICAL ADVISOR NOTEBOOK
Technical Advisor: [Name, Specialty]
Proposer: [Proposer]
Comment
CM Project Management Team
Contractor Capability
Strategic Project Approach
Approach to Risk, Schedule, and Pricing

APPENDIX E – Evaluation Team Consensus Scoresheet

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

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EVALUATION TEAM
CONSENSUS SCORESHEET

Evaluation Team:	**Strategic Project Approach**
Date:	**[Date]**

	Team A	Team B	Team C	Team D
Evaluation Team Members	Score	Score	Score	Score
Average Score (Consensus Score)				

Evaluation Team Member Name	Signature	Date

Evaluation Team Member Name	Signature	Date

Evaluation Team Member Name	Signature	Date

APPENDIX F – COORDINATION TEAM CONCENSUS SCORESHEET
[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

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COORDINATION TEAM
PROPOSAL CONSENSUS SCORESHEET

Proposer:	**[Proposer]**
Date:	**[Date]**

Proposal Evaluation Criteria	Score	Calculated	Points	Calculated
CM Project Management Team	0.00	0.00%		0.00
Contractor Capability	0.00	0.00%		0.00
Strategic Project Approach	0.00	0.00%		0.00
Approach to Risk, Schedule, and Pricing	0.00	0.00%		0.00
			Total Proposal Evaluation Score	**0.00**

APPENDIX G – COORDINATION TEAM SHORTLIST CONCENSUS

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

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COORDINATION TEAM SHORTLIST CONSENSUS	
Date:	[Date]

Proposer	Proposal Evauation
Proposer A	
Proposer B	
Proposer C	
Proposer D	
Proposer E	

APPENDIX H – INTERVIEW INDIVIDUAL EVALUATOR SCORESHEET

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

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INDIVIDUAL EVALUATOR SCORESHEET				
Evaluator: [Evaluator]	Evaluating: Interview			
Proposer: [Proposer]				
Comment	**Significant Strength**	**Minor Strength**	**Minor Weakness**	**Significant Weakness**
Short Presentation				
			Numerical Score =	**0.00**
Question and Answer Session				
			Numerical Score =	**0.00**

APPENDIX I – COORDINATION TEAM INTERVIEW CONSENSUS SCORESHEET

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

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COORDINATION TEAM
INTERVIEW CONSENSUS SCORESHEET

Proposer:	[Proposer]
Date:	[Date]

Short Presentation

Interview Evaluation Team Members	Score
Subtotal	0
Short Presentation - Average Score (Consensus Score)	0.00

Question and Answer Session

Interview Evaluation Team Members	Score
Subtotal	0
Question & Answer Session - Average Score (Consensus Score)	0.00

Interview Evaluation Criteria	Score	Calculated Percentage	Points Possible	Calculated Weighted Score
Short Presentation	0.00	0.00%		0.00
Question and Answer Session	0.00	0.00%		0.00
Total Interview Evaluation Score				0.00

APPENDIX J – COORDINATION TEAM TOTAL SCORESHEET

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

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COORDINATION TEAM TOTAL SCORESHEET

Proposer:	**[Proposer]**
Date:	[Date]

Evaluation Criteria	Score	Calculated Percentage	Points Possible	Calculated Weighted Score
*CM Project Management Team	0.00	0.00%		0.00
*Contractor Capability	0.00	0.00%		0.00
*Strategic Project Approach	0.00	0.00%		0.00
*Approach to Risk, Schedule, and Pricing	0.00	0.00%		0.00
Short Presentation	0.00	0.00%		0.00
Team Challenge	0.00	0.00%		0.00
Question and Answer Session	0.00	0.00%		0.00
Total Proposal and Interview Evaluation Score (100 Points Possible)				**0.00**

** Score for this category has been carried forward from the Coordination Team Consensus Scoresheet that was previously completed for this Proposer.*

APPENDIX K – COORDINATION TEAM FINAL RANKING OF SHORTLISTED PROPOSERS

[USE SEPARATE ELECTRONIC DOCUMENT; IMAGE BELOW IS FOR VISUAL PURPOSES]

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COORDINATION TEAM FINAL RANKING OF SHORTLISTED PROPOSERS		
Date:	[Date]	
Final	**Proposer**	**Total Score**
1	Proposer A	
2	Proposer B	
3	Proposer C	