

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION
Contracts and Market Analysis Branch
4201 East Arkansas Avenue, 4th Floor
Denver, Colorado 80222
Telephone: (303) 757-9736
Facsimile: (303) 757-9868



Consultants,

This package is for your use in preparing your Statement of Interest (SOI)/Work Plan (WP) for the professional services selection process for the Colorado Department of Transportation (CDOT). The consultant is encouraged to follow the outline and page distribution indicated in these instructions. The selection panel members will have limited time to review the submittals. If the panel has difficulty finding the desired information, they may consider the submittal as non-responsive and a lower score may result.

Pages in excess of the page limits for each section will be removed from the submittal.

CDOT'S SELECTION PROCESS IS SUMMARIZED AS FOLLOWS:

SOI/WP Pre-score Activity

The CDOT Contracting Officer reviews the SOI/WP for completeness and compliance with the newspaper advertisement and these instructions. If acceptable, the Contracting Officer transmits the SOI/WP package to each panel member. The package includes:

- SOI/WP Scoring Guidelines
- Draft Scope of Work
- Notice to Consultants
- Acceptance Checklist
- SOI/WP for Each Consultant

In addition to the package, CDOT's Contracting Officer E-mails every panel member their copy of the Excel Scoring Spreadsheet for this SOI/WP.

SOI/WP Scoring Activity

- Prior to the selection panel meeting the following occurs:
 - Every panel member scores every SOI/WP independently.
 - The Agreements Office Contracting Officer scores every SOI/WP for workload factor (new scoring criteria).

The workload factor is based on the amount of new contracts awarded to the consultant in the previous two years. The scoring scale will be evaluated each year in July, based on the total dollar amount of new contracts awarded to all consultants during the two prior fiscal years to assure that it remains current and relevant to the amount of work that consultants have with the Department.

For FY 2009 / 2010, the scale is as follows:

A) \$00.00 - \$900,000	5 points
B) \$900,000 to \$2 million	4 points
C) \$2 million to \$4 million	3 points
D) \$4 million to \$10 million	2 points
E) Over \$10 million	1 point

The Agreements Office evaluates this factor prior to the selection meeting. The total value of all contracts awarded to each consultant for the two years preceding the SOI/WP submittal date are included. This factor comprises 10 percent of the total score. The workload score is not provided to the selection board until the selection meeting, after each of the panel members have already scored all consultant submittals and they have reached consensus on all of their scoring factors.

The selection panel reaches a consensus ranking of either the selected firm, if there is not going to be an optional presentation and interview phase, or the short list of firms (minimum of the top 3 qualified consultants), if there is going to be a presentation and interview phase. The panel provides its recommendation to the Agreements Officer, who obtains the concurrence of the Contract Administrator, and then provides selection documentation to the Chief Engineer for approval. The Chief Engineer's approval is necessary before the Agreements Office can proceed with selection notification or the interview phase.

Presentation and Interview Selection Panel Meeting (Optional)

The short listed firms have two weeks to prepare their presentation for their interview with the selection panel. The purpose this meeting is to allow consultants time to present their analysis of the project and to allow the panel time to clarify the consultant's qualifications in a question and answer session.

Final Selection

In making the final selection recommendation to the Chief Engineer, the panel reaches consensus on the ranking of the selected firm. The panel provides its recommendation to the Contracting Officer, who obtains the concurrence of CDOT's Contract Administrator. Then the Contracting Officer provides selection documentation, including the board's ranking, to the Chief Engineer for approval. The Chief Engineer's approval is necessary before proceeding with selection notification.

SOI/WP Documentation

In addition to these instructions, the following documents are needed to prepare an SOI/WP and can be found on the CDOT consultant management web-site <http://www.dot.state.co.us/Consultants/>

- SOI/WP Notice to Consultants Cover Memo
- Key Event Schedule (KES)
- Invitation for Consultant Services (Newspaper ad)
- Consultant Evaluation Excel Scoring Spreadsheet (Example)
- Draft Scope of Work

Additional Requirements

- Cover or Introductory Letter
 1. Address the cover or introductory letter to the Agreements Contracting Officer:
Jill Sweeney, Contracting Officer ~ Agreements
Colorado Department of Transportation
Agreements & Consultant Management Section
4201 E. Arkansas Avenue, 4th Floor - West
Denver, Colorado 80222-3400
 2. Include the following elements of information in the letter as a minimum and highlight these items in bold letters.
 - a) Project number and project location for project specific contracts.
 - b) Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
 - c) Name, telephone number, e-mail address and fax number of the individual to contact regarding their SOI/WP submittal.
 - d) CDOT **requires** an original signature signed in ink, by an authorized principal, partner, or officer of the firm.
- Professional liability insurance and other insurance are required for the length of the contract from selected consultant. Proof of insurance must be submitted with the final cost proposal.
- **DO NOT INCLUDE** any pricing information, cost of project or hour rates in this proposal. The Consultant will be selected for this project on qualifications only. A negotiation will be held at a later date to agree upon an acceptable cost/price for this project. Any firm who includes price/cost/rate information will be disqualified from this selection

Consultant selection process questions should be directed to Agreement's Contracting Officer:

Jill Sweeney 303 757-9398

If you notice any conflicts between the instructions and the guidelines in the public advertisement (notice to consultants), information in the public advertisement takes precedence.

Sincerely,

Jill Sweeney, Contracting Officer
Consultant Agreements

CONSULTANT SELECTION PROTEST RULES

- Protests will be handled as follows:
 1. Any actual or prospective consultant who is aggrieved in connection with a solicitation or award of a contract may protest to the Chief Engineer. The protest shall be submitted in writing within seven working days after the aggrieved person knows or should have known of the facts giving rise to the protest.
 2. The Chief Engineer or designee shall have the authority to settle and resolve a protest of a consultant, actual or prospective, concerning the solicitation or award of a contract. A written decision regarding the protest shall be rendered within seven working days after the protest is filed. The decision shall be based on and limited to a review of only those issues raised by the aggrieved consultant, and will set forth each factor taken into account, in reaching the decision. The decision will constitute the final agency action of the Colorado Department of Transportation regarding the protest.
 3. Entitlement to costs: When a protest is sustained by the Chief Engineer or designee, or upon administrative or judicial review, and the consultant should have been awarded the contract under the solicitation, but was not. The protestor will be entitled to reasonable costs incurred in connection with the solicitation, including SOIWP preparation costs. No other costs or fees will be permitted or awarded, and reasonable costs and fees will not include attorney's fees.

Scoring Spreadsheet Examples – Please Note:

The weight factors may change from project to project as weight factors may be customized for each project by CDOT's Project Manager.

Selection Factor	Weight
Statement of Interest	
Qualifications of Firm	5.00
Past Experience/Expertise	5.00
Qualification/Experience of Personnel	8.00
Workload (Fixed)	2.00
Statement of Interest Total (Must equal 20)	20.00
Work Plan	
Project Approach	6.00
Implementation Capability	5.00
Feasibility/Completeness of Proposal	3.00
Program Goals and Timelines	4.00
Workload (Fixed)	2.00
Work Plan Total (Must equal 20)	20.00
Interview (If necessary)	
Interview (Fixed)	18.00
Workload (Fixed)	2.00
Interview Total (Must equal 20)	20.00