

**BASE DOCUMENT – RFQ SPECIAL PROVISIONS  
VERSION 1**

**MAY 25, 2007**

# **REQUEST FOR QUALIFICATIONS (RFQ) SPECIAL PROVISIONS**

**For The**

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

**DESIGN-BUILD PROJECT**



**BASE DOCUMENT – RFQ SPECIAL PROVISIONS  
VERSION 1**

**MAY 25, 2007**

*(Follow all instructions. If there are no instructions above a subsection, paragraph, or sentence, then use the subsection, paragraph, or sentence on all projects. Remove all instructions before preparing the final document.)*

Comply with the RFQ General Provisions, supplemented and/or modified as follows:

**RFQ SP1.3 – Project Description**

*(Use the following on all projects. Insert the applicable information.)*

The      (enter project name)      Design-Build Project combines or bundles several projects located on      (enter Interstate, US, or OR Route designation     ), between milepoint (MP)      (enter beginning MP)      and      (enter ending MP)     , into a single Project. The goals of the single Project approach include design, construction, quality management, environmental management, and cost efficiencies. The individual components listed below have been combined by the Agency into a single Project and placed in the Statewide Transportation Improvement Plan (STIP).

*(Enter the applicable information into the table below. Use for all projects.)*

Project Component Name/ ODOT Bridge #	Mile Point to Mile Point	Construction Work Classification

*(If the DCE will not be completed by the Agency prior to NTP, make the applicable revisions to the paragraph below.)*

Unless otherwise stated in the **RFQ Special Provisions**, a Documented Categorical Exclusion (DCE) for the Project will be prepared by the Agency and will be completed prior





RFQ SP3.4.4(a)(2)a.1.

1. Managing construction projects of comparable size and complexity with a preference for transportation projects;
2. Design of multi-disciplinary highway bridge projects with similar complexity to the bridge work on this Project;
3. Construction of projects of the same type of work (bridge replacement and bridge repair);

*(Modify the following preferences to fit the project.)*

There is a preference for experience on Design-Build projects (regardless of size, complexity or type of work), for projects with multiple work locations, for projects adjacent to other active work zones, for projects requiring maintenance of flow of traffic minimizing delays, for projects with bridges over Environmentally Sensitive Waterways, for projects involving complex staging and phasing, for projects involving interstate maintenance/paving work, for projects requiring reconstruction of Bridge Structures under tight schedule, constraints, and either projects completed ahead of schedule or performed under compressed timelines.

- b. Superior record of completing contracts on time and within budget. There is a preference for contracts that are completed ahead of schedule and under budget.
  - c. Experience in successfully managing (a) maintenance of flow of traffic minimizing delays; and (b) public information on projects of comparable size, type of work, and complexity of this Project. Emphasize projects with similar traffic management challenges as this Project.
  - d. Demonstrated experience with environmental issues in successfully:
    1. Addressing environmental issues encountered in project permitting and implementing permit requirements;
    2. Planning and working within Environmentally Sensitive Waterways;
    3. Maintaining environmental compliance during design and construction; and
    4. Implementing environmental protection and mitigation measures;
  - e. Record of managing contracts to minimize delays, claims, dispute proceedings, litigation, and arbitration.
- (3)** To identify Proposers that have the ability to manage all aspects of the Contract in a timely and effective manner and to integrate the functioning of the different parts of their organizations internally and with the Agency in a cohesive and seamless manner.

- (4) To identify Proposers that have the technical and management experience and expertise to plan, organize, and execute the design and construction of projects of similar size, type of work, and complexity of this Project and assure the quality and safety of the Project.

**(b) Requirements and information to be submitted:**

- (1) Using Form E-1, Past Project Description, provide no more than ten (10) past project descriptions, with a minimum of two (2) past projects per each Principal Participant, and the Designer, and additional past project descriptions from the Project Quality Manager and the Paving Manager, highlighting experience in the last five (5) years relevant to the objectives stated in subsection (a) above. Describe those projects having scope, size, schedule, and/or challenges similar to those that the Proposer foresees for this Project.
- (2) Using Form E-2, Subcontractor Information, except for the designated Designer and Project Quality Manager (which have already been included in Forms L-1 and E-1), identify Subcontractors the Proposer plans to use, to the extent they are known, indicating what portion of the Work each identified Subcontractor is anticipated to undertake. Submit a maximum one-page summary of experience for each listed Subcontractor. Emphasize experience on projects relevant to the objectives stated in subsection (a) above.
- (3) Company brochures may be included in Appendix B, but will not count towards the page limit and will not be scored.
- (4) Using Form E-3, "Proposed Key Personnel Information," provide requested information on Key Personnel. If more than one key position is filled by the same person, so indicate. Provide two references for the Project Manager nominee and at least one reference for all other Key Personnel. Indicate the name, position, company or agency and current phone and fax numbers for each reference. References shall be owners or clients for whom the Key Personnel have worked within the past five (5) years and shall not be current or past employers of the Key Personnel. Project Key Personnel are preferred to have experience on projects of a similar size, type of work, and complexity as this Project and shall meet the following qualifications:

*(Select the applicable Key Personnel for each project, modifying the requirements as needed. Add additional Key Personnel, or delete those not applicable.)*

- a. **Project Manager:** Shall have demonstrated experience in construction and management of construction on highway projects and on projects with similar size and complexity as this Project, including projects with compressed timelines, bridges over Environmentally Sensitive Waterways(s), and public information management issues. The Project Manager can only hold this Key Personnel position. Emphasize Design-Build experience and extensive project management experience.

RFQ SP3.4.4(b)(4)b.

- b. Design Manager:** Shall be an Oregon-registered professional engineer who is an employee of the Designer. Shall have demonstrated experience in managing design for multi-disciplinary highway bridge projects with similar complexity of the bridgework on this Project. Emphasize experience with repair and replacement of bridges of similar size and type, including bridges over Environmentally Sensitive Waterways.
  - c. Construction Manager:** Shall have demonstrated experience in construction and management for multi-disciplinary highway bridge projects with similar complexity of the bridgework on this Project. Emphasize experience with repair and replacement of bridges of similar size and type, including bridges over Environmentally Sensitive Waterways.
  - d. Project Quality Manager:** Shall be an Oregon-registered professional engineer and have demonstrated experience in highway design and/or construction with at least five (5) years experience in quality assurance/quality control activities, including preparation and implementation of Quality Plans and procedures for design and/or construction. The Project Quality Manager can only hold this Key Personnel position. Emphasize experience with the Agency's quality assurance system and documentation, bridge construction and highway paving.
  - e. Paving Manager:** Shall have demonstrated experience in paving and management of paving work on Highway projects. Paving experience on interstate Highway systems involving complex construction staging and phasing is required.
  - f. Environmental Manager:** Shall have at least a B.S. or B.A. degree and demonstrated experience in managing others in environmental activities and experience with major Highway projects. Should have experience in reviewing Highway engineering drawings, concepts drawings, and Specifications for compliance with regulatory permits and approvals, and in monitoring construction activities for adherence to regulations, approvals, and Environmental Performance Specifications. Should have demonstrated experience in working cooperatively and effectively with design engineers and construction staff.
- (5)** Submit resumes following Form E-3 outlining Key Personnel experience and qualifications. Additional resumes for a substitute for each Key Personnel position may be submitted in the event the designated Key Personnel is unable to fill the position intended. Resumes shall be a maximum of one page each. Resumes should highlight the following information:
- a.** Proposed role on Project and experience in area of responsibility;
  - b.** History of employment, preferably with Principal Participant;
  - c.** Experience in the management, design and/or construction of projects, preferably Design-Build projects, whether or not relating to highway construction; and

d. Role, if any, on projects included in Proposer's list of experience.

*(Insert the number of points available for the following evaluation factors.)*

**RFQ SP3.4.5 Past Performance** - The total points available for this evaluation factor: (enter available points) .

**RFQ SP3.4.6 Backlog / Capacity** - The total points available for this evaluation factor: (enter available points) .

**RFQ SP3.4.7 Project Understanding** - The total points available for this evaluation factor: (enter available points) .

**RFQ SP3.4.8 Overall Statement of Qualifications (SOQ)** - The total points available for this evaluation factor: (enter available points) .

**RFQ SP8.2 Disadvantaged Business Enterprise Utilization Goal and Aspirational Target**

*(Insert the DBE goal and aspirational target values established for this project.)*

A Disadvantaged Business Enterprise (DBE) utilization goal of zero percent (0%) and an aspirational target of (enter target value) percent (\_\_%) of the total design and construction Contract Amount has been established as of the date of the release of the RFQ for this Project. The final aspirational target percentage will be identified in the RFP.

## RFQ FORMS

*(The following RFQ Forms will need to be modified for all projects. Update or fill in the missing information for each form.)*

### RFQ SP-Form B – Backlog Information

*(Enter the first year, second year, and third year in the headers for the last three columns. Delete the instructions when completed.)*

### RFQ SP-Form E-3 – Proposed Key Personnel Information

*(Add or delete Key Personnel from this form as applicable to the Project.)*

### RFQ SP-Form R – Past Revenue

*(Enter the third year, second year, and last year in the headers for the last three columns. Delete the instructions when completed.)*

### RFQ SP-Form S – Safety Questionnaire (1)

RFQ SP Form S

*(Enter the third year, second year, and last year in the headers for the last three columns. If information for additional years is required, insert additional columns and include applicable header information. Delete the instructions when completed.)*

**RFQ SP-Form WD – Workforce Diversity**

*(Enter the number of years for which the Proposer is to provide the requested information in the applicable space in the first paragraph.)*