

**BASE DOCUMENT – SPECIAL INSTRUCTIONS TO PROPOSERS  
VERSION 1**

**MAY 25, 2007**

# **SPECIAL INSTRUCTIONS TO PROPOSERS**

**For The**

***[Insert Bundle Number] [Insert Project  
Name]***

**DESIGN-BUILD PROJECT**



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**MAY 25, 2007**

**Special Instructions to Proposers (“Special Instructions”)**

*[Information and requirements applicable to this Procurement, including instructions applicable to Quality and Price Response Categories, are set out in the Standard Instructions to Proposers (“Standard Instructions”). Proposers are therefore advised to download the STANDARD INSTRUCTIONS along with these SPECIAL INSTRUCTIONS and read them together.]*

*(Follow all instructions. If there are no instructions above a Subsection, paragraph, or sentence, then use the Subsection, paragraph, or sentence on all projects. Complete each placeholder in accordance with the instructions given. Insert “N/A” in each response placeholder where the subpart or question does not apply, or if instructed to do so in the category, delete the subpart or question. Insert additional information or response category subparts, if any, continuing the numbering convention of that category. Remove all instructions before preparing the final document.)*

Comply with the Standard Instructions, supplemented and/or modified as follows:

**1.2 Structures and Improvements Involved**

*(Insert the applicable information into the table.)*

Project Component	Bridge No.	Mile Point	Construction Work Classification

**1.3 Completion Dates**

*(Delete any of the following completion dates that are not applicable to the Project. Insert such other completion dates as may be required for the Project. Use alphabetical labeling convention.)*

**(a)** Interim Completion Date “A” – Bridge #12345 shall be open to unrestricted traffic by *[enter date]*.

**(b)** Interim Completion Date “B” – Complete all On-Site Work for the Project except for plant establishment and Punch-List Items, not later than *[enter date]*.

**(c)** Contract Completion Date - Complete all Work to be done under the Contract, except for plant establishment and Punch-List Items, not later than *[enter date]*.

1.4

*(Use the following subsection if the project contains additional milestones not reflected in Section 1.3.)*

**1.4 Other Project Milestones**

*(Insert any performance deadlines the Agency may be subject to, such as acquisition of particular named permits, Right-of-Way, etc., or performance obligations the Agency may have assumed.)*

**5.0 Procurement Schedule/Submittal Deadlines**

*(Insert the applicable dates in the second column. Delete any of the submittal deadlines that are not applicable. Insert additional deadlines and dates as may be applicable.)*

Deadline for Submittal of Requests for Alternate Technical Concept Review	<i>[enter date]</i>
Deadline for Submittal of Requests for Clarification, Requests for QPL Equivalency Determination, Requests for Change, and Protests of RFP and Contract Provisions	<i>[enter date]</i>
Deadline for Submittal of Requests for Clarification, Requests for Change, and Protests of Addenda	3 Calendar Days from date of issuance of Addendum or date specified in Addendum
Final date for Agency Response to Requests for Alternate Technical Concept Review	14 Calendar Days from date of receipt of Request for Alternate Technical Concept Review
Pre-Proposal Meeting	<i>[enter date]</i>
Mandatory One-on-One Meeting	<i>[enter date]</i>
Deadline for Submittal of Proposal Modifications and Notice of Withdrawal of Proposal	Prior to the Proposal Due Date and Time
Proposal Due Date and Time	<i>[enter date]</i> 1:00 p.m. <i>[enter PST or PDT]</i>
Deadline for Submittal of executed Escrow Agreement, Form EA and Escrow Proposal Documents	5 Business Days from the Proposal Due Date
Mandatory Oral Presentations	<i>[enter date]</i>
Public Price Proposal Opening	<i>[enter date]</i> (approximate)
Issuance of Notice of Competitive Range Selection	<i>[enter date]</i>
Deadline for Submittal of Competitive Range Selection Protests	7 Calendar Days from date of issuance of Notice of Competitive Range Selection
Issuance of Notice of Intent to Award	<i>[enter date]</i>

Deadline for Submittal of Award Protests	7 Calendar Days from date of issuance of Notice of Intent to Award
Anticipated Issuance of Notice to Proceed	[enter date]

**6.1 Agency’s Single Point Of Contact and Address (“Agency’s Contact”)**

*(Enter the Agency Contact information.)*

[enter name] Project Manager  
 Oregon Department of Transportation  
 Major Projects Branch, Advance Contracting Unit  
 680 Cottage Street NE  
 Salem, OR 97301-2412  
 Phone: [enter phone number]  
 FAX: [enter fax number ]  
 E-Mail: [enter email address]

*(Enter the Stipend amount from the RFQ, Section SP1.5.3 into the blank below. Include for all projects.)*

**9.2 Proposal Stipend Amount** - The Proposal stipend amount established for this procurement is \$ [enter value].

*(Enter the address where the public price opening will be held below.)*

**22.2 Price Proposals: Public Opening** - The Agency will conduct a public opening of the Price Proposals at [enter address], on the date and time set out in Subsection 5.0 above.

*(Enter the total number of pages allowed for Categories II through IV).*

**28.2(c)5-b Quality Proposal Response Categories II through IV** – The Proposal responses to Response Category II through IV shall be limited to a combined total of [enter number of pages] pages.

*(Enter the relative weights as determined by the Project Development Team.)*

**29.1 Relative Weights allocated to Quality and Price Proposals** – The relative weights allocated to the Quality and Price Proposals for this project, to be used in calculating the total score, are as follows:

- (a) Quality Proposal Weight = [enter #] %
- (b) Price Proposal Weight = [enter #] %

*(Modify the title of 30.2 to accurately reflect the number of scored response categories that have been established for this procurement.)*

30.2

**30.2 Response Categories II through [insert category number] .**

*(Insert the applicable total points for each of the following categories and subcategories, as determined by the Project Development Team. Note that regardless of the number of scored response categories established for the procurement, the total (cumulative) number of available Quality Proposal points must equal 3000. Add, delete or modify the requirements for each project.)*

**30.2(a) Response Category II: Proposer's Organization and Expertise – (Total [enter #] Points Available for This Category II)**

Submit the following:

**(1) Organization ([enter #] Points Available for this Sub-factor)**

- a. Project-Wide Organizational Chart, including Design and Construction Functions; Key Personnel; Key Design Professionals; Major Subcontractors; Quality Organization, including Quality Management personnel, Major Subcontractors performing Quality Management functions, and independent sampling and testing laboratories; and Safety Organization, including Major Subcontractors performing safety functions. Include responsibilities and reporting relationships.
- b. Description of those categories of Work which the Proposer anticipates will be performed by the Proposer's own forces and those categories which will be performed by Subcontractors.
- c. Plans and procedures for management of Subcontractors.
- d. City and state where assigned staff will be located, particularly the location(s) of design staff.
- e. Address of office(s) where Work will be done in the Project vicinity. State the functions to be performed in each office.

**(2) Project Expertise - ([enter #] Points Available for this Sub-factor)**

- a. Key Personnel, Form KP.
- b. Submit resumes in an Appendix to the Proposal.

**30.2(b) Response Category III: Project Controls and Management – ([enter #] Total Points Available for this Category III)**

Submit the following:

**(1) Project-Wide Management - ([enter #] Points Available for this Sub-factor)**

- a. Baseline Progress Schedule (to be submitted in both color hardcopy and Primavera P3 electronic format) meeting the requirements and formatting, including

coding requirements, established in the Contract Documents, and consistent with the Agency's Project Sections and Price Centers identified on Form PCD.

1. Critical Path Activities shall all be included, as well as order and delivery dates of Materials and Equipment.
  2. Holidays and other high-traffic periods, as well as impacts due to weather or other causes (including other construction), shall be accounted for.
  3. Proposer shall also integrate design and subcontract activities into its scheduling.
  4. Unless a Section or Price Center has been designated as mandatory, the Proposer may adjust the list to more accurately reflect planned sequences and methods, although the level of detail shall be similar to that reflected in the list of required Price Centers.
- b. A narrative explaining the assumptions upon which the Baseline Progress Schedule was based, as well as risks, constraints, and contingencies that impacted the schedule. Explain how Proposer anticipates handling contingencies and occurrences anticipated as potential risks. The Baseline Progress Schedule proposed shall meet or exceed minimum Contract requirements, as determined by the Agency in its sole discretion, where all Design-Builder risks are mitigated with contingencies and/or schedule logic.
- c. An explanation of Proposer's methodology for updating its Baseline Progress Schedule.
- d. Form PCD, Price Center Descriptions. Submit a description of the physical features and activities included in the Price Center, and include all Work included in the Price Center Value of each Price Center as reflected on Form SP.
- e. Outline of Mobilization Plan for mobilizing Key Personnel, Equipment, and Materials consistent with the Baseline Progress Schedule.
- f. Issues Resolution Plan including Proposer's philosophy and approach for disputes avoidance and/or issues resolution and experience on previous projects comparable to this Project that illustrates how this philosophy and approach was successfully applied. Provide a current name and phone number of an owner/client representative for past experience cited.

**(2) Quality Management - ([enter #] Points Available for this Sub-factor)**

- a. Outline of Quality Plan, including both design and construction components and all Subcontractor activities.
- b. Outline of Plan for addressing constructability, durability, maintainability, safety, aesthetics and environmental mitigation in the design and construction processes, and coordination of design and construction activities to ensure consistency in quality.

30.2(b)(2)c.

c. Explanation of how independence of Quality staff and function will be maintained.

**(3) Design Management - ([enter #] Points Available for this Sub-factor)**

a. Form DU, Design Unit Descriptions.

b. Outline of Plan for coordinating design and construction functions.

c. A summary Design Review Plan outlining how Proposer will facilitate and implement Design Reviews as required under the Contract Documents. Identify design reviews planned for each Design Unit. Summarize the level of completion anticipated at each design review in terms of components designed (not just % complete); and summarize how reviews of drawings, field design changes, and As-Constructed Plans will be conducted. Describe how the Designer and the design staff will be involved during construction.

**(4) Construction Management - ([enter #] Points Available for this Sub-factor)**

a. Outline of Proposer's Construction Staging and Phasing Plan, indicating timing and sequencing of major activities for the Project.

b. A brief narrative description of Proposer's proposed Construction Management Plan, including how Proposer plans to deal with unexpected disruptions (e.g., weather- or accident-related).

c. Approach to change management during construction for design initiated, field initiated, and Agency-initiated changes.

d. Construction start date, Interim Completion Date(s), and Contract Completion Date.

**(5) Environmental Management/Compliance - ([enter #] Points Available for this Sub-factor)**

a. Narrative describing the management approach to achieving and maintaining compliance with the programmatic permits, environmental performance standards, Programmatic memoranda of agreement, and nonprogrammatic permits applicable to the Work, such as land use approvals or other local requirements. Address items such as Permit process, regulatory communication, and mitigation monitoring and corrective action process.

b. Summary of Proposer's Environmental Compliance Plan.

c. A description of instances on projects within the last three years where the Proposer, including Principal Participants, and Major Subcontractors have had success in meeting and/or exceeding environmental performance standards and permit conditions.

d. A description of instances on projects within the last three years where the Proposer, including Principal Participants and Major Subcontractors have not met environmental performance standards and permit conditions. For each of these instances, describe the non-compliance act, the reason(s) the non-compliance act occurred, plans implemented to correct the non-compliance act and lessons learned from these instances, and internal procedures developed to ensure similar issues do not occur on future projects.

e. Environmental Manager and Key Staff Organization Chart, responsibilities, and resumes of key staff members; and

f. Statement identifying any environmental enhancements or innovative environmental compliance techniques proposed for the Project.

**30.2(c) Response Category IV: Technical Solutions – ([enter #] Total Points Available for this Category IV)**

*(Insert the required submittals for the Technical Solutions response category, developed for each project.)*

**30.2(d) Response Category V: Context Sensitive and Sustainable Solutions – ([enter #] Total Points Available for this Category V)**

*(Insert the Category V requirements as determined by the Project Development Team)*

**30.2(e) Response Category VI: Diversity Plan Outline - (NOT SCORED)**

1. Provide a narrative describing the proposed Diversity Plan for the Project. The Plan should include:
  - a) A description of Proposer's commitment to maximizing diversity in subcontracting for both design and construction;
  - b) A subcontracting management plan and implementation strategy;  
Plan may include application of best practices described in **DB General Provision**, Section 141.55 – Diversity;
  - c) A description of Proposer's plans to ensure their projected subcontracting plan is applied at all tiers;
  - d) Identify DBE and EEO representatives and their roles and responsibilities; and
  - e) A narrative describing the Proposer's plan for workforce diversity based upon CS<sup>3</sup> principals for design of the Project.
2. Description of the Proposer's OJT/Apprenticeship training approach for construction.
3. Description of the Proposer's plan to ensure their projected workforce commitment is applied at all subcontracting levels.
4. Identification of specific strategies and approaches that will be taken by the proposer to meet the requirements of the affirmative Action and Equal Employment Opportunity provisions described in **DB General Provision**, Section 171.

**32.0 Checklist of Required Proposal Responses; Document and Form Submittals**

*(Modify the following checklist to match the submittals required. Insert the appropriate proposal section number in the third column.)*

<b>RESPONSE CATEGORY</b>	<b>RESPONSES; DOCUMENTS AND FORMS TO BE SUBMITTED</b>	<b>PROPOSAL SECTION</b>
<b>QUALITY PROPOSAL</b>		
<b>Quality I</b>	<b>QUALITY PROPOSAL FIRM OFFER; LEGAL INFORMATION, AND DBE STATUS</b>	<b>Quality I</b>
	Cover Letter including any requests for substitution and Acknowledgment of Receipt Form Quality Proposal Signature Page and Proposal Firm Offer; Form LC, Lobbying Certificate; Form NC, Non-Collusion Affidavit; Form COI, Conflict of Interest Disclosures (for Proposer and each Major Subcontractor, if required); Form IC, Certificate Regarding Ineligible Contractors; Form IS, Certificate Regarding Ineligible Subcontractors; Certificate of Good Standing or Existence; Proposer’s Certificate of Authority to Transact Business in Oregon; Proposer’s and each Principal Participant’s Articles of Incorporation, Partnership Agreement, or Joint Venture Agreement; Each Joint Venturer’s Articles of Incorporation, Bylaws, or resolutions authorizing it to enter into Joint Venture Agreement; Joint Venture Agreement, Articles of Incorporation, Bylaws, and resolutions authorizing signatory to execute Proposal Firm Offer; Proposal Security; Surety Letter of Intent.	
<b>Quality II</b>	<b>PROPOSER’S ORGANIZATION AND EXPERTISE</b>	<b>Quality II</b>
	<u>ORGANIZATION:</u> Project-Wide organizational chart; Description of self-performed and subcontracted Work; Plans and procedures for managing Subcontractors; City and state where assigned staff will be located; Address of office(s) where Work will be done in the Project vicinity.	
	<u>PROJECT EXPERTISE:</u> Form KP, Key Personnel; Key Personnel Resumes.	

RESPONSE CATEGORY	RESPONSES; DOCUMENTS AND FORMS TO BE SUBMITTED	PROPOSAL SECTION
<b>QUALITY PROPOSAL</b>		
<b>Quality III</b>	<b>PROJECT CONTROLS AND MANAGEMENT</b>	<b>Quality III</b>
	<p><u>PROJECT-WIDE MANAGEMENT:</u>                      Baseline Progress Schedule;                      Narrative explaining the assumptions;                      Explanation of Proposer's methodology for updating its Baseline Progress Schedule;                      Form PCD, Price Center Descriptions;                      Outline of Mobilization Plan for Key Personnel, Equipment, and Materials;                      Narrative regarding issues resolution.</p> <p><u>QUALITY MANAGEMENT:</u>                      Outline of Quality Plan;                      Outline of plan for addressing construct ability, durability, maintainability, safety, aesthetics and environmental mitigation;                      Explanation of how independence of Quality Control staff and function will be maintained.</p> <p><u>DESIGN MANAGEMENT:</u>                      Form DU, Design Unit Descriptions;                      Outline of plan for coordinating design and construction functions;                      Summary of Design Review Plan.</p> <p><u>CONSTRUCTION MANAGEMENT:</u>                      Outline of Construction Staging and Phasing Plan;                      Narrative description of Proposer's Construction Management Plan;                      Approach to change management during construction;                      Construction start date, Interim Completion Date(s) and Contract Completion Date.</p> <p><u>ENVIRONMENTAL MANAGEMENT/COMPLIANCE:</u>                      Specified narrative;                      Summary of Environmental Compliance Plan;                      Description of instances meeting and/or exceeding environmental performance standards and permit conditions;                      Description of instances not meeting environmental performance standards and permit conditions;                      Environmental organization chart;                      Environmental enhancements or innovative environmental</p>	

32.0

RESPONSE CATEGORY	RESPONSES; DOCUMENTS AND FORMS TO BE SUBMITTED	PROPOSAL SECTION
<b>QUALITY PROPOSAL</b>		
	compliance techniques.	
<b>Quality IV</b>	<b>TECHNICAL SOLUTIONS</b>	<b>Quality IV</b>
<b>Quality V</b>	<b>CONTEXT SENSITIVE AND SUSTAINABLE SOLUTIONS</b>	<b>Quality V</b>
<b>Quality VI</b>	<b>DIVERSITY PLAN OUTLINE</b>	
RESPONSE CATEGORY	RESPONSES; DOCUMENTS AND FORMS TO BE SUBMITTED	PROPOSAL SECTION
<b>PRICE PROPOSAL</b>		
<b>Price I</b>	Price Proposal Cover Sheet and Signature Page, Form PP	
<b>Price II</b>	Schedule of Prices, Form SP	
<b>Price III</b>	List of DBEs Contacted	
<b>Price IV</b>	Escrow Agreement, Form EA	

*(Modify the following forms for each project. Include the applicable information in the blanks where instructed. Delete all instructions when complete.)*

**33.2 Quality Proposal Forms**

1. **Quality Proposal Signature Page and Proposal Firm Offer**
2. **Form BT – Bridge Table**
3. **Form PCD – Price Center Description**

**33.3 Price Proposal Forms**

1. **Form SP – Schedule of Prices**