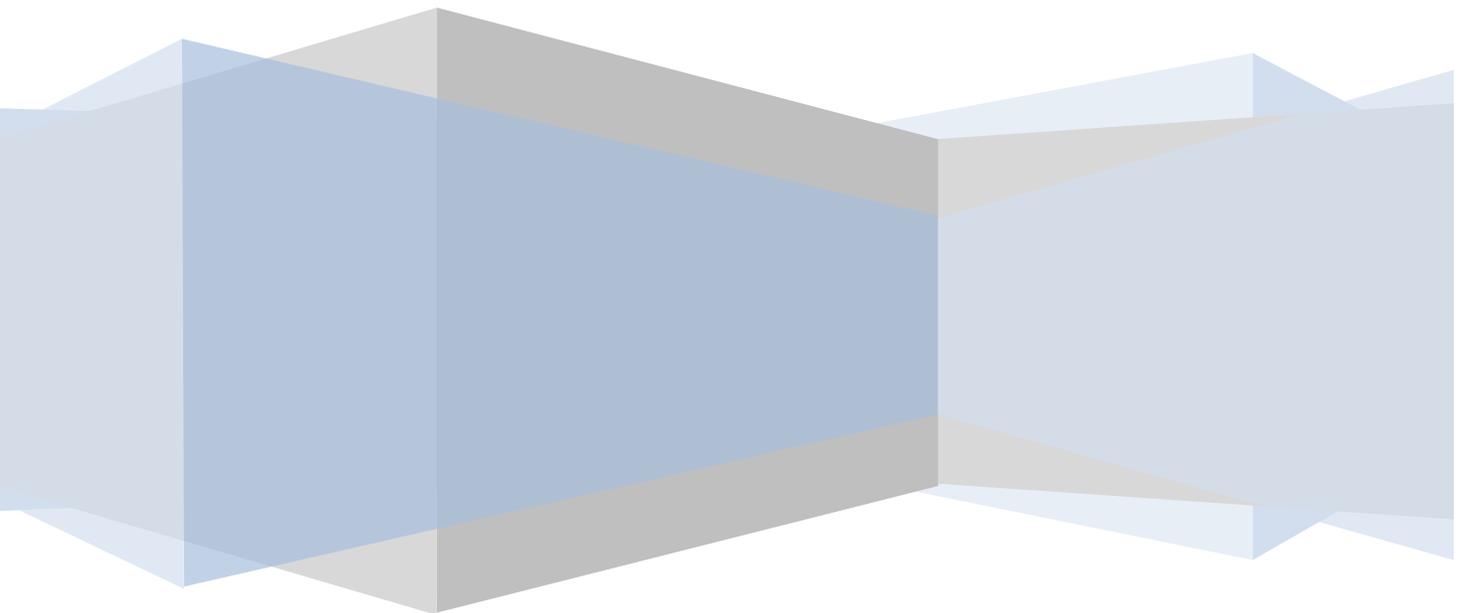


Utah Department of Transportation

Construction Manager General Contractor Selection

Manual of Instruction

June 2015



Summary

This is a manual of instruction that gives direction on how the selection process occurs on Construction Manager General Contractor (CMGC) projects.

The UDOT Innovative Contracting team provides support in the CMGC selection, design, and bid opening process. UDOT Consultant Services provides support in the CMGC selection process which includes assistance with the preparation and release of the RFP and coordination of schedules and tasks required to complete selection of a contractor.

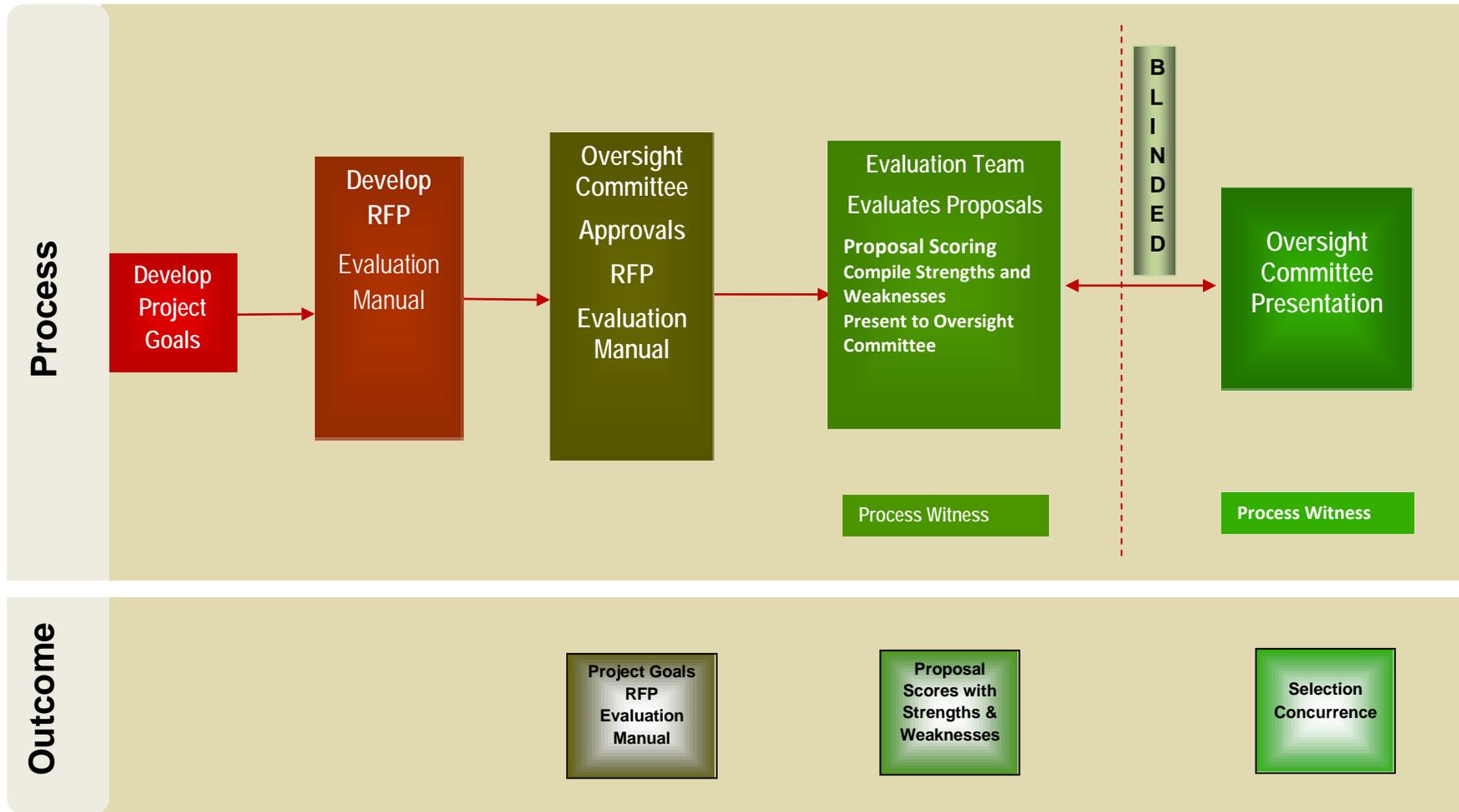
The following pages document the selection process to ensure consistency and objectivity in the selection of a contractor.

In addition, this document provides guidance as to the development of project goals and defines team members' roles and responsibilities to assist in the procurement and advertising of a UDOT CMGC project.

Table of Contents

CMGC Selection Process	4
Development of Project Goals	5
Develop Request for Proposal (RFP) and Evaluation Manual.....	5
Evaluation Team Roles & Responsibilities	6
Oversight Committee Roles & Responsibilities.....	7
Process Witness Roles & Responsibilities.....	7
Oversight Committee Selection Approval	7

CMGC Selection Process



Blinded - Conceal the identity of the Contractors submitting the Proposals; Ensures Proposals are reviewed objectively and that the possibility of bias, whether real or perceived is avoided.

Development of Project Goals

1. Project Team identify goals to recommend to the Region Director in coordination with the Oversight Committee.

The goals should be concise and generally based on the following:

- Scope
- Schedule
- Budget
- Quality
- Impacts to the Public

2. Seek approval of the goals from the Oversight committee.

Develop Request for Proposal (RFP) and Evaluation Manual

1. Include Project Goals and any key issues in the RFP.
2. Assign evaluation criteria points considering the project goals.
3. Develop sub-factors as needed and assign a point value.
4. Develop an evaluation manual. Consulting Services has boiler plate evaluation manuals that have been developed on past projects. The Project Team makes decisions on how evaluation criteria points are distributed in the evaluation manual to be consistent with project goals.
5. Obtain approval from the Oversight Committee of the:
 - a. Project Goals
 - b. Evaluation Criteria

Evaluation Team Roles & Responsibilities

1. Evaluation Team
 - a. Per Utah Administrative Code R916-4, the Evaluation Team must consist of no fewer than 5 voting members.
 - b. Include Evaluation Team members from both UDOT Region and Central offices.
 - i. Region voting members typically consist of:
 1. Project Manager, Managers and/or Technical Experts.
 - ii. Central voting members typically consist of:
 1. Managers and/or Technical Experts
 - iii. Other voting members w/ technical expertise relevant to the project.
 - c. Industry voting members.
 - i. ACEC representative.
 - ii. AGC representative.
 - d. The team can use non-voting members as technical advisors as they see fit. These advisors are free to express their finding and opinions to the voting members.
2. Prior to proposal due date, read and understand the contents of the RFP.
3. Read and understand the contents of the Evaluation Manual (goals, evaluation criteria, sub-factors, and Qualitative Assessment Guidelines).
4. Each member evaluates and scores each technical proposal against the goals and criteria in the RFP independent of other team members. Do not discuss scores with other team members.
 - a. Analyze and score proposals based on the criteria and relevant project goals as shown in the evaluation manual using the Qualitative Assessment Guide to determine your score.
 - b. Identify Strengths and Weaknesses
5. Each member submits the scores for the evaluation to Consultant Services.
6. Evaluation Process and Rules:

During the Evaluation Team meeting, Team members will discuss the Proposers' strengths and weaknesses in each scoring category. Team members will have the opportunity to adjust their initial individual scores, based on insights gained during the discussion, before the combined scores are unveiled. Once scores are unveiled, the individual scores will be combined and the resulting average will be the Team's final score, rounded to two decimal points.

7. Deliverables:
 - a. Prepare all blinded information for Oversight Committee
 - i. Summarize contractors strengths
 - ii. Summarize contractors weaknesses
 - iii. Summarize risks and innovations
 - iv. Present overall score

Oversight Committee Roles & Responsibilities

1. Oversight Committee consists of three UDOT senior leaders
 - a. Typically consists of the Director of Project Development as the chair, the Region Director, and another Region Director or their designees.
2. Prior to advertising the RFP the Oversight Committee approves
 - a. Project goals and priority,
 - b. Evaluation Criteria
3. Review & concur with selection by the Evaluation team
 - a. Ask for clarification as needed.

Process Witness Roles & Responsibilities

1. Consultant Services acts as a process witness for selecting the contractor in a CMGC delivery method. They ensure that the selection team follows the processes defined for CMGC contractor selection.

Oversight Committee Selection Approval

The Evaluation Team will present a briefing to and will seek concurrence of the selected proposer from the CMGC Oversight Committee. The presentation will be blinded so the Oversight Committee does not know the proposers. The Oversight Committee will review the information presented by the Evaluation Team to ensure consistency with the RFP and project goals. The Oversight Committee may request the Evaluation Team to go back and review the proposals again based on the presentation. In the event this additional review is directed, the Evaluation Team can make adjustments to the scores. UDOT Consultant Services will notify all proposers of the Evaluation Team's decision.