



**COLORADO BRIDGE ENTERPRISE  
REQUEST FOR PROPOSAL - RFP # 10 HAA 1015-CBE  
SUBMISSION DEADLINE: Thursday October 29<sup>th</sup> 2009**

**12:00 Noon**

Proposals submitted to: CDOT David Wells, Contracting Officer 4201 E. Arkansas Ave. 4<sup>th</sup> Floor Denver, CO 80222

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NOTE: Consultants delivering their proposal in person must check into the CDOT's Headquarters Building before being allowed to proceed to the Agreements Branch to submit their proposals. CDOT reserves the right to reject any and all proposals or parts thereof, and to waive informalities or irregularities.

By submission of a proposal, vendor agrees to the State of Colorado terms and conditions.

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**RFP Development and Selection Consultant**

The Colorado Bridge Enterprise (CBE), a government-owned business within the Colorado Department of Transportation (CDOT), is requesting proposals from qualified individuals and/or firms interested in preparing and issuing a Request for Proposals for a Bridge Enterprise Program Manager (BEPM). The selected RFP Development and Selection Consultant will prepare a Request for Proposals, including all associated documentation and tasks, necessary for the Colorado Bridge Enterprise to secure a Bridge Enterprise Program Manager. In addition to preparing a Request for Proposals, the selected RFP Development and Selection Consultant will assist the Colorado Bridge Enterprise in the evaluation and selection of a firm or firms to provide Bridge Enterprise Program Management (BEPM) services to the Bridge Enterprise. *The selected RFP Development and Selection Consultant shall be precluded from proposing on the RFP for a BEPM.*

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Read this Request for Proposal (RFP) thoroughly before responding. Telegraphic or electronic bids (Fax, Western Union, Telex, etc.) will not be accepted directly in CDOT's Agreements Branch Office. Illegible responses may be rejected as non-responsive.

**CBE reserves the right to reject any and all bids or parts thereof, and to waive informalities or irregularities.**

**By submission of a bid, bidder agrees to the State of Colorado terms and conditions.**

**By submission of a proposal, Statement of Interest, bid or quote, bidder agrees as follows:**

- Except as replaced, modified, or supplemented by CBE for this solicitation, all items in the State of Colorado Solicitation Instructions/Terms and Conditions are considered part of, and are incorporated by reference into this document.
- Bidder testifies that bid prices were arrived at independently and there was no collusion involved.
- The Bidder/Proposer/Vendor guarantees to the State that they understand and agree to the terms and conditions of this RFP and that they will not default from performance by virtue of a mistake or misunderstanding. Bidders shall seek clarification from CBE of any specifications, terms and/or conditions that they determine to be unclear. The failure of a bidder to seek clarification may be deemed a waiver of any such clarification.
- Pursuant to C.R.S. Section 43-4-809, CBE is not subject to the provisions of the State Procurement Code. However, for this solicitation, CBE will follow guidelines established in C.R.S. Section 24-103-203 for competitive proposals.
- *This award shall be available primarily for use by CBE. Other State Agencies and Institutions, and Local Governments and Political sub-divisions in the State of Colorado may be allowed to access use of this award ONLY if approved by the Colorado Bridge Enterprise and such use does not conflict with the work required under any contract with CBE.*

# REQUEST FOR PROPOSAL THE COLORADO BRIDGE ENTERPRISE

## SECTION 1 ADMINISTRATIVE INFORMATION

### 1.1 ISSUING OFFICE:

This request for proposal is issued for the State of Colorado by the Colorado Department of Transportation on behalf of the Colorado Bridge Enterprise. All contact regarding this RFP is to be directed to:

David A, Wells, Contracting Officer  
Colorado Department of Transportation  
Contracts & Market Analysis  
4201 East Arkansas Avenue 4<sup>th</sup> Floor  
Denver, CO 80222  
david.wells@dot.state.co.us  
(303) 757-9480

### 1.2 PURPOSE:

The purpose of this Request for Proposal (RFP) is to obtain competitive bid proposals or Statement of Interest from qualified individuals and/or firms interested in providing, preparing and issuing a Request for Proposals for a Bridge Enterprise Program Manager (BEPM). The selected RFP Development and Selection Consultant will prepare a Request for Proposals, including all associated documentation and tasks, necessary for the Colorado Bridge Enterprise to secure a Bridge Enterprise Program Manager. In addition to preparing a Request for Proposals, the selected RFP Development and Selection Consultant will assist the Colorado Bridge Enterprise in the evaluation and selection of a firm or firms to provide Bridge Enterprise Program Management (BEPM) services to the Bridge Enterprise.

This RFP provides prospective proposers (also referred to as consultant or contractor) with sufficient information to enable them to prepare and submit proposals for consideration by CBE to satisfy the needs as outlined in the Scope of Work.

<b>1.3 SCHEDULE OF ACTIVITIES:</b>	<b>DATE</b>	<b>TIME</b>
1. RFP published on Consultant Management Website	October 15, 2009	
2. Prospective proposers' inquiry submittal deadline (NO questions accepted after this date)	October 22, 2009	4:00 pm
3. Response to proposer questions	October 23, 2009	3:00 pm
4. <b><u>PROPOSAL SUBMISSION DEADLINE</u></b>	<b>OCTOBER 29, 2009</b>	<b><u>12:00 NOON</u></b>
5. Evaluation of Proposals	Oct 30 – Nov 5	
6. Top consultants selected and notified of interview ( <u>estimate</u> ) <sup>1</sup> if determined necessary. <sup>2</sup>	November 10, 2009	
7. Interviews with a short list of consultants ( <u>estimate</u> ), if required.	(If Required) <u>TBD</u>	
7. Consultant selection ( <u>estimate</u> )	November 10, 2009	
8. Desired date of executed contract	November 16, 2009	

<sup>1</sup> The evaluation process is dependent upon the number of proposals received, their length, and committee member's schedules. As such, the schedule of activities post the proposal submission deadline, is strictly estimated.

<sup>2</sup> The oral presentation stage of the RFP selection process is designed solely for the benefit of the evaluation committee, towards assisting them in making a final proposal selection. As such, interviews will be offered ONLY at the sole discretion and request of the committee.

**1.4 PROPOSAL SUBMISSION:**

All proposals must be received by David Wells of the CDOT Contracts & Market Analysis Branch 4201 East Arkansas Avenue, Denver, CO 80222, no later than October 29<sup>th</sup>, 2009 12:00 Noon. Each proposal shall consist of **one (1) original** (identified as such) and **seven (7) copies** of the proposer's *complete* proposal. It is the responsibility of the proposer to ensure that their proposal is received in the CDOT Contracts & Market Analysis Branch Office prior to the deadline. Proposers mailing their documents should allow ample mail delivery time to ensure timely receipt of their proposals. PROPOSALS RECEIVED AFTER THE ABOVE DATE AND TIME WILL NOT BE CONSIDERED. Proposals must be clearly identified as a proposal for the **CBE RFP No: 10 HAA 1015-CBE** and shall show such information on the **outside** of the proposal packet. Proposals will not be accepted by facsimile or electronic mail transmittal.

Proposals shall not be longer than 25 pages, not including the 2 page introduction / certification pages.

**Proposals submitted in loose-leaf binders or 3-ring binders MAY NOT be accepted.**

**1.5 INQUIRIES:**

Prospective proposers may make inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after October 22, 2009 as specified in the Schedule of Activities, Section 1.3.

Questions must be submitted via e-mail correspondence, preferably on the proposer's letterhead to:

David A. Wells, Contracting Officer  
Colorado Department of Transportation  
4201 East Arkansas Avenue 4<sup>th</sup> Floor  
Denver, CO 80222  
[david.wells@dot.state.co.us](mailto:david.wells@dot.state.co.us)  
(303) 757-9480

All e-mail communications containing questions for this RFP shall reference **"Inquiry for RFP No: 10 HAA 1015-CBE** in the Subject Line. Telephone Inquiries will not be accepted.

**1.6 RESPONSE MATERIAL OWNERSHIP:**

All material submitted regarding this RFP becomes the property of the State of Colorado. Proposals may be reviewed by any person after the "Notice of Intent to Make an Award" letter has been issued, subject to the terms of Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records.

**1.7 PROPRIETARY INFORMATION:**

All material submitted in response to this RFP will become public record and will be subject to inspection after Intent to Award notice is issued. Any material requested for treatment as proprietary and/or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request. The request will be reviewed and either approved or denied by the CDOT Agreements Branch Director. If denied, the proposer will have the opportunity to withdraw its entire proposal, or to remove the proprietary restrictions.

**1.8 REJECTION OF PROPOSALS:**

Pursuant to Procurement Rule 24-103-301, the State of Colorado reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the State to do so. Failure to furnish all information or to follow the proposal format, requested in this RFP may disqualify the proposal. Any exceptions to the Scope of Work must be clearly identified and supported in the proposal. Inclusion of such exceptions does not guarantee acceptance by the State of such variation, and may instead lead to rejection of the proposal as non-responsive.

In the event that award is NOT made to any proposer, or the CDOT Agreements Branch cancels the RFP solicitation, all received proposals must remain confidential and not open for public inspection. The purpose for this condition is to prevent any future potential offerors an opportunity to review other offerors proposals and thereby gain any unfair advantage in submitting future proposals.

Any cancellations occurring before the submittal due date will be returned unopened to the appropriate offeror with a notice of cancellation letter.

**1.9 ORAL PRESENTATION/SITE VISITS: (It is anticipated that NO Interviews will be conducted on this selection)**

Proposers *may be* asked to make oral presentations, and participate in a question and answer period conducted by the evaluation committee, to insure that the proposers have the abilities offered in their proposal, to provide the services solicited specifically by CBE and potential other State agencies. The *optional* oral presentation stage of the RFP selection process, is designed solely for the benefit of the evaluation committee, towards assisting them in making a final proposal selection, and will be offered at the sole discretion of the committee, and be at the proposer's expense.

If invited to make a presentation, the proposer should be prepared to answer any possible questions of clarification related to the RFP requirements or the proposal submitted in response to this RFP solicitation. If invited to make an oral presentation, proposer must ensure attendance by those primary staff members anticipated to provide services under any resulting contract, and any other personnel identified by CBE at the time of invitation.

**1.10 PARENT COMPANY:**

If a proposer is owned or controlled by a parent company, the name, main office address and parent company's tax identification number must be provided in the proposal.

**1.11 EVALUATION CRITERIA:**

An evaluation will be made by an evaluation committee to evaluate the technical merit and cost factors of proposals received in accordance with the evaluation criteria defined herein. The recommendations of this group will be forwarded to the Colorado Bridge Enterprise Executive Director for approval.

1.11.1 Failure of the proposer to provide in his/her proposal any information requested in this RFP may result in disqualification of the proposal and shall be the responsibility of the proposing individual or firm.

1.11.2 During the evaluation process, discussions may be conducted with proposers who submit proposals determined to be reasonably susceptible of being selected for award. It will be the recommendation of the evaluation committee if discussions for clarification are needed, based on their experience with application of these services to CDOT specific projects.

1.11.3 The sole objective of the evaluation committee will be to recommend the proposer whose proposal is most responsive to the State's needs while within the available resources. The specifications within this RFP represent the minimum performance necessary for response.

1.11.4 Specific evaluation criteria are outlined in Section 3 entitled Evaluation Criteria.

**1.12 PROPOSAL CONTENT / ACCEPTANCE OF RFP TERMS:**

A proposal submitted in response to the RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the autographic signature of the proposer on the 2 page introduction of the Statement of Interest, by an officer of the proposer legally authorized to execute contractual obligations. A submission in response to the RFP acknowledges acceptance by the proposer of all terms and conditions including compensation, as set forth herein. Proposer shall identify clearly and thoroughly any variations between its proposal and CBE's RFP. Failure to do so shall be deemed a waiver of any rights to subsequently request modification of the terms of performance, except as outlined or specified in the RFP.

**1.13 PROVISION FOR REQUIRED INSURANCE:**

Award of a contract will be contingent upon the successful proposer submitting certificates of insurance in accordance with the Provision for Required Insurance that will be provided to the selected firm in the form of a Sample Contract.

**1.14 CONFLICT OF INTEREST:**

By submission of a proposal, proposer agrees that, at the time of contracting, the proposer has no interest, direct or indirect, that would conflict in any manner or degree with the performance of the required services. The proposer shall further covenant that, in the performance of the contract, they shall not employ any person having any such known interest.

**1.15 PROPOSAL PRICES:**

Proposed cost information must include, at a minimum, rates associated with each staff position anticipated to work on this project and any/all overhead multipliers. Although proposers are not asked to provide task specific costs at this time, they are urged to submit prices reflective of as accurate and reasonable a prediction of costs (estimate) as possible prior to project start. Proposers are alerted that any revisions, including costs, will be closely evaluated by the committee and in-house counsel and/or licensed professional, to insure the elimination of any inequities and unacceptable conditions. In addition, proposers are advised that if, in the course of performance of a contract resulting from this RFP solicitation, any travel or per diem is required, those costs will be reimbursed at the rates outlined in the State of Colorado Fiscal Rules.

**1.16 REQUEST FOR PROPOSAL/STATEMENT OF INTEREST:**

The Request for Proposal / Statement of Interest must be signed, in ink at the bottom of page 2 of the introduction Letter of the RFP/SOI package, by a person authorized to bind the proposer.

**1.17 AUDIT OF THE SELECTED VENDOR**

Prior to final contract award, an audit may be conducted by the CDOT External Audit Branch of the selected proposer. This audit will be for the purpose of ensuring that the selected firm is financially capable of performing the contract, that the cost information and prices quoted are reasonable, and that the selected proposer has adequate accounting practices to assure accurate tracking of contract costs. CDOT reserves the right to inspect proposer records associated with this project, as deemed necessary during the term of the contract.

Prior to final acceptance of the contract work, the CDOT External Audit Branch may conduct a closing audit of the proposer. This closeout audit will be performed upon completion of the contract to verify the accuracy of all billings and compliance with the contract provisions.

**1.18 BUDGETED FUNDS:**

The anticipated funds budgeted for this project is a Not to Exceed Amount of \$200,000.00 and the project is expected to be completed within 9-12 months from the time the contract is signed.

**1.18.1 INCURRED COSTS:**

The State of Colorado is not liable for any cost incurred by proposers prior to issuance of a legally executed contract or procurement document. No property interest of any nature shall occur until a contract is awarded and signed by all concerned parties.

**1.19 SELECTED AND NON-SELECTED FIRM NOTIFICATION:**

After a proposer is selected, a Selected Firm or Non-Selected Firm Notification will be sent to all firms who submitted a proposal. After the selected / Non-Selected Firm Notification has been issued, interested parties may request a debriefing on the selection from:

David A. Wells  
Contracting Officer  
Colorado Department of Transportation  
4201 East Arkansas Avenue  
Denver, CO 80222  
david.wells@dot.state.co.us

**1.20 PROTESTED SOLICITATIONS AND AWARDS:**

Any actual or prospective proposer or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the CDOT Chief Engineer. The protest shall be submitted in writing within seven (7) working days after such aggrieved person knows, or should have known, of the facts giving rise thereto. Ref. Section 24-109-101 et seq., C.R.S., as amended; Section 24-109-201 et. seq., C.R.S. as amended; Section R-24-109-101 through R-24-109-206, Colorado Procurement Rules. Protests received after the seven-working-day period shall not be considered. The written protest shall include, as a minimum, the following:

- A. The name and address of the protestor;
- B. Appropriate identification of the procurement by RFP number;
- C. A statement of the reasons for the protest; and
- D. Any available exhibits, evidence or documents substantiating the protest.

When a protest is sustained by the CDOT Chief Engineer, or upon administrative or judicial review, and the protestor should have been awarded the contract under the solicitation but was not, the protestor shall be entitled to reasonable costs incurred in connection with the solicitation, including proposal preparation costs, but no other costs or fees will be permitted, and reasonable costs and fees shall not include attorney fees.

**1.21 STANDARD CONTRACT:**

The State of Colorado will incorporate standard State contract provisions into any contract resulting from this RFP

**1.22 AWARD OF CONTRACT – TECHNICAL MERIT & COST:**

The award will be made to that proposer whose proposal conforms to the RFP terms and conditions and is judged by the committee to be the most advantageous to the State of Colorado and CBE with Technical Merit and Cost the primary factors along with other evaluation factors considered, subject to negotiation, successful discussion, and final execution of an acceptable contract as described above.

**1.23 AWARD OF CONTRACT - TIMELINE:**

It is the intent of CBE to select a vendor within 14 days of the deadline for receipt of proposals. However, as the evaluation process is dependent upon the number of proposals received, their length, and committee member’s schedules, the schedule of activities post the proposal submission deadline, is strictly estimated and therefore, bid proposals must be firm and valid for award for at least 120 days after the deadline for receipt of proposals.

**1.24 NEWS RELEASES:**

News releases pertaining to this RFP shall NOT be made prior to execution of a contract, and then are to be made only with the approval of CBE. Selected proposer will not be allowed to discuss this information or to copy records to third parties per State regulation.

**1.25 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

1.25.1. By submission of this proposal each proposer certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

- (a) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly to any other proposer or to any competitor; and
- (c) No attempt has been made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1.25.2 Each Firm Representative submitting a Request for Proposal / Statement of Interest on this RFP certifies that:

He/she is the person in the proposer’s organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to 1.25.1 (a) through (c) above. **OR**

He/she is not the person in the proposer’s organization responsible within that organization for the decision as to the prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to 1.25.1 (a) through (c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to 1.25.1 (a) through (c) above.

**1.26 TAXES:**

The State of Colorado, as purchaser, is exempt from all Federal taxes under Chapter 32 of the Internal Revenue Code (Registration No. 84-730123K) and from all State and Local Government Use Taxes (Ref. Colorado Revised Statutes Chapter 39-26.114[a]). Proposer is hereby notified that when materials are purchased in certain political subdivisions the proposer may be required to pay sales tax even though the ultimate product or service is provided to the State of Colorado. This sales tax will not be reimbursed by the State.

**1.27 PROJECT SERVICES AND FUNDING AVAILABILITY:**

Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the State of Colorado.

**1.28 INTELLECTUAL PROPERTY AND OWNERSHIP RIGHTS:**

All original materials, including any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material and related intellectual property developed or created by the successful proposer (“Contractor / Consultant”) pursuant to the services sought by this RFP, and subsequently provided and integrated by contract between CBE and the successful proposer, shall become the sole property of the State.

Any commercial off-the-shelf software (COTS), required by successful proposer to complete the works described for this Contract, will be licensed to CBE at CBE's expense either directly by CBE, or on behalf of CBE, by the successful proposer.

**1.29 ASSIGNMENT AND DELEGATION:**

Except for assignment of antitrust claims, neither party to any resulting contract stemming from this RFP, may assign nor delegate any portion of the Contract without the prior written consent of the other party. This restriction includes contractor use of "out-of-state" personnel that may not have the ability to comply fully with CBE project scheduling constraints.

**1.30 VENUE:**

The laws of the State of Colorado shall govern in connection with the formation, performance and the legal enforcement of any resulting contract. Further, Title 24, C.R.S. as amended, Article 101 through 112 and Rules adopted to implement the statutes govern this procurement.

**1.31 BACKGROUND / OVERVIEW / GOALS**

The General Assembly created the Colorado Bridge Enterprise as a government-owned business within the Colorado Department of Transportation, pursuant to 43-4-805, C. R. S. The purpose of the Bridge Enterprise is to complete designated bridge projects that involve the financing, repair, reconstruction and replacement of bridges designated as structurally deficient, functionally obsolete or rated as poor by the Colorado Department of Transportation. A bridge safety surcharge has been authorized to finance the costs of repair, reconstruction and replacement of designated bridges.

The Bridge Enterprise intends to retain the services of a Program Manager to assist the Bridge Enterprise in carrying out its statutory duties with respect to financing, repair, reconstruction and replacement of designated bridges. The Program Manager will be a multi-disciplinary entity capable of providing design engineering services, contract and financial management, project management and other responsibilities including acting as a financial advisor.

The Bridge Enterprise has determined that it desires an initial RFP Development and Selection Consultant to assist CBE in the retention of a Program Manager. This solicitation seeks qualified firms, which must also have multi-disciplinary capabilities, to prepare the RFP for the Bridge Enterprise Program Manager (BEPM) and to assist CBE in the evaluation and selection of the BEPM.

***As noted above, the selected RFP Development and Selection Consultant shall be precluded from proposing on the RFP developed for the BEPM.***

Pursuant to C.R.S. Section 43-4-809, CBE is not subject to the provisions of the State Procurement Code. However, for this solicitation, CBE will follow guidelines established in C.R.S. Section 24-103-203 for competitive sealed proposals.

### 1.32 SCOPE OF WORK:

The Colorado Bridge Enterprise intends to award a contract to a Consultant firm that will be responsible to assist the Colorado Bridge Enterprise in the preparation and issuance of a formal Request for Proposal for a Bridge Enterprise Program Management (BEPM) services contract with the Colorado Bridge Enterprise (CBE). The selected RFP Development & Selection Consultant for this initial engagement will prepare a Request for Proposal, including all associated documentation for the acquisition of a firm (or firms) to provide BEPM services to the Colorado Bridge Enterprise (CBE). The RFP prepared by the selected RFP Development & Selection Consultant shall comply with all state and federal procurement rules and regulations, including Brooks Act requirements applicable to FHWA or federally funded work.

*Note ~ The selected RFP Development & Selection Consultant for this agreement shall be precluded from proposing on the RFP developed for the BEPM.*

The RFP Development & Selection Consultant shall have experience, knowledge and expertise in innovative technology, RFQ/RFP Preparation and planning, RFQ/RFP evaluation and general knowledge of industry standard aspects of bridge design, bridge construction, construction management, bridge inspection and maintenance operations.

The RFP Development & Selection Consultant shall also have experience in Program Management, Project Development, Alternative Procurement / Financing Options, and Innovative Program and Financial Delivery methodologies.

The RFP Development & Selection Consultant shall perform the work necessary to complete the following General Tasks in connection with the RFP for a Bridge Enterprise Program Manager:

- Best Value Contract RFP / RFQ development for the Colorado Bridge Enterprise to include financial and program delivery for the anticipated BEPM contract
- Develop best value contract evaluation criteria for both the financial approach and program delivery to include “cost” as a factor
- Prepare schedules and timelines for a formal BEPM selection process
- Recommendations to appoint and convene a qualified selection panel
- Facilitation of the BEPM selection process
- Prepare methodology for potential payments of “stipends” to the unsuccessful BEPM proposers, allowing the Colorado Bridge Enterprise to retain the rights and intellectual property to alternative proposals for CBE use and ownership
- Recommend approaches for the CBE organizational structure, innovative financing approaches, innovative delivery of recommendations as relates to Bridge Design, Construction, Maintenance, Inspections, Maintenance Operations and future CBE Capital Construction Projects
- Assist the Bridge Enterprise in developing the financial requirements for the BEPM
- Assist the CBE in evaluating the financial capability of the respondents to the BEPM RFP, and ability to assist in evaluating the finance and funding recommendations identified
- Assist with the recommendation of the most qualified BEPM firm to the Colorado Bridge Enterprise Board of Directors
- Facilitation and preparation of materials for presentations to public / private entities and preparation of materials for CBE Workshops (Municipalities, Local Agencies, etc.)

- Assist the CBE with the final Contract Format & Contract Negotiations for the BEPM
- Other Duties as Assigned by the CBE

In addition to the basic services identified above, the selected RFP Development & Selection Consultant should have experience with development of Innovative or Best Value RFP practices and processes to include but not be limited to:

- Innovative Financing Alternatives for Program Delivery
- Opportunities for Public / Private Partnerships or Concessions
- Expedited Program Delivery ~ Project & Financial Deliverables
- Local Design Consultant Involvement
- Local Contractor / Sub-Contractor Involvement
- Unique Project Packaging ~ Geographically or Performance Bond based
- Contractor Flexibility ~ Design-Bid-Build, Design-Build, Modified Design-Build
- Ability to utilize CDOT Blended Team Approach / Utilization of CDOT Staff

**Value Added Concepts** ~ Identify contract features that would be attractive to the CBE that would add value to any BEPM proposal to be evaluated by the Bridge Enterprise.

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**SECTION 2**  
**INFORMATION REQUIRED FROM PROPOSERS**  
**GENERAL OFFEROR RESPONSE – WORK PLAN FORMAT/ SUBMISSION GUIDELINES**

**2.0 GENERAL SUBMISSION GUIDELINES:**

A “proposal” is a responsive, conforming, unconditional, complete, legible and properly executed offer from a qualified, responsible party interested in providing the services called for, and solicited by, this RFP. It shall be the sole responsibility of the proposer to ensure that the proposal is in the proper form and in CBE’s possession at the designated location before the scheduled time on the due date of receipt. Proposals will not be returned unless the RFP solicitation is cancelled prior to the submittal due date, in which case such proposals will be returned unopened, or opened for identification purposes only. Any proposal received AFTER the submittal due date and time will be returned unopened, or opened for identification purposes only. It is the primary proposer’s further responsibility to identify any anticipated subcontractors, and their anticipated work responsibilities.

**2.1 PROPOSAL REQUIREMENTS:**

Proposals should be submitted in Work Plan Format – providing the information required in an organized (tabbed, divided) manner following the topic headings of this section of the RFP – and must provide details of how your organization anticipates providing the services required. This format will allow for more efficient evaluation by the committee and provide proposers with a means of ensuring all requested information is included as part of the submitted documentation. Proposals must detail the proposer’s understanding of, and approach to, the project, including how each element of the Scope of Work will be accomplished, identification of any work to be performed, or anticipated to be performed, by subcontractors. This section of the proposal should contain information amounting to more than a mere duplication or rephrasing of the RFP, instead, the proposer should demonstrate an understanding of the State’s needs and objectives. In other words, answer the question: What is the reason for this solicitation and work described herein?

To be considered responsive, proposers must adhere to, and include, the following when preparing their proposal:

- Reference by RFP subsections the information responding to.
- Describe in full the subject item. The description may be in narrative or outline format, while remaining as brief and concise as possible.
- Reference to, and attachment of, any supporting documentation assisting in the description of, or contribution to, any identified and addressed item.
- Final submittal must include an index to assist in evaluation and review and comply with Section 1.4 of this RFP.

**2.2 ADMINISTRATIVE INFORMATION:**

Proposal must include a brief statement of the proposer’s understanding and compliance with the Administrative terms and conditions set forth in Section 1 of this RFP.

**2.3 CONFLICT IDENTIFICATION:**

Proposals must identify all current and former contract activity with any existing State agency or transportation authority, reasonably related to the work described in this RFP. Indicate when involvement occurred and length such involvement, the specific type of activity with identified agency and/or transportation authority, and indicate the extent of involvement with such entities.

**2.4 FIRM CAPABILITY and WORK EXPERIENCE:**

Proposal must list all relevant work experience and qualifications related to the conducting of consulting services, as described in Sections 1.2 and 1.22.

**Specifically, the proposal must address/provide each of the following Qualification factors as indicated:**

- a) Firm Capability

- (1) Address the firm's size and the disciplines of technical staff.
  - (2) Include the firm's relevant experience and accomplishments as a Prime Consultant that were are not listed in the Project Team section.
  - (3) Outline computer software availability and its compatibility with CDOT software.
  - (4) Indicate the Consultant's availability to do the project concurrent with existing and projected work loads.
- b) Work Experience/Past Performance on Similar Projects or Similar Teams
- (1) List current and past projects completed within the past three years with CDOT
  - (2) List similar projects which are on-going or completed within the past three years for other agencies.
  - (3) Demonstrate your firm's or team's ability to do the following for projects listed above:
    - (a) Control costs
    - (b) Meet schedules
    - (c) Provide quality work.
  - (4) Include the project name, project manager's name and telephone number for all projects listed above.
  - (5) Describe your firm's role for all the projects listed above.
  - (6) Please include any letters of commendation you received on the projects listed above in the commendation section, where they will not count against your page limits.

## 2.5 PERSONNEL QUALIFICATIONS:

Proposal must identify all key personnel anticipated to be assigned to work. For each individual identified, qualifications and background must be provided, supplemented with resumes on each individual listed, and an estimate of the extent to which such individual will participate in a requested project. Staff positions must also be identified for personnel anticipated to be assigned. Provide the following information:

- a) Project Team
  - (1) Identify your:
    - (a) Project Principal
    - (b) Project Manager
    - (c) Key Staff
    - (d) Sub-consultants.
  - (2) Present a brief discussion regarding how the team's qualifications and experience relate to this project.
  - (3) Include the following:
    - (a) Principal's level of involvement in the project
    - (b) Qualifications and relevant individual experience of prime and sub-consultant team members
    - (c) Unique knowledge of team members related to the project
    - (d) Commitment of time and availability of key staff members
    - (e) Length of time with the firm for each key team member
    - (f) Experience on similar projects as a team
  - (4) A project team organization chart may be included.

As in Section 2.5(3) (a-f) above, provide this information for all anticipated key personnel for subcontractors.

Proposal will clearly define a strategy for replacement of project team members who are no longer working on the project. Any changes to staff, either before or during the term of the resulting contract, must be provided in writing, to the State *prior to* their beginning work as part of the proposer's staff assigned to this project.

**2.6 COST/STAFFING PROPOSAL:**

As stated in Section 1.15 of this RFP solicitation, proposers are asked to provide proposed cost information that must include, at a minimum, rates associated with each staff and position anticipated to work on this project and any/all overhead multipliers. However, the cost/staffing proposal for the awarded contract will only identify position titles, not individual names of personnel. Estimates must clearly support all costs as specified in the proposal, including a clear narrative of explanation, as the proposal estimate will form the basis for payment to the selected proposer, through a contract resulting from this RFP solicitation. These estimates must be final, fair and reasonable, and supporting of all costs specified in the proposal. Any contract awarded will be based on a “cost plus fixed fee” methodology.

CBE will NOT require or consider “best and final offers” for this RFP proposal evaluation.

**2.7 PROPOSER'S ORGANIZATION:**

Proposer is encouraged to provide information regarding its organization which has not been specifically requested in Section 2.4, but which the proposer believes relevant and of benefit to the project.

**2.8 DBE PARTICIPATION:**

The State encourages State agencies to utilize disadvantaged business enterprises (DBE) to the greatest extent possible without sacrificing adequate competition. Proposers are reminded of the illegality of discrimination, and the provisions of Procurement Code Section 24-111-02. Provide the following information:

a) DBE Participation

(1) For each DBE you are using, identify the DBE and include the following:

- (a) Appropriate CDOT DBE commitment form:
  - (i) Certificate of Proposed DBE participation for Project Specific (PS) Consultant Contracts (Form 1331)
  - (b) A letter of acceptance from each DBE listed on the Form 1331.
  - (c) A copy of each DBE’s certificate or a letter of certification from the Colorado Department of Transportation’s Certification Office or from the City of Denver’s Certification Office.

(2) List:

- (a) Whether your firm is a certified DBE.
- (b) Which items of work is committed to each DBE.
- (c) The percentage of the project your firm is committing to each DBE.
- (d) Your firm’s total percentage commitment to DBEs on this project.
- (e) Consultants are expected to commit “meaningful work” to the DBE sub-consultants.

(3) For your information, DBE factors are scored separately by CDOT’s Business Programs Office.

**2.9 WORK PLAN**

1. Project Goal

- (a) Indicate the following:
  - (i) Your firms understanding of the project goals.
  - (ii) A list of deliverables required on the project.

2. Project Control

- (a) List the names of staff members responsible for the following items and describe how they plan to manage them.
  - (i) Cost Control
  - (ii) Controlling consultant contract costs.
- (b) Scheduling
  - (i) Managing the required work to meet the established schedule.

(ii) For your information, a detailed work hour schedule should **not** be included.

3. Project Concept

(a) Briefly describe the actions you plan to take to achieve the project goals and objectives.

4. Critical Issues (Problems and Solutions)

(a) This is your opportunity to present an analysis of the most significant issues that you believe you will have to address in order to successfully complete this contract.

## SECTION 3 EVALUATION CRITERIA

### 3.1 AWARD OF BID:

This section will outline the specific evaluation criteria to be used by the evaluation committee in the review and selection of submitted proposals. At the conclusion of the evaluation, CBE may request oral presentations from the top-ranked proposals. The possible interview of those top ranked proposals will be held at CDOT Headquarters, with each proposer given fair and equal treatment in this possible second phase of the evaluation.

Based on final review and discussion of the proposals, and interview evaluations (IF conducted), the evaluation committee will recommend proposer to enter into contract discussions with the State. Upon review and approval of the evaluation committee's recommendation for award, the CDOT Procurement Office will issue a "Notice of Intent to Make an Award" letter to the apparent successful proposer. It is the intent of CBE to award a contract to that proposer whose proposal is deemed to be most advantageous to the State of Colorado, price and other factors considered.

### 3.2 EVALUATION PROCESS:

3.2.1 An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. The recommendations of this committee will be forwarded by the project leader/manager, to the Colorado Bridge Enterprise Executive Director for review and approval.

3.2.2 Failure of the proposer to provide any information requested in the RFP may result in disqualification of the proposal as non-responsive. It is the responsibility of the proposer to provide all information required by this RFP.

3.2.3 The sole objective of the evaluation committee will be to recommend the proposal most advantageous to the State of Colorado's needs while within the available resources. The specifications detailed in this RFP represent the minimum performance necessary for such response.

3.2.4 The proposal deemed most advantageous for CBE will be recommended for award.

#### 3.2.5 Proposal Scoring:

The sole objective of the evaluation committee will be to score the proposals and recommend that proposer whose response is determined most advantageous to the State of Colorado, taking into consideration the price and all evaluation factors set forth herein.

#### Oral Presentation:

At the conclusion of evaluation and discussion of the written proposals, CBE may (at the committee's sole discretion) conduct oral interviews.

**IF** the evaluation committee determines oral presentations will assist them in making a final proposal selection, CBE will conduct oral interviews for the purpose of:

Allowing the proposer an opportunity to verbally present its proposal to the evaluation committee;

Allowing CBE an opportunity to obtain further definition of proposal aspects and attempt to resolve any uncertainties;

Resolving suspected mistakes by calling such perceived errors to proposer's attention without disclosing information concerning other proposers' proposals, and allowing CBE an opportunity to ask specific questions of the proposer, regarding its proposal offer.

### 3.3 EVALUATION CRITERIA:

The evaluation criteria listed below for this selection shall be subject to final adjustments as deemed appropriate by the CBE. It is anticipated that the evaluation criteria generally will be weighted and scored from your RFP as follows:

- One-Third Program Management
- One-Third Technical Merit
- One Third Innovation & Cost Factors

The complete proposal package will include, but not be limited to, evaluation using the scoring factors as listed as follows on pages 16-20. These factors are designed to incorporate specific evaluation of the items described in Sections 1.35 – 1.36 and requested in Section 2 of this RFP.

Proposals should be submitted in Work Plan Format, and must provide details of how your organization anticipates providing the services required. Detailed financial information must also be included, specifically addressing the providing of services and including proposed anticipated cost(s) for providing each task.

As stated in Section 2.1, proposals should not simply repeat what is written in Sections 1.35 and 1.36 of this RFP, but rather present evidence to the State as to the proposer's understanding of the RFP requirements, terms and conditions, and its ability to provide the services needed within a clearly defined and cost-effective budget. (Refer to Section 2.6 of this RFP).

During the evaluation phase, the committee will independently review each proposal and assign a total maximum score within each category, determined solely through the proposer's response to the criteria detailed in the following sections.

The evaluation of each proposal will be scored based upon a comparison of the information submitted by each proposer (as described in Sections 1.35 and 1.36 and as requested in Section 2) against the specific evaluation criteria outlined below. further consideration.

### **3.4 SELECTION CRITERIA**

The CBE selection process involves a selection panel, each of whom will independently score proposals, using Scoring Spreadsheets as shown on the following pages 16-20.

**Colorado Department of Transportation**  
**Consultant Evaluation - Statement of Interest Scoring**

<b>Board Member</b>	<b>A</b>	<b>Consultant:</b>	<b>N/A</b>		
<b>Evaluation Factors</b>		5 - Superior; 4 - Satisfactory Plus 3 - Satisfactory; 2 - Satisfactory Minus; 1 - Unsatisfactory		<b>Board Score</b>	<b>Extended Score</b>
<b>Project Team</b>		<b>0.00</b>	<b>4.50</b>	<b>0.00</b>	
1) Qualifications and ability of professional personnel (Show years of experience and similar project experience)					
2) Experience on similar projects as a team					
3) Commitment of key members					
Comments:					
<b>Firm Capability</b>		<b>0.00</b>	<b>4.50</b>	<b>0.00</b>	
1) Firm's size, organizational structure and flexibility					
2) Production facilities and key capabilities such as CADD, MOSS, etc.					
3) Firm's technical disciplines and the capabilities of sub-consultants included on the team					
Comments:					
<b>Past Performance on Similar Projects/Similar Teams</b>		<b>0.00</b>	<b>4.50</b>	<b>0.00</b>	
1) Demonstrated ability to control costs					
2) Demonstrated ability to do quality work					
3) Demonstrated ability to meet schedule					
Comments:					
<b>Cost / Price Factors</b>		<b>0.00</b>	<b>2.50</b>	<b>0.00</b>	
1) Price Factors at a minimum, rates associated with each staff position anticipated to work on this project and any/all overhead multipliers					
2) Other Anticipated Price or Cost Factors / Cost Estimates					
Comments:					
<b>Capacity (Score this item as +1, 0, or -1)</b>		<b>0</b>	<b>N/A</b>	<b>N/A</b>	
1) NOT APPLICABLE TO THIS SELECTION					
Comments:					
<b>Total of Sheet 1 - SOI Score:</b>				<b>0.00</b>	

<b>Project No.:</b>		<b>CMS ID:</b>	
<b>Colorado Department of Transportation</b>			
<b>Consultant Evaluation - Work Plan Scoring</b>			
<b>Board Member Designation</b>	<b>A</b>	<b>Consultant Name</b>	<b>N/A</b>
<b>Evaluation Factors</b>		<b>5 - Superior; 4 - Satisfactory Plus</b>	<b>Board Score</b>
<b>3 - Satisfactory; 2 - Satisfactory Minus; 1 - Unsatisfactory</b>			<b>Weight</b>
<b>Project Goals</b>		<b>0.00</b>	<b>4.50</b>
1) Firm demonstrated clear understanding of the project goals		2) A list of deliverables required on the project	
3) For non-project specific contracts use a hypothetical project.			
Comments:			
<b>Project Control</b>		<b>0.00</b>	<b>4.50</b>
1) Cost Control:		1) Controlling the consultant contract costs	
2) Quality Control:		1) Insuring that CDOT procedures are followed where appropriate	
3) Schedule:		1) Managing the required work to meet the established schedule	
		2) A detailed work hour schedule should NOT be included	
Comments:			
<b>Project Concept</b>		<b>0.00</b>	<b>4.50</b>
1) Has the firm formulated a successful approach to the project?			
2) Where appropriate, are possible design alternates suggested?			
3) Where appropriate, have you exhibited a sensitivity to the general public concerns?			
4) Has the firm demonstrated a clear and concise understanding of the project based on the data which has been provided?			
Comments:			
<b>Project Critical Issues</b>		<b>0.00</b>	<b>4.50</b>
1) Are the major problem identified?		2) Are the discussed problems significant?	
3) Are possible solutions reasonable?			
Comments:			
<b>Total of Sheet 2 / Work Plan Score:</b>			<b>0.00</b>
<b>Total of Sheets 1+ 2 / SOI and Work Plan Score:</b>			<b>0.00</b>



<b>Project No.:</b> 0		<b>CMS ID:</b> 0	
<b>Colorado Department of Transportation</b>			
<b>Consultant Evaluation - Statement of Interest Scoring</b>			
<b>UDBE &amp; ESB</b>		<b>Consultant:</b> N/A	
<b>Evaluation Factors</b>		<b>Board Score</b>	<b>Weight (Fixed)</b>
5 - Superior; 4 - Satisfactory Plus 3 - Satisfactory; 2 - Satisfactory Minus; 1 - Unsatisfactory			<b>Extended Score</b>
<b>Underutilized Disadvantaged Business Enterprise (UDBE)</b>			1.00
1) Prime Consultant is a UDBE - Award 5 points (Note: Total points for 1) through 3) below may not exceed 4 points)			0.00
2) Prime Consultant is not a UDBE Firm - score can vary from 0 to 4 points based on the following:			
1) Prime consultant submitted UDBE participation that meets or exceeds UDBE goal for the project ... 3 points			
2) Prime consultant submitted some UDBE participation, but does not meet UDBE goal for the project ... 1 point			
3) Prime consultant submitted at least one UDBE subconsultant that has received less than 5 CDOT contracts or subcontracts in last 3 years ... 1 point			
4) Prime consultant submitted no UDBE participation ... 0 points			
Comments:			
<b>Emerging Small Business (ESB) Usage</b>			1.00
1) Not Applicable to this Selection			0.00
Comments:			
<b>Total of UDBE &amp; ESB Scores:</b>			<b>0.00</b>

Selection Factor Scoring Summary	Weight
<b>Statement of Interest</b>	
Project Team	4.50
Firm Capability	4.50
Past Performance on Similar Projects/Similar Teams	4.50
Cost / Price Factors	2.50
Underutilized Disadvantaged Business Enterprise (UDBE) (Fixed)	2.00
Innovation (Fixed)	2.00
<b>Statement of Interest Total (Must equal 20)</b>	<b>20.00</b>
<b>Work Plan</b>	
Project Goals	4.50
Project Control	4.50
Project Concept	4.50
Project Critical Issues	4.50
Innovation (Fixed)	2.00
<b>Work Plan Total (Must equal 20)</b>	<b>20.00</b>
<b>NO INTERVIEWS ANTICIPATED</b>	
<b>Interview</b>	(If Necessary)
Interview (Fixed)	18.00
Innovation (Fixed)	2.00
<b>Interview Total (Must equal 20)</b>	<b>20.00</b>