



Vermont Agency of Transportation

Design-Build Process for Project Managers

This document provides guidance on the preliminary engineering and procurement process and roles and responsibilities of key personnel for Design-Build projects.

I. Project Definition (Subjob 001)

Subjob 001 tasks are related to project definition and scoping. The Structures Section PIIT uses a specific project scoping process for all projects that are programmed to the Structures Program. A scoping process specific to any of the VTrans Programs can be substituted as appropriate. It is likely that the AMP will soon develop a project programming and scoping process that is used agency wide. That process will replace the following Project Definition steps.

A. Purpose and Need

1. Purpose and Need Statement
2. Local Concerns Meeting/Letter
3. Information Collection
 - a. *Survey*
 - b. *Traffic Data*
 - c. *Utilities Existing*
 - d. *ROW Existing*
 - e. *Resource Identification/Plotting*
 - f. *MOB Questionnaire*
 - g. *Geotechnical Assessment*
 - h. *Preliminary Hydraulics*

B. Project Scoping

1. Resource Team Review
2. Prepare Alternatives with Footprint
3. Resource Agency Coordination
4. Preferred Alternative
 - a. *Scoping Report*
 - b. *Draft TMP*
 - c. *Risk Registry*
 - d. *Procurement Method Matrix*
 - e. *Public Outreach Plan*
 - f. *Artemis Template*
5. Management Approval of Scope and Use of Design-Build Procurement
6. Alternatives Presentation Meeting
7. Alternative Acceptance
 - a. *Preferred Alternative*
 - b. *Procurement Method*
8. Project Defined (Scope Defined)

II. Design-Build Procurement Development (Subjob 100)

A. Administrative Tasks

1. Assign VTrans Project Manager

Primary Responsibility: Program Manager

The VTrans Program Manager will assign a Project Manager to manage the project through the end of procurement and then provide support to the Construction Resident Engineer throughout construction.

Timing: Prior to Kickoff Meeting

2. Assign Procurement Point of Contact

Primary Responsibility: Chief of Contract Administration

The Chief of Contract Administration will assign a staff member within the Alternative Contracting section to be the Procurement Point of Contact (POC) for the procurement of the project.

Timing: Prior to Kickoff Meeting

3. Develop Artemis Schedule

Primary Responsibility: Project Manager

Others Involved: Program Manager, Procurement POC, Regional Construction Engineer (optional)

The VTrans Project Manager shall edit the existing Artemis Template to develop their anticipated Artemis schedule. At this time, the Project Manager should meet with the Program Manager, Procurement POC, and Regional Construction Engineer to discuss milestone dates and activity durations. (See Attached Artemis Template¹)

Timing: Prior to Kickoff Meeting

4. Funding/Business Planning Update

Primary Responsibility: Project Manager

Others Involved: Program Manager

The Project Manager shall update VPINS and project budget spending profiles. VPINS and project budget spending profiles shall be updated on a monthly basis throughout the project duration. The Project Manager shall also work with the Program Manager to update the STIP and TIP.

Timing: Prior to Kickoff Meeting

¹ The sample Artemis schedule can be found at the following website:
<http://vtranscontracts.vermont.gov/alternative-delivery/design-build/documentation>

5. Form Technical Evaluation Committee

Primary Responsibility: Program Manager

Others Involved: Project Manager, Procurement POC

The Technical Evaluation Committee (TEC) will be responsible for evaluating and scoring the Statement of Qualifications and Technical Proposals received from prospective Design-Build teams. The TEC shall consist of the following:

- Chairperson (Non-Voting)
- Minimum of 5 voting members
- Minimum of 2 alternate members (in case a member drops out)
- Procurement POC (Non-Voting)
- FHWA Representative (Non-Voting)

Working with the Chairperson, the Program Manager shall collectively identify 7 to 9 VTrans employees from varying disciplines to serve on the TEC. The selection of the TEC should be across disciplines that are applicable to the anticipated scope of the project, preferably two of which include the Project Manager and the Resident Engineer. If the Resident Engineer has not yet been identified, the Regional Construction Engineer shall assign someone from that construction region. Members of the TEC should be senior personnel with the experience and knowledge to make informed decisions during the design-builder selection process. The Program Manager shall provide the list of potential TEC members to the Chairperson who will contact these people and discuss their role as a member of the TEC and verify their commitment.

Timing: Prior to Kickoff Meeting

6. Hold Project Kickoff Meetings

a. TEC Kickoff Meeting

Primary Responsibility: TEC Chair

Others Involved: Project Manager, POC, TEC

The meeting shall focus on the responsibilities of the TEC members and their responsibilities throughout the project:

- The POC will set up and schedule the meeting and coordinate with the Project Manager to create an agenda
- The meeting shall be facilitated by the TEC Chair
- The Project Manager and procurement team will present project information to the TEC. This will include but not be limited to:
 - Project Scope including the Project's Purpose and Need
 - Project goals, project specific components, project issues and known risks, as well as ideas for the Base Technical Concept (Conceptual Plans from the scoping process could be provided for reference)

- Over view of Design-Build Procurement Process and Schedule
- Overview of TEC Responsibilities – including confidentiality requirements
- Overview of Statement of Qualifications and Technical Proposal Scoring Methods

Timing: Before development of Request for Qualifications (RFQ) is started.

b. Stakeholder Kickoff Meeting

Primary Responsibility: Project Manager

The purpose of this meeting is to discuss the Design-Build process and provide a project overview to key VTrans stakeholders. This meeting will include members from applicable Agency sections, such as roadway, structures, hydraulics, environmental, construction, utilities, civil rights, geotechnical, the district, materials, asset management, TSMO, and any other applicable sections.

- The Project Manager shall set up the meeting and create an agenda. During this meeting, the Project Manager shall provide an overview of the project including the following topics:
 - Project Scope including the Project’s Purpose and Need
 - Project goals, project specific components, project issues and known risks, as well as ideas for the Base Technical Concept (Conceptual Plans from the scoping process could be provided for reference)
 - Over view of Design-Build Procurement Process and Schedule
- The stakeholders will be given the chance to discuss project concerns and ask project specific questions
- Stakeholder concerns shall be documented and addressed as part of the BTC development

Timing: Before development of Request for Qualifications (RFQ) is started.

7. Post Information to Website

Primary Responsibility: POC

Others Involved: Project Manager

The POC shall work with the Project Manager to develop appropriate materials to post on the VTrans website. The materials should convey that the subject project is forthcoming with a ballpark timeframe (example – spring of 2016) and should provide a limited scope of work so that designers and contractors can start to understand the project and form teams.

Timing: As soon as the project has been programmed. A minimum of one month before Request for Qualifications (RFQ) is released.

B. Base Technical Concept Development

1. Develop Base Technical Concept

Primary Responsibility: Project Manager

The Base Technical Concept (BTC) shall be a complete package conveying VTrans' concept for the project to the Design-Build Team. Development of the BTC shall including the following documents:

- BTC Plans
- BTC Cost Estimate (not included with RFP)
- BTC Schedule (not included with RFP)
- Environmental Commitments Memorandum
- NEPA Document
- Preliminary Hydraulics/Stream Simulation
- Railroad Agreement (if required)
- Risk Evaluation Matrix
- ROW Plans (if required) and ROW Clearance
- Seismic Hazard Evaluation (if the project includes a significant bridge)
- Transportation Management Plan (TMP)
- Traffic Data
- Pavement Design
- Utility Agreements (if required) and Utility Clearance

The thought process for developing the BTC plans shall be in line with developing Preliminary Plans. The Plans can include as much or as little detail for elements of the concept depending on the importance to VTrans. Items or materials that are of great importance should receive more definition in the BTC as well as corresponding technical parts of the RFP. As an example, if VTrans is requiring a Smart Work Zone, there shall be minimum requirements defined as part of the TMP that is included with BTC. Where are PCMS required? What type of monitoring is required? Are closed circuit cameras required? (VTrans should plan on a Design-Build Team only fulfilling the minimum requirements of the RFP and BTC).

Timing: Development of the BTC shall be started prior to release of the RFQ to allow for the appropriate qualifications incorporated into the RFQ.

2. Constructability Review

Primary Responsibility: Project Manager

The BTC will be distributed for online shared review. After which, a Constructability Review Meeting will be held between Construction Personnel and those who participated in the review.

At a minimum the BTC shall be distributed to the following individuals:

- Construction Structures Engineer
- Resident Engineer
- Regional Construction Engineer

- Environmental Specialist
- District Project Manager and DTA
- Materials Engineer
- Geotechnical Engineer (if applicable to the project)
- TSMO
- Utilities
- ROW
- Roadway Section
- Structures Section

Timing: Prior to the NEPA Process.

3. NEPA Documentation

Primary Responsibility: Project Manager

The Project Manager shall use the BTC plans for submitting a request to the Environmental Section for completion of NEPA Documentation for the project.

Timing: Prior to the release of the RFP.

4. Regulator Coordination Meeting

Primary Responsibility: Project Manager

The Project Manager shall coordinate with the Environmental Specialist to setup an Environmental Coordination Meeting. The purpose of the meeting will be to review the scope of the project, the schedule, the BTC and related anticipated environmental clearances. The meeting is expected to be an informal exchange and discussion.

Following the meeting, the Environmental Specialist shall send the BTC to each appropriate regulator with a cover letter requesting comments and concerns related to the BTC. All comments and concerns shall be retained for inclusion in the RFP Information Package. It is important to get feedback from regulators so that Design-Build Team's pursuing the project will have a frame of reference and expectations for important aspects of the permitting process.

Timing: Prior to finalization of the BTC.

5. Right-of-Way Process (If Needed)

Primary Responsibility: Project Manager

If ROW is needed for the Project, the Project Manager shall coordinate with the ROW Section to advance the activities needed to procure acquisition.

ROW plans shall be incorporated into the BTC if applicable.

Every project will require a ROW clearance prior to obtaining full project approval and full funding obligation by FHWA.

Timing: Prior to finalization of the BTC.

6. Utility Agreements (If Needed)

Primary Responsibility: Project Manager

If Utility Relocations are needed for the project, the Project Manager shall coordinate with the Utility Section to advance the activities needed for utility agreements. Utility relocation routes shall be incorporated in the BTC. The utility agreement shall be used to obtain a utility clearance.

Every project will require a utility clearance prior to obtaining full project approval and full funding obligation by FHWA.

If there is a possibility that actual utility relocations may be dependent on a Design-Build Team's concept, the relocations should not be completed by VTrans. Utility relocation routes for the Base Technical Concept shall be clearly defined and utility company contact information as well as timeframes for each utility company to complete their relocation shall be included in the RFP. Include the sequence of relocations and the estimated timeframe for relocation as coordinated with the utility company.

Timing: Prior to finalization of the BTC.

7. Railroad Agreement (if needed)

Primary Responsibility: Project Manager

If the project includes work within a railroad ROW, the VTrans project manager shall coordinate with the Railroad section for development of a railroad agreement. The railroad agreement shall support the BTC and shall allow for a constructible project.

The railroad agreement shall be incorporated in the BTC.

Every project will require a railroad clearance prior to obtaining full project approval and full funding obligation by FHWA. Even if there are no railroads impacted by the project, there will still be a requirement that indicates there is no railroad impacts.

Timing: Prior to finalization of the BTC.

8. Risk Evaluation Matrix

Primary Responsibility: Project Manager

The Project Manager shall work together with the project development team to develop a matrix of risks associated with the project. The exercise is meant to develop a preliminary list of risks and start the discussion of allocating risk between VTrans and the Design-Build Team. Risk allocation will need to be reflected in the RFP Documents and accounted for appropriately in the Schedule and Cost Estimate.

Risks should be assigned to the entity that is best able to manage the risk. Remember, Design-Build Teams will not take risks, they will price risks.

The Risk Evaluation Matrix shall be included in the BTC and shall be part of the Design-Build Team's response to the RFP. The VTrans project development team shall include risks that are pertinent to the project and which may be of interest in seeing how each short-listed team would respond. The Risk Evaluation Matrix shall also include blank spaces for the short-listed teams to include risks identified by their team.

The Risk Evaluation Matrix shall be evaluated carefully for each project. Use past experiences to develop risks and assign them appropriately.

Timing: The Risk Evaluation Matrix shall begin as soon as technical work begins on the project and shall be completed prior to finalization of the BTC.

C. Request for Qualifications (RFQ) Development

1. Development of the RFQ

Primary Responsibility: POC

Others Involved: Project Manager

Timing: The RFQ development may be concurrent with development of the BTC, provided that the BTC is advanced far enough to identify the primary project requirements and criteria to be set forth in the RFQ. The RFQ shall include any specialized qualifications required of the Design-Build team members. Examples could be Long Span Bridge Design and Construction; Drilled Shaft Design and Construction; Smart Work Zones, etc.

a. *Request for Qualifications (RFQ) Document* – The POC shall develop the first draft of the RFQ based on a shell RFQ². During development of the first draft, the POC will focus on areas of procedural and administrative information and will highlight areas for project specific text for further input. The POC shall send the first draft of the RFQ to the Project Manager. The Project Manager shall read the entire RFQ and develop text for all of the project specific information. The Project Manager shall pay particular attention to the following areas:

- *Milestone Schedule*
- *Required Key Personnel and Required Qualifications*
- *Specific Design and Construction Qualifications*
- *Scoring Criteria*

During development of the RFQ, the Project Manager should setup Work Sessions with project stakeholders to review specific parts of the document and to make decisions on the requirements of qualifications that should be evaluated as part of the procurement.

² The shell RFQ can be found at <http://vtranscontracts.vermont.gov/alternative-delivery/design-build/documentation>

- b. RFQ Information Package – *The Project Manager, with help from the procurement team, will provide an RFQ Information Package to the POC. The RFQ Information Packages shall include Conceptual Plans or BTC concepts that have been developed, the engineering report, bridge inspection reports, traffic data, record plans if available and other similar documentation. Ultimately it will be the decision of the Project Manager what to include or not to include in the RFQ Information Package.*
- c. Internal RFQ Document Review – *The Project Manager will compile the RFQ and RFQ Information Package and distribute them for internal review at VTrans (inclusive of the TEC) as well as FHWA and other project stakeholders as appropriate. Following the review period, the Project Manager shall set up work sessions with the POC and other stakeholders as necessary to review the comments and revise the documents appropriately. Once the documents are in a Final DRAFT format, the POC will distribute them for a small final review to representatives from FHWA, VTrans legal section, and Contract Administration. The POC and Project Manager will work together to address all outstanding comments and compile the RFQ into the Final Draft Version.*

2. Request RFQ Approval from FHWA

Primary Responsibility: POC

No less than two weeks prior to the anticipated RFQ posting date, the Project Manager will submit the Final RFQ documents, inclusive of all attachments and supporting documents, to the POC in PDF format. The POC shall provide the RFQ inclusive of all attachments and supporting documents to FHWA with a formal letter requesting approval to advertise the RFQ. Only upon receiving approval from FHWA shall the RFQ be released for posting.

The POC shall place the final approved files on the Contract Administration Z drive in the project folder and shall clearly label the folder with the date – Example: 2016-03-13 RFQ Approved.

3. Advertise RFQ

Primary Responsibility: POC

The POC will post the RFQ inclusive of all attachments and supporting documents by following the current Contract Administration advertising procedures as well as a notice on the website for the project.

4. RFQ Procedures during Procurement

Primary Responsibility: POC

- a. *Questions and Answers* – Per the RFQ, all official questions will be directed to the POC. As questions are received, the POC shall forward them to the Project Manager and other members of the procurement team. The Project Manager shall develop responses to the questions and questions shall be responded to in an RFQ change. Questions that provide new or different information than what is shown in the RFQ will also require modification of the specific parts of the RFQ.
- b. *RFQ Changes* – RFQ changes may be triggered by the Project Manager, POC, or other staff members who realize an error, omission, addition or change to the RFQ documents that all bidders must receive. In addition, all questions shall be responded to through an RFQ Change. The POC will compile an RFQ change with input from the Project Manager on content. The RFQ Change shall be sent to the procurement team, including the Project Manager for review. Following the review and addressing any internal questions, the POC shall send the RFQ Change to FHWA with a formal letter requesting approval. The approved RFQ Change will be posted following the current Contract Administration advertising procedures as well as a notice on the website for the project.

The POC shall place the final approved files on the Contract Administration Z drive in the project folder and shall clearly label RFQ Change folder with the date – Example: 2016-03-13 RFQ Change No. 1.

D. Technical Evaluation Committee Scoring

Primary Responsibility: TEC Chair

During the time the RFQ is advertised, the TEC Chair will conduct meetings with the TEC to finalize their scoring documentation.

The POC will develop a draft scoring sheet with the criteria directly from the RFQ evaluation sections. The scoring sheet will be provided to the TEC for review and for adjusting any of the bulleted scoring criteria.

Following finalization of the bulleted scoring criteria, each TEC member shall then individually assign points to each items based on the total number of evaluative points for that section as identified in the RFQ.

Timing: Final scoring sheets must be compiled prior to submission of the SOQs.

E. Submission of Statement of Qualifications

Primary Responsibility: POC

Others Involved: Contract Administration Staff

The Statement of Qualifications (SOQs) will be submitted to the Office of Contract Administration. All SOQ's will be dated, logged in, and time stamped immediately when they are received. All SOQs that are to be considered for scoring must be received by the date and time specified in the RFQ.

F. Administrative Review

Primary Responsibility: POC

Others Involved: Project Manager

The POC will review the SOQ's for administrative responsiveness as outlined in the RFQ. The POC will contact each Proposer notifying them of one of the following:

- As of the date of the Notice, the SOQ is responsive; or
- The SOQ fails to comply with the SOQ Responsiveness Requirements set forth in the Project Requirements and the SOQ must be cured in order for it to be further considered; or
- The SOQ contains Non-curable SOQ Defects and is rejected as non-responsive.

Timing: Prior to distribution of the SOQ to the TEC.

G. Distribution to TEC

Primary Responsibility: POC

The POC will set up a meeting with the TEC at which the responsive SOQ's will be distributed to the TEC members. Each member will be required to look through each SOQ and sign a Confidentiality and Conflict of Interest form.

Instructions should be given on care of the SOQ. It should not be left unattended on your desk. Please keep them in a drawer or in your bag when not actively using them.

H. Scoring of SOQ

Primary Responsibility: TEC Chair

Others Involved: TEC, FHWA

Each TEC member will score each SOQ individually on a scoring sheet. They will assign a quality factor (0-100) to each bulleted scoring criteria item, which will then carry through the scoring sheet³ to determine the Proposer with the highest qualification scoring. The POC will set up a meeting to be facilitated by the TEC chair to discuss the scoring sheets. TEC members will be given the chance, as a group to discuss scores. Any member of the TEC with outlying

³ The RFQ Scoring Sample can be found at <http://vtranscontracts.vermont.gov/alternative-delivery/design-build/documentation>

scores shall provide explanation regarding their assignment of quality factors. Based on the final scores, the TEC will determine which teams shall be short-listed. From that discussion the TEC Chair will develop a memorandum outlining the process used and the TEC recommendation for final determination of the Short-List. VTrans intent is to shortlist three teams during each procurement.

VTrans Approval of Shortlist

The TEC Chair shall deliver the memorandum to the Chief Engineer for review and signature. Once it is signed by the Chief Engineer, the Chief Engineer shall then deliver the memorandum to the Secretary of Transportation for review and signature. After signatures are completed, the TEC Chair shall provide the final memorandum to the POC.

I. Shortlisting D-B Teams

Primary Responsibility: POC

1. Send to FHWA

The POC shall contact FHWA, providing the SOQ shortlist recommendation memorandum referenced above which will include the results of the TEC scoring and will identify the proposed shortlist, including a brief description of the process used.

2. Contact Teams

Upon FHWA approval, the POC will contact all the Proposers and notify them of the Short-List by emailing each team contact with the recommendation memo. The POC will also post the Short-List on the project website.

J. Development of the RFP

Primary Responsibility: POC

Others Involved: Project Manager, Procurement Development Team

1. Request for Proposals (RFP) Document – The POC will provide the Project Manager with a shell RFP. If a shell is not available, the POC will provide an example RFP from the most recent Design-Build project. It is the responsibility of the Project Manager to fill in all project specific information and the POC will handle all procedural and administration areas of the RFP. The RFP development will entail work session meetings and collaboration in order to pull all the parts together. The Project Manager and POC shall meet prior to development of the RFP to discuss who is responsible for each part of the RFP and expectations of how the RFP will be pulled together, including procurement schedule.
 - Part 1- This part contains mostly procurement and administrative type language and will be handled mostly by the POC with a thorough review and input from the Project Manager, especially on the milestone schedule, scoring criteria, and best value ratio.

- The best value ratio has several parts to be considered.
 - On a 100 points scale, determine the split between technical and price components. VTrans generally uses a 50/50 split.
 - The technical price proposal will then be scored on a 100 point scale and then the resulting score will be multiplied by 0.50.
 - The price proposals will be opened publically and the lowest price proposal will receive the full 50 points. Then each successive price proposal will be determined as a ratio of the low price proposal. Example – if the low price proposal is \$10,000,000, then that team would receive 50 points. If the next lowest price proposal is \$12,000,000, it would receive $\$10,000,000/\$12,000,000 \times 50 = 41.67$ points.
- Part 2- This part contains project specifics and the scope of work to be performed by the Design-Build team. The Project Manager will provide most of the content for this part. It is advised that the entire section be thoroughly read and revised as necessary by the Project Manager and the Procurement Team.
 - Part 3- This part contains the Contract and other supporting contract forms/documentation. The POC shall compile these documents together with support from the Project Manager. Be sure to update the Davis-Bacon Wage rates specifically for the current project.
 - Part 4- This part includes the project specifications and includes Notice to Bidders, General Special Provisions (unedited), and project specific special provisions (including the rewrite of Division 100). Development of this part will be a collaborative effort between the POC, procurement team, the construction section, and VTrans legal.
 - Part 5 – Base Technical Concept (BTC) The Project Manager will compile all parts of the BTC as discussed below.
2. Finalize RFP – The Project Manager will compile the RFP and all RFP supporting documents and set up work sessions with the POC and other stakeholders as necessary. During the development of the RFP, the documents will be provided to the appropriate stakeholders for review in track changes. Once the documents are in a Final DRAFT format, the POC will distribute them for a limited review including FHWA, VTrans legal section, Contract Administration, the TEC and any other applicable stakeholder. The POC and Project Manager will work together to address all comments and compile the RFP into Final DRAFT version.
 3. Draft RFP Release (optional process) – Once the RFP is in its Final DRAFT format, it will be provided to the Short-Listed teams for review. The teams will be given two weeks to review the RFP and provide comments, via track changes, back to the POC. Following receipt of the Draft RFP comments, the procurement team will meet in a work session to review all comments and decide where revisions are made to the RFP documents. When making changes, two versions of the RFP shall be developed, one version shall

include redline markups of all changes from Draft RFP to Final RFP; the other version shall be a clean version of the RFP with all revisions made.

K. PS&E Package Compilation

Primary Responsibility: Project Manager

The project manager shall compile a complete PS&E submission package for the project.

At a minimum the package shall consist of the following documents:

- Final RFP including Project Specifications and Base Technical Concept
- Project Estimate – see example estimate
- Project Schedule
- Project Specific Liquidated Damages Calculation
- All other documents on the Pre-Contract and Contract Plan Checklists

1. Request RFP Approval from FHWA

Primary Responsibility: POC

No less than two weeks prior to the anticipated RFP posting date the Project Manager will submit the PS&E documents, inclusive of all attachments and supporting documents to the POC. The POC will provide the PS&E Package inclusive of all attachments and supporting documents to FHWA with a formal letter requesting approval to advertise the RFP.

III. RFP Advertisement (Subjob 300)

A. Advertise RFP

Primary Responsibility: POC

The POC will advertise the RFP inclusive of all attachments and supporting documents following the current Contract Administration advertising procedures as well as a notice on the website for the project. It is generally typical to send an email to the shortlisted teams notifying them of the release of the RFP.

B. RFP Process during Procurement

1. Questions and Answers – Per the RFP, all questions will be directed to the POC. As questions are received, the POC shall forward them to the Project Manager and other members of the procurement team. The Project Manager shall develop responses to the questions and questions shall be responded to in an RFP change. Questions that provide new or different information than what is shown in the RFP will also require modification of the specific parts of the RFP.
2. RFP Changes – RFP changes may be triggered by the Project Manager, POC, or other staff members who realize an error, omission, addition or change to the RFP documents that all bidders must receive. In addition, all questions

shall be responded to through an RFP Change. The POC will compile an RFP change with input from the Project Manager on content. The RFP Change shall be sent to the procurement team, including the Project Manager for review. Following the review and addressing any internal questions, the POC shall send the RFP Change to FHWA with a formal letter requesting approval. The approved RFP Change will be posted following the current Contract Administration advertising procedures as well as a notice on the website for the project.

3. ATCs - Refer to the Alternative Technical Concept process document.⁴
4. Changes to Key Personnel –Refer to the VTrans DB Changes to Key Personnel process document.⁵

C. Submission of Proposals

Primary Responsibility: POC

The Proposals will be submitted to the Office of Contract Administration. All Proposals will be immediately dated and time stamped upon receipt. All proposals must be received by the date and time specified in the RFP.

D. Administrative Review

Primary Responsibility: POC and Project Manager

The POC will review the Proposals for administrative responsiveness as outlined in the RFP. The POC will contact each Proposer notifying them of one of the following:

- As of the date of the Notice, the Proposal is responsive; or
- The Proposal fails to comply with the Proposal Responsiveness Requirements set forth in the Project Requirements that must be cured; or
- The Proposal contains Non-Curable Proposal Defects and is rejected as non-responsive.

The Project Manager will review the Proposals for technical concept requirements. Example – If the RFP does not allow stone masonry, but a team proposes stone masonry, then the team must either cure the non-conformance or their proposal will be found non-responsive.

Timing: Prior to distribution of the Proposal to the TEC.

E. Distribution to TEC

Primary Responsibility: POC

The POC will set up a meeting with TEC at which the responsive Proposals will be distributed to the TEC members.

⁴ The Alternative Technical Concept procedure can be found at:
<http://vtranscontracts.vermont.gov/alternative-delivery/design-build/documentation/procedures>

⁵ The VTrans DB Changes to Key Personnel Document can be found at:
<http://vtranscontracts.vermont.gov/alternative-delivery/design-build/documentation/procedures>

Instructions should be given on care of the proposal. It should not be left unattended on your desk. Please keep them in a drawer or in your bag when not actively using them.

F. Scoring of Proposals

Primary Responsibility: TEC Chair

Each TEC member will score each Proposal individually on a scoring sheet. They will assign a quality factor (0-100) to each bulleted scoring criteria item, which will then carry through the scoring sheet to determine the proposer with the highest technical score. The POC will set up a meeting to be facilitated by the TEC chair to discuss the scoring sheets. TEC members will be given the chance, as a group to discuss scores, especially those outlying scores that differ from others

The TEC Chair will develop a memorandum outlining the process used and the TECs final determination of the Technical Proposal scores.

VTrans Technical Proposal Score Memorandum

The TEC Chair shall deliver the memorandum to the Chief Engineer for review and signature. Once it is signed by the Chief Engineer, the TEC Chair shall provide a copy to the Secretary for reference only, and a copy to the POC. The POC shall post the results on the Contract Administration website.

Timing: The memorandum should be posted one week prior to the Price Proposal opening.

G. Best Value Determination

Primary Responsibility: POC

VTrans will hold a public opening of the Price Proposals. The Price Proposal amounts will be input into a spreadsheet and a Best Value determination based on the combined Technical Proposal scores and Price Proposal scores will be determined based on the formula that is contained within the RFP.

H. Bid Analysis

Primary Responsibility: Project Manager

Contract Administration will provide the official bid results to the Project Manager, requesting a bid analysis. The Project Manager will perform an analysis of the Price Proposal and provide the POC with a written statement outlining their suggestion to either accept or reject the Price Proposal.

I. Send to FHWA

Primary Responsibility: POC

The POC will contact FHWA with the results of the Best Value determination and provide them with a copy of the Bid Analysis as well as the process used to determine the Best Value, asking for concurrence.

J. Contact Teams

Primary Responsibility: POC

Upon FHWA approval, the POC will contact all the Proposers and notify them of the apparent Best Value selection and the intent to award the Contract to the best value contingent upon bid analysis, proposal clarifications and the appropriate due diligence.

K. Proposal Clarifications

Primary Responsibility: Resident Engineer

Others Involved: Project Manager, Regional Construction Engineer

The Resident Engineer, in conjunction with the Project Manager and Regional Construction Engineer, shall perform a thorough review of the apparent Best-Value Proposal. This review should address any inconsistencies, questions, clarifications and concerns that VTrans may have. These include issues that may arise from the TEC during the proposal review. The Resident Engineer, Project Manager, and Regional Construction Engineer shall meet with the POC to document the proposal clarifications. Through the POC, the clarifications document will be provided to the Design-Build team to formally address all items. A meeting with the Design-Build team is encouraged to further discuss and address the clarifications. The final clarifications document produced shall be agreed upon by VTrans and the Design-Build team and will be incorporated into the Contract taking precedence over their proposal as outlined in the RFP.

Timing: Prior to execution of the Contract.

L. Contract Execution Process

Primary Responsibility: POC

Upon completion of the bid analysis, FHWA concurrence, and the clarifications document, the office on Contract Administration shall move forward with the award and final execution of the Contract. Those steps include but may not be limited to:

- Approval from the Secretary of the Office of Administration
- Approval from VTrans Assistant Attorney General on the AA14
- Contract Award, requiring documentation and signing from the Design-Build team
- Upon verification of all the required paperwork and compliance, the Contract is sent to the VTrans Secretary for final execution

M. Stipends

Primary Responsibility: Project Manager

After the Design-Build Contract has been fully executed, the Project Manager shall complete New Contract Forms and CA-52a Forms for all of the unsuccessful

bidders. The Project Manager shall deliver the forms to Contract Administration Personal Services Team for execution of the contracts. After the Contract has been executed through Contract Administration, the Project Manager shall make a written request to the Business Office to fully pay all stipends.

Timing: Pay stipends following successful execution of the Design-Build Contract and all Stipend Contracts.