

# Creating Winning Proposals & Submitting to CDOT

June 14, 2022



# Welcome!

- **Cathy Kramer** – Connect2DOT Program Manager
- **Bill Barreire, P.E.** – CEO/President, Vivid Engineering
- **Pehle Colletta** – CDOT Engineering Contracts Manager



# Connect2DOT

## Free Services Provided:

- [One-on-one consulting](#)
- [Workshops and training](#)
- [LEADING EDGE for Transportation](#)
- [Connect2dot.org](#)
- [Bid Matching Service](#)
- [Email news and information](#)
- [Networking and project events](#)
- [Connections to CDOT staff and prime contractors](#)
- [Aurora-South Metro CO SBDC support](#)



***225 statewide business consultants, 15 transportation consultants and 8 former CDOT engineers available to help you immediately!***



# Upcoming Training

## Engineering Series:

- July 13, 9am – 11am: [CDOT Prequalification & Master Price Agreement](#)
- On demand (replays):  
<https://sites.google.com/state.co.us/connect2dot/training-events/recorded-webinars>
  - Free access: Contact [Frankie Anderson](#) at the Aurora-South Metro SBDC
  - Summary email with links will be sent after the end of the series

## CDOT Compliance Training:

- [Online Videos for Professional Services](#)
- June 28, 9am – 10am: [Professional Services Compliance on Local Agency Projects](#)
- July 12, 11am – 12pm: [CDOT ESB Certification Orientation](#)
- July 20, 11am – 12pm: [DBE Compliance on CDOT Construction Projects](#)
- Sept 14, 9am – 11am: [CDOT Certified Payrolls & LCPtracker for Contractors](#)

# Contacts

## **Cathy Kramer**

Program Manager, Connect2DOT

(720) 624-6728

[cathy.kramer@state.co.us](mailto:cathy.kramer@state.co.us)

[www.connect2dot.org](http://www.connect2dot.org)



## **Pehle Colletta**

Engineering Contracts Manager, CDOT

(303) 757-9195

[pehle.colletta@state.co.us](mailto:pehle.colletta@state.co.us)

[www.codot.gov/business/consultants](http://www.codot.gov/business/consultants)



## **Bill Barreire**

CEO/President, Vivid Engineering

(719) 491-2292

[wbarreire@vivideng.com](mailto:wbarreire@vivideng.com)

[www.vivideng.com](http://www.vivideng.com)



**Check [Connect2dot.org](http://Connect2dot.org) [event calendar](#) and [subscribe to news](#)**



# Introduction



- ▶ Bill Barreire, PE
- ▶ Geotechnical Engineer, Construction Management, Construction Inspection, Materials Testing
- ▶ 30 years experience
- ▶ 2 decades CDOT Experience for Design and Construction Projects
- ▶ Started VIVID in May 2016
- ▶ Grown from 4 to 55 employees
- ▶ CDOT ESB Program has been great (grown from valuable Subconsultant to Established Prime Consultant)  
*-thank you CDOT!!!!*



The Motley Crew

# What is required for you to work for CDOT: The basics



1. **Prequalification (Form 1058)** - Submitted on the Rx Portal (call Lewis Wynn when you are ready to submit!-trust me he is super nice and super helpful)

COLORADO DEPARTMENT OF TRANSPORTATION <b>ARCHITECT - ENGINEER PREQUALIFICATION QUESTIONNAIRE</b>	NOTE: Please type or print	Date (Month, day and year)
NOTE: COLORADO LAW REQUIRES PROSPECTIVE CONSULTANTS TO ANNUALLY SUBMIT THIS QUESTIONNAIRE TO BE CONSIDERED FOR CONTINUATION OF THEIR PREQUALIFIED STATUS.		

2. **Master Pricing Agreement**
3. **ESB or DBE Certification**

All must me updated annually!

Also required to meet minimum Insurance requirements and have professional licensure

<https://www.codot.gov/business/consultants>

Business Center

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[Home](#) | [Business Center](#) | Design Consultants Services

## Design Consultants Services

Engineering Contracts Unit provides procurement of engineering and design related services utilizing State and Federal-aid highway program funding subject to the provisions of 23 U.S.C. 112(a) to ensure qualified consultants are obtained through an equitable selection process and services are rendered at a fair and reasonable cost. Vendors wishing to provide other services which are unrelated to our highway projects or those wishing to provide materials will work with CDOT's Center for Procurement and Contract Services team.

Title	Type
<a href="#">Engineering Contract Services Unit Announcements - NEW!</a>	Folder
<a href="#">Advertised Projects</a>	Folder
<a href="#">Master Pricing Agreement (MPA)</a>	Folder
<a href="#">Engineering Contracts Guidance Memo's (EC-000)</a>	Folder
<a href="#">Consultant Pre-Qualification List &amp; Work Codes</a>	Folder
<a href="#">Project Cost Worksheets (PCW) Templates</a>	Folder
<a href="#">PORTAL - CDOT Supplier Self-Service Portal</a>	Folder
<a href="#">Modification Documents</a>	Folder
<a href="#">DBE / ESB</a>	Link
<a href="#">Tentative Advertisement Schedule</a>	Folder
<a href="#">Guidance Documents</a>	Folder
<a href="#">Consultant Award Summary</a>	Folder

### Contact Us

Pehle Colletta  
Contract Admin V  
303-757-9195  
[pehle.colletta@state.co.us](mailto:pehle.colletta@state.co.us)

**View Bid Opportunities for State Transportation Projects**

[Construction Contract Bidding Opportunities](#)  
See current and future opportunities.

[Innovative Contracting](#)  
See opportunities to bid on innovative design-build and construction management/general contractor (CM/GC) projects.

# Positioning: Lots of research. What projects are coming?



## ► Check CDOT Website

- ✓ Transportation Planning
- ✓ Upcoming Projects
- ✓ Advertised Projects
- ✓ Active Projects

## ► Network, Network, Network:

- ✓ Meet with CDOT-visit region offices meet with CDOT REs, PEs, etc.
- ✓ Meet with team partners
- ✓ Get involved with organizations (ACEC, WTS, CDOT committees)
- ✓ **Build relationships-this is a relationship business 100% !**
- ✓ **Become an extroverted engineer!!!!**

<https://www.codot.gov/business/consultants>

Title

📁 [Engineering Contract Services Unit Announcements - NEW!](#)

📁 [Advertised Projects](#)

📁 [Master Pricing Agreement \(MPA\)](#)

📁 [Engineering Contracts Guidance Memo's \(EC-000\)](#)

📁 [Consultant Pre-Qualification List & Work Codes](#)

📁 [Project Cost Worksheets \(PCW\) Templates](#)

📁 [PORTAL - CDOT Supplier Self-Service Portal](#)

📁 [Modification Documents](#)

🔗 [DBE /ESB](#)

📁 [Tentative Advertisement Schedule](#)

📁 [Guidance Documents](#)

📁 [Consultant Award Summary](#)



# Positioning: Teaming

building a solid list of team partners is critical because showing capability, reputation, and past experience as a team is a key component to scoring well on proposals



## ▶ Subconsultants:

- ✓ Determine Primes and build relationships
- ✓ Sell your value (it will take consistent reaching out-don't give up)
- ✓ Bring information to meetings (knowledge of what projects are coming)
- ✓ When Primes request information (resumes, firm experience, project write ups, project approaches) BE VERY RESPONSIVE
- ✓ Go to industry events

## ▶ Primes

- ✓ Determine what subs have CDOT experience/excellent reputation that will help you win
- ✓ Sell your value also (why should they team with you, why are you going to win)
- ✓ Choose partners with similar business philosophy, that are trustworthy, that have proof of delivery, solid reputation
- ✓ You will need firms with ESB and/or DBE certifications. Requirements will vary with different contracts (this is also a critical part of proposal scoring criteria)

**Positioning:** positioning well = significant increase in odds of winning



► Positioning (on-going)

- ✓ Research
- ✓ Networking
- ✓ Teaming

know what the client wants,  
know who else is positioned to  
win, put together the best team



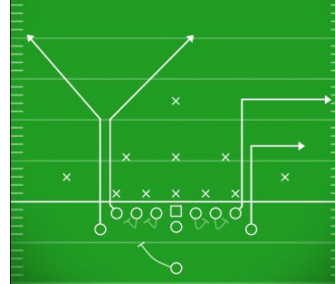
be proactive, know your  
stuff, be relentless

# A Winning Proposal: The RFP is Out!



Hail Mary!

OR



Execute the Plan

## ▶ You are seeing the opportunity for the first time at RFP stage!

- ✓ Many would say this is a **strong no-go decision**-me too most of the time (but that is not ALWAYS the case)
- ✓ Hustle is key
- ✓ **Do quick research**, ask questions from team partners (client typically can't discuss project anymore once RFP hits the street).
- ✓ **Determine who has positioned**, how well, and if there is an opportunity to put together a team that has the "right stuff"
- ✓ Bill's examples (no guts no glory-but be wise)

## ▶ You knew the RFP was coming-now what?

- ✓ Good for you! This is the recommended approach.
- ✓ Coordinate with your team and execute the plan!
- ✓ Read the RFP and the SOW thoroughly
- ✓ Gather the required information from all team members
- ✓ Provide ample time within the schedule for various levels of review, larger adjustments, and fine tuning



# A Winning Proposal: Know the RFP



Colorado Department of Transportation  
Engineering Contract Services  
2829 West Howard Place, 3rd Floor  
Denver, Colorado 80204

## **SOLICITATION FOR PROFESSIONAL CONSULTANT SERVICES**

**Date: May 19, 2022**

**Project: Region 1 Project Specific US40 Floyd Hill Roundabouts Construction Management, Inspection & Materials Testing Engineering Services**

Thank you for your interest and response in performing engineering services for the above-captioned project of the Colorado Department of Transportation (CDOT). By submitting a Proposal on this project, the consultant agrees to the process described herein.

### **1. DESCRIPTION:**

CDOT will be hiring one (1) Consultant for this project to provide **Region 1 Project Specific US40 Floyd Hills Roundabouts Construction Management, Inspection & Materials Testing Engineering Services**.

Please see the Scope of Work for a detailed description of the services solicited.

### **Contact Information**

RFP/Selection Process: Cardon Brandt, (303) 757-9398, cardon.c.brandt@state.co.us

Scope of Work: Kevin Brown, (303) 883-3524, kevin.brown@state.co.us

Prequalification: Darrell Wells, (303) 757-9215, darrell.wells@state.co.us

DBE/ESB Program: Karen Fujii-Martin, (303) 512-4016, karen.fujii-martin@state.co.us

### **2. SUBMITTAL DEADLINE AND SCHEDULE OF KEY EVENTS:**

Proposal Submittals must be received no later than **12:00 noon** local time on June 9, 2022. Please submit electronically through BidNet at <https://www.bidnetdirect.com/colorado/cdotconstructionengineeringervices>. Please contact BidNet Direct support for help at (800) 835-4603 with any issues submitting electronically.

## **RFP provides the when and what:**

- **KEY EVENTS SCHEDULE:** When is it due? Any pre-proposal meetings? Other interim deadlines? Plan Accordingly, *Leave enough time to allow for an excellent writeup.*
- **SPECIAL REQUIREMENTS:** PDF size constraints, licensure, required software.
- **MINIMUM PROPOSAL REQUIREMENTS:** What needs to be in the proposal to be accepted.
- **SELECTION PROCESS:** How CDOT will score, what carries most weight.
- **PROPOSAL INSTRUCTIONS:** what is to be included, format, page number/size, what should be addressed in each section.

# A Winning Proposal: Know the SOW



## CONSTRUCTION MANAGEMENT SCOPE OF WORK

Date: May 19, 2022  
CDOT Region 1 West Program

US40 Floyd Hill Roundabouts  
Construction Management, Inspection & Materials Testing Services  
267 0403-065 (24670)  
Estimated Start Date: September 15, 2022

The Contract Administrator for this Contract will be:

Kevin Brown, PE  
CDOT R1 Resident Engineer  
425 A Corporate Circle  
Golden, CO 80401  
Phone: (303) 883-3524

## SOW is the Technical Details:

- **Project Description:** planning, design, construction; bridges, road, widening, pavement, walls, environmental, drainage, etc.
- **Project Purpose:** purpose, goals, project schedule, interim & final deliverables
- **Required Staff:** (1) Assist. PE, (2) inspectors, (1) tester; design engineers for survey civil, drainage, geotechnical, structural, environmental, etc.; project specific duties of personnel and specialties
- **Required Experience of Staff:** yrs. exp., registration/certifications, qualifications, project experience







# A Winning Proposal: Prepare the proposal




## Nail all the basics

- **Follow the RFP Instructions/Outline:** answer the questions in order of where they asked-make it easy on the reviewer to find the information
- **Answer the Mail:** Make sure you hit ALL required elements
- **Write to the SOW:** curtail all writing directly to the needs of the SOW-nothing off the shelf, no copy paste
- **Keep it Concise:** there are generally limited pages, avoid marketing fluff, treat every section, photo, and description like it is the most important - generic stuff is death
- **Easy to Read:** break up sections, use color, variable font sizes for headings/subheadings
- **Sharp Looking:** use headshots, project photos, graphs, tables, charts, quotes/references
- **Multiple Stage Reviews:** Early reviews for any major course corrections. Mid reviews to ensure requirements are met. Final reviews to hit hot buttons, spell check, add specifics and flavor to maximize score.


July 9<sup>th</sup>, 2021




Statement of Qualifications  
United States Department of the Interior – Fish and Wildlife Service Joint Administrative Operations  
Solicitation Number: 140F0521R0005  
MATOC/IDIQ Contracts for Geotechnical Engineering Services for the continental US and Hawaii  
(TOTAL SMALL BUSINESS SET ASIDE)




Mesa Verde Visitor and Research Center




Yellowstone River-Riprap Evaluation



Laguna Atascosa  
NATIONAL WILDLIFE REFUGE




Laguna Atascosa-Ocotil Crossing Bridge



Mt. Whitney-Whitney Portal Road Project

**VIVID Point of Contact:**  
Bill Barreire, PE, Vice President  
1053 Elkton Drive  
Colorado Springs, Colorado 80907  
wbarreire@vivideng.com  
719.491.2292



VIVID  
Engineering Group

VIVID Engineering Group, Inc.      Solicitation No.: 140F0521R0005



# A Winning Proposal: Prepare the Proposal




## Maximize Score

- **Show Project Knowledge:** through the various sections of your proposal show your knowledge of the project and its critical elements (very hard to do if you have not discussed with CDOT)
- **Hit Hot Buttons:** based on the SOW, research, meetings with client, write directly to the clients needs (what they want, need, expressed concerns, project challenges)
- **Highlight Key Words or Ideas:** highlight what you know matters to the project as well as the CDOT project management
- **Provide Relevant Project Experience:** past CDOT or similar project experience where you can provide proof of experience, solutions to challenges, achieving project success is key
- **Client References/Quotes:** providing client quotes or references as to your success and ability to deliver on a relevant project goes a long way!
- **Know the Scoring Criteria:** this will tell you where CDOT's priorities lie in regard to this specific project so write directly to their priority
- **Sharp Looking:** use headshots, project photos, graphs, tables, charts


July 9<sup>th</sup>, 2021




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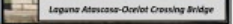
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VIVID  
Engineering Group

VIVID Engineering Group, Inc.      Solicitation No.: 140F0521R0005

# Maximize the Score

## Typical Scoring Emphasis By Proposal Section

- ✓ **Project Team - 40%**
- ✓ Firm Capacity - 15%
- ✓ Project Approach - 25%
- ✓ ESB Participation - 10%
- ✓ DBE Goal - 10%

## Project Team:

- ✓ Highlight why past experience/qualifications of the **team** as well as **each individual** uniquely addresses the project need/requirements for that specific position.
- ✓ Highlight **successful teaming experience** of the individuals and firms on previous projects together.
- ✓ Be specific about the “specific role/purpose” of each individual from Prime and Subconsultants including ESB/DBE roles. **Each role must be “meaningful” to the project requirements.**
- ✓ Any support that is available for **additional special project needs** (claims, schedule analyst, specialty technical, documentation specialist).
- ✓ Prime and team capability related to SOW.
- ✓ Use past **proven successful project examples** as much as possible.
- ✓ **Client references/quotes.**
- ✓ Use **project example/photos** that reviewers recognize.



# Maximize the Score

## Typical Scoring Emphasis By Proposal Section

- ✓ Project Team - 40%
- ✓ Firm Capacity - 15%
- ✓ Project Approach - 25%
- ✓ ESB Participation - 10%
- ✓ DBE Goal - 10%



## Firm Capacity:

- ✓ Present firm capacity with current workload
- ✓ Present team capacity
- ✓ Use charts/graphs if possible
- ✓ Show individual availability
- ✓ Present successful delivery of recent relevant projects with similar or higher staff level requirements
- ✓ Provide backup plan/succession plan in the event individuals cannot support the project due to unforeseen circumstances



# Maximize the Score

## Typical Scoring Emphasis By Proposal Section

- ✓ Project Team - 40%
- ✓ Firm Capacity - 15%
- ✓ **Project Approach - 25%**
- ✓ ESB Participation - 10%
- ✓ DBE Goal - 10%

## Project Approach:

- ✓ What staff is responsible for what duties, how the team integrates to get the job done, how the team interacts with the client, contractor, other designers, stakeholders
- ✓ Managing subconsultants, task order and contract budgets
- ✓ Establish lines of communication
- ✓ Approach to troubleshooting project specific challenges
- ✓ Any additional support that is available for special project needs (claims, schedule analyst, specialty technical, documentation specialist)
- ✓ Again, use past proven successful examples as much as possible
- ✓ The approach should tie back to the documented client goals for the project and provide specifics as to how those goals will be achieved and what specific elements need special attention





# Maximize the Score

## Typical Scoring Emphasis By Proposal Section

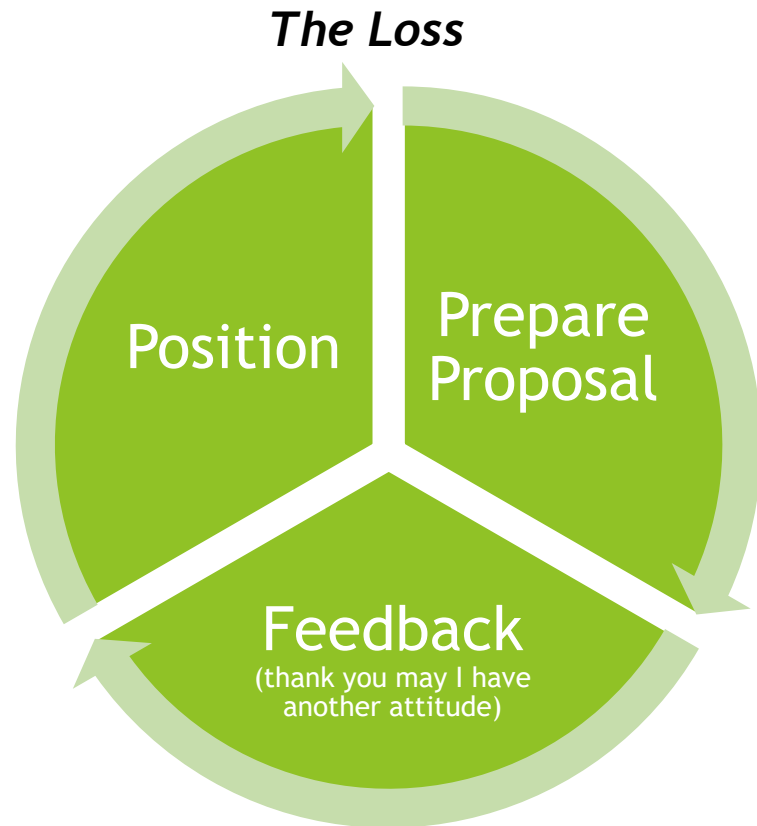
- ✓ Project Team - 40%
- ✓ Firm Capacity - 15%
- ✓ Project Approach - 25%
- ✓ **ESB Participation - 10%**
- ✓ **DBE Goal - 10%**

## ESB/DBE Participation Plan:

- ✓ Show specifically how the ESB and DBE requirements are being met
- ✓ Show how these requirements are being met through meaningful roles on the project
- ✓ Show past successful teaming experience with ESB or DBE firms
- ✓ If there is involvement in CDOTs Mentor-Protégé that can be a positive
- ✓ Again, use past proven successful examples as proof of past experience as a team and meeting ESB and DBE requirements
- ✓ Understand the scoring as details can vary from RFP to RFP



*“if you’re not sure if the amount of effort involved is actually worth it, then you are likely finally doing it right!”*





**COLORADO**

Department of Transportation

# **CDOT ENGINEERING CONTRACT SERVICES UNIT TRAINING PROGRAM**

## **Submitting Proposals to CDOT**



# Objectives of Training

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To provide an overview of:

- Consultant Contracting Process at CDOT
- Discuss the Consultant Selection Process
- Best Practices when Submitting a Proposal
- Common Mistakes
- Next Steps



# Contracting For Professional Services

## Guidance on contracting for Professional Services:

Federal “Brooks Act” 40 U.S.C. 1101, 23 C.F.R. 172

Colorado “Mini Brooks Act” CRS 24-30-1401

Delegated Authority is the CDOT Chief Engineer

CDOT utilizes 2 main types of Professional Service Contracts (Non-Funds Encumbered):

Non-Project Specific (Master Task Order)

Project Specific (Master Task Order)





# Consultant Contracting Tools

## Similarities of main contracting methods:

- Driven by CDOT need
- Consultant is not entitled to maximum amount
- Both types contracts are written with a “Not to Exceed” amount but have no funding initially
- Funds encumbered through a Task Order Solicited through the same process
- Qualification Based Selection (QBS) - Selections for Consultants are based on qualifications only



# Non-Project Specific Contracts

CDOT uses these contracts for:

- Region-wide or State-wide needs
- Also known as ID/IQ contracts (Indefinite Duration/Indefinite Quantity) or “On-Call”
- Small (generally under \$500k), varied, short-notice, and/or unpredictable needs at the task order level
- Generally restricted to a particular discipline Can be broken out geographically



# Non-Project Specific Contracts

- Five (5) years maximum duration
- These contracts are advertised when the last round of contracts for a discipline are within one year of expiration, the need arises or the overall pool of contracts is below 35% remaining capacity
- NPS contracts cannot be extended or the maximum value increased
- Generally tiered by monetary value (i.e. \$5 million tier & \$2 million tier)
- List of active NPS contracts can be found on CDOT website



# Project Specific Contracts

Used for known projects with consultant needs, typically over \$500k.

This is the best tool for:

- Long term projects
- Do not have duration limitations and can be extended based on need
- Task orders do not have a limit



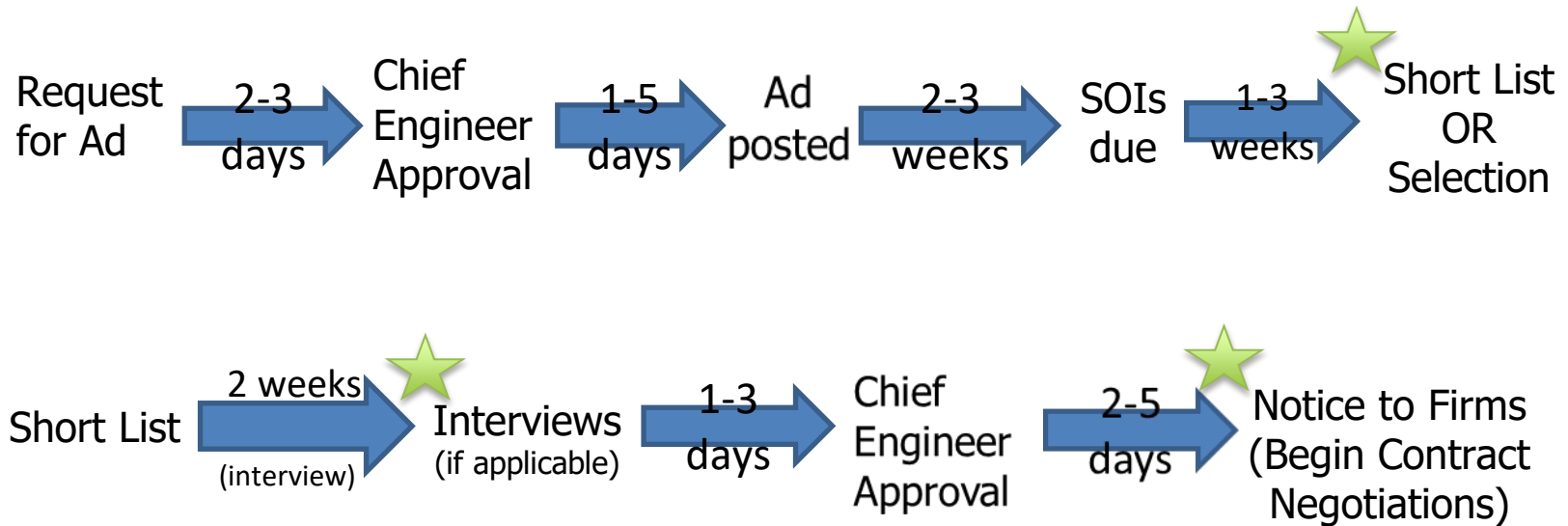
# Requirements

- Public Announcement (Ad) 2 - 4 weeks duration
  - CDOT website - [www.codot.gov](http://www.codot.gov)
  - BidNet: <https://www.bidnetdirect.com/colorado/colorado-department-of-transportation>
- Selection Based on Demonstrated Competence and Qualifications (QBS)
- Discussion, Selection, & Ranking of at least 3 Firms in order of Preference (Panel)





# Selection Process Overview



Note: Consultant selections generally take approximately 17 weeks from request for Ad to Contract Award.



# Panel Composition

- Panels are generally made up of 3-5 voting members
- At least one senior panelist
- Panels may also have 1-2 non-voting members as approved by Engineering Contracts Services Unit (ECSU)
- ALL panelists must participate in ALL phases of selection
  - composition may not change during selection
- Panelists attend training to be on a panel



# Panel Composition Continued

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- Panelists can be from other organizations
- All panelists must have the experience and/or education to evaluate a Consultant based on qualifications
- All panelists sign a Non-Disclosure Agreement and Conflict of Interest Form prior to evaluating proposals
- Chief Engineer approves all panelists



All evaluation factors relate to qualifications:

- Project Team/Capacity and Prime Capability
- Past Experience
- Project Approach
- Project Control

DBE/ESB (10%) scored by Civil Rights

- Scored for all solicitations that may be eligible for FHWA reimbursement

Note: Even if a 0% DBE goal is set the Affidavit of Small Business Participation must be submitted and matrix scoring will still take place



# Scoring: Guidelines

- Each Panelist receives the Proposals and scores all evaluation factors in isolation
- Panelists must be able to “support and defend” their decision, comments and scores
- All comments and scores will automatically be provided to teams when notifications go out



# Scoring Range

## Scoring Ranges for each factor:

1.00 = Minimum Score = Unsatisfactory

2.00 = Satisfactory Minus

3.00 = Satisfactory

4.00 = Satisfactory Plus

5.00 = Maximum Score = Superior

Note: Panelists may use any increments they would like, however it is not recommended to use increments of less than 0.25 points



# Scoring Additional Guidance

Minimum allowable score is: 1.00

Appropriate when the response to the section is non-responsive or has significant weaknesses and no strengths

Meet requirements score is: 3.00

Appropriate when no major concerns on ability to perform the work

Maximum allowed score is: 5.00

Appropriate when the response to the section demonstrates a complete understanding of the subject





# Selection Panel Discussion

At the Selection Panel Meeting, the panel will review and discuss their scorebooks for each consultant.

Home **Projects** Contacts Accounts Criteria Library Panelist Scorebooks Consultant Summaries Reports Dashboards Chatter +

**Panel Training Project 3 - Evaluation Review** [Save](#) [Back to Project](#)

▼ Consultant A

Project Criteria	A	B	C	D
Project Team / Capacity	3.00	2.50	3.50	2.50
Firm (Prime) Capability	3.00	3.00	3.00	2.50
Approach	3.00	3.00	3.50	2.50

▶ Consultant B

▶ Consultant C

▶ Consultant D

▶ Consultant E



# Final Ranking and Selection

Once the Panel has finished their discussion, all scores will be locked and the panel will review the rankings of the applicants.

Ranks / Scores:

Consultant	Award	DBE / ESB Score	Workload Score	Short List Score						Select Interview
				Panelists				Score Total	Score Rank	
				A	B	C	D			
Consultant C	<input checked="" type="checkbox"/>	50.00	75.00	245.00	270.00	275.00	252.50	1042.50	1	<input type="checkbox"/>
Consultant B	<input type="checkbox"/>	35.00	75.00	232.50	245.00	250.00	227.50	955.00	2	<input type="checkbox"/>
Consultant E	<input type="checkbox"/>	30.00	75.00	217.50	215.00	222.50	217.50	872.50	3	<input type="checkbox"/>
Consultant A	<input type="checkbox"/>	35.00	75.00	215.00	210.00	227.50	197.50	850.00	4	<input type="checkbox"/>
Consultant D	<input type="checkbox"/>	50.00	75.00	195.00	222.50	225.00	190.00	832.50	5	<input type="checkbox"/>



# Interviews: When Do They Happen?

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All RFPs contain the option to interview

Decision to go to interview is made by the selection panel in the selection panel meeting

Factors Considered:

- Final Scores
- Split Panel?
- Remaining Questions



# Interviews

- Top 3 Consultants interviewed in alphabetical order
- 90 min each
- 2 weeks to prepare
- Contracting Officer emails specific meeting details
- Each consultant has a separate invite sent out
- Held over Google Hangouts



# Interview Scoring

Interviews are scored as one 5 point evaluation factor unless otherwise specified in the interview instructions

Interviews are 20% of final score

- Original Scoring is dropped to 70% from 90%
- DBE/ESB Scoring remains 10%

Panelists will submit their scores/comments to the contracting officer after the interviews

A second selection meeting takes place to discuss the interviews & final scores



# Recommendation for Selection

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All panelists and the contracting officer agree to recommend the top firm and sign the memo

RTD must be notified of the selection

Panel sends memo to the Chief ranking the top 3 firms

Chief Engineer must concur prior to notification

All teams (successful or unsuccessful) will be notified of the results





# Before the Proposal is Due

Pre-qualification in place (7 Days BEFORE RFP Due!!)

Darrell Wells at 303-757-9215 or at [darrell.wells@state.co.us](mailto:darrell.wells@state.co.us)

Master Pricing Agreement & Audit Requirements

Required of Prime and Subs

Must be in place to have a contract awarded but, not to submit on a solicitation

Rx Portal

Louis Wynn at 303-757-9848 or at [louis.wynn@state.co.us](mailto:louis.wynn@state.co.us)

Note: CDOT does not accept hard copy Proposals!!



# Upcoming Change



[OUR MAIN SITE](#)

[CONTACT SUPPORT](#)

## CDOT Business Management System

[Log In](#)

ECSU will be moving the prequalification process over to B2G

B2G is already used by CDOT Civil Rights & Business Resource Center

Training and instructions pending



## Do your RESEARCH!!

### Statewide Transportation Improvement Plan (STIP)

- The Statewide Transportation Improvement Program (STIP) is a federally required, four-year program of planned transportation projects.
- CDOT has updated its STIP annually in order to always provide a full four-year plan of projects recognized by FHWA and FTA.
- The STIP is developed in coordination with planning partners throughout the state through the Project Priority Programming Process (4P). The STIP incorporates the Transportation Improvement Programs (TIPs) from each MPO.



# Best Practices

## Know your resources:

<https://www.codot.gov/about/transportation-commission>

<https://www.codot.gov/projects>

<https://www.facebook.com/coloradodot>

<https://twitter.com/ColoradoDOT>

<https://www.youtube.com/channel/UC0WFfiQ-SE4kV07saKZdueA>

<https://sites.google.com/state.co.us/connect2dot/home>



# Best Practices



Region(s)	1st Ad Date*	Project Description	Contact Email	Proposal Due Date
HQ	Anticipated 6/18/2020	SW NPS Geohazard & Geotechnical Investigation, Design & Oversight	<a href="mailto:ty.ortiz@state.co.us">ty.ortiz@state.co.us</a>	7/2/2020
3	Anticipated 6/18/2020	R3 PS I-70 West Vail Pass Auxiliary Lanes Design	<a href="mailto:john.kronholm@state.co.us">john.kronholm@state.co.us</a>	7/2/2020
1	Anticipated 6/25/2020	R1 PS 23rd & Speer NEPA & 30% Design	<a href="mailto:steve.sherman@state.co.us">steve.sherman@state.co.us</a>	7/9/2020
1	Unknown	R1 PS I-25: Alameda River Phase 2.0 Design	<a href="mailto:gerardo.hidalgo@state.co.us">gerardo.hidalgo@state.co.us</a>	TBD
1	Unknown	R1 PS C-470 & Morrison Road Design	<a href="mailto:benjamin.davis@state.co.us">benjamin.davis@state.co.us</a>	TBD
2	Unknown	R2 PS SH 21 & Research Interchange CM, CI & MT	<a href="mailto:yunsu.han@state.co.us">yunsu.han@state.co.us</a>	TBD
2	Unknown	R2 PS Roundabouts Design	<a href="mailto:eric.poling@state.co.us">eric.poling@state.co.us</a>	TBD
1	Unknown	R1 PS SH 83: East Palmer Divide Ave to Bayou Gulch Road Study & Design	<a href="mailto:telecia.mccline@state.co.us">telecia.mccline@state.co.us</a>	TBD

\*All dates are subject to change

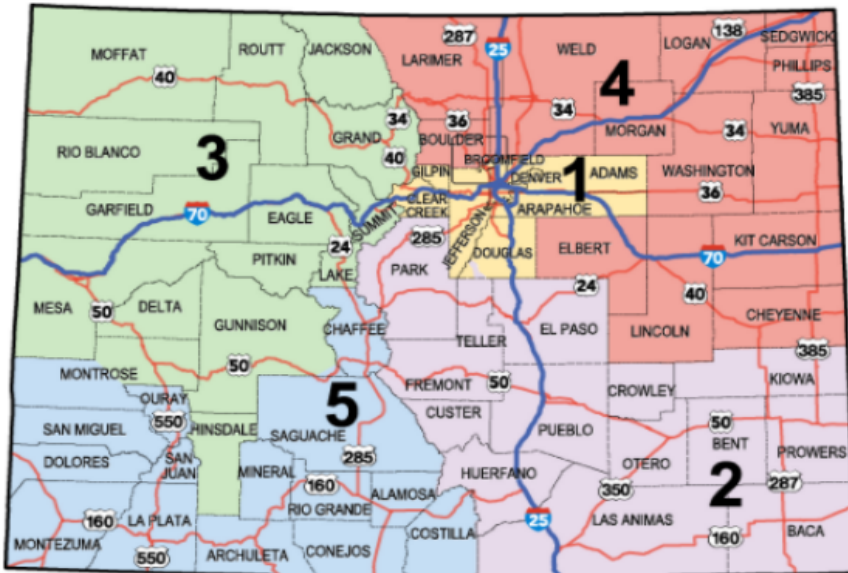
#### Upcoming CM/GC Projects

Please see: <https://www.codot.gov/business/designsupport/adp-db-cmgc/opportunities/cm-gc-solicitations-active>  
for more information

Know what the upcoming needs are for Consultants: Tentative Ad Schedule on CDOT website



# Best Practices



## Chat Live with Our Customer Service Team

Our Customer Service Agents are available and waiting for your call.

[? Connect with an Agent in Your Region](#)

Region 1 and Headquarters (Denver/Central Colorado)

Region 2 (Southeast Colorado)

Region 3 (Northwestern Colorado)

Region 4 (Northeast Colorado)

Region 5 (Southwestern Colorado)

Accessibility Assistance:

Relay Colorado call 711 or 1-800-659-3656

CDOT Office Hours:

8 a.m. to 4:30 p.m. | Monday - Friday

# Reach out to the CDOT Engineers and Regions!





# Best Practices

- Quality Assurance / Quality Control
- Visually Appealing (include pictures)
- Balance between text and graphs
- Remember CDOT is your client!





# Best Practices

- Sub-Consultant work?
- Know CDOT processes and procedures
- Know the forms
- Mentor-Protégé Program
- Attend Industry Outreach
- Blended Teams



# Common Mistakes: NPS

## Past experience

- Need to speak to similar type of work
- Smaller scale projects (under \$500k)
- Ability to work multiple projects at once

## Too generic

- Does this apply to all DOT's or CDOT specifically?

## Not utilizing CDOT terminology

- “Project First”



# Common Mistakes: PS

- Too generic
- No consistent out-reach regarding the project until RFP
- Not calling out specific “pain points” of the project
- Need to address ability to perform work
- Need to address CDOT specific processes





# Questions the RFP Should Answer

- How does my team make the Project Manager's life easier?
- What unique assets does my team offer?
- What problems do I anticipate on this project & how will my team address these issues?
- Are there any concerns about my team? How am I planning on addressing them?



# Successful? Next Steps...

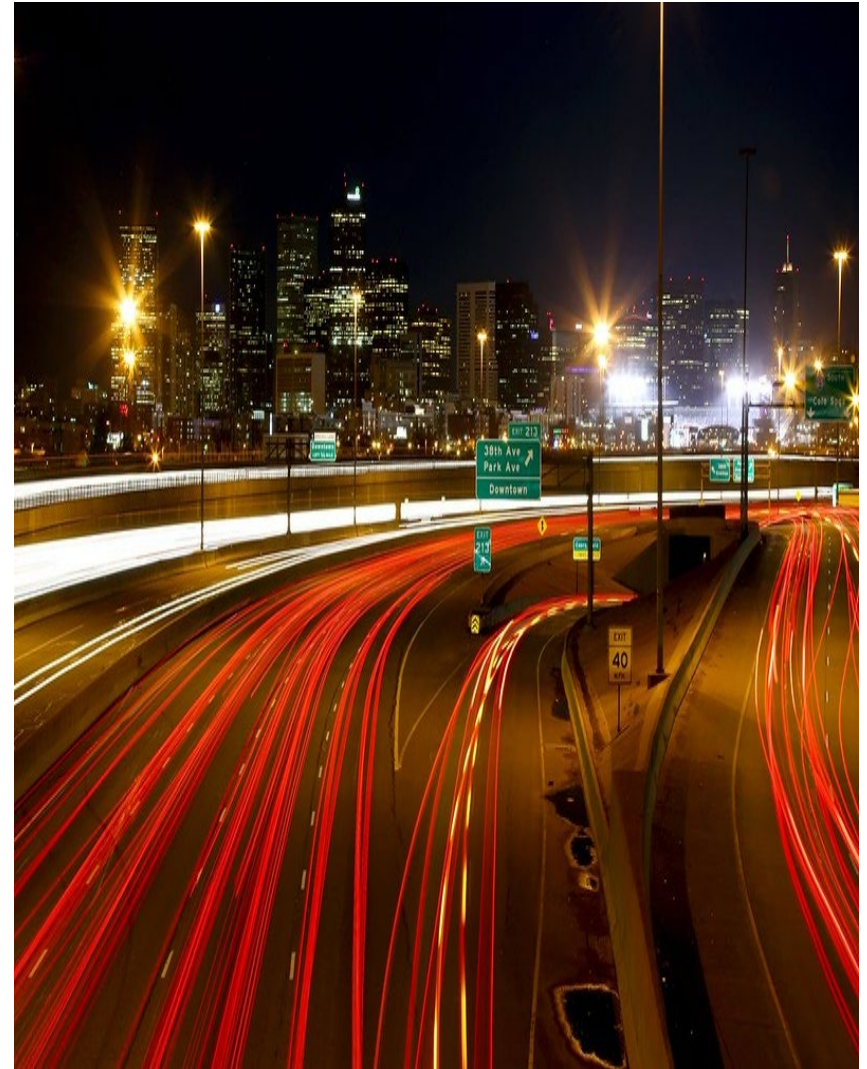
- Contract Administrator
- Identify projects you want to pursue
- Regular check-ins
- Get to know personnel and needs
- Three consultants - Best Practice (not a pricing competition)!





# Unsuccessful? Next Steps...

- Debrief
- Reach out to Regions!
- Get on teams as a sub-consultant
- Lunch & Learns?





# Questions?

For more information on any information presented in this course, please contact:  
Pehle Colletta at 303-757-9195 or at  
[pehle.colletta@state.co.us](mailto:pehle.colletta@state.co.us)