

**BASE DOCUMENT – RFQ SPECIAL PROVISIONS
VERSION 2**

December 17, 2007

REQUEST FOR QUALIFICATIONS (RFQ) SPECIAL PROVISIONS

For The

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

DESIGN-BUILD PROJECT

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VERSION 2**

DECEMBER 17, 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 – Delete the heading and first sentence of this Subsection and replace with the following:

RFQ SP1.3 – Project Description – 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 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 Agency prior to NTP, make the applicable revisions to the paragraph below and replace the paragraph.)

RFQ SP1.3 – Project Description – Delete the second paragraph of this Subsection and replace with the following:

Unless otherwise stated in the **RFQ Special Provisions**, a Documented Categorical Exclusion (DCE) for the Project will be prepared by Agency and will be completed prior to Design-Builder NTP. Design-Builder shall review the design approved through the DCE. Proposals shall contain no elements that would require development of a new DCE. The final Project scope will include environmental permitting, environmental clearances, and any mitigation that is required by the environmental process which shall be completed by Design-Builder.

(If there are additional Project goals for this Project, add the following item to the list in this Subsection inserting the additional Project goal(s).)

RFQ SP1.4(I) Project Goals – Delete the last item of this Subsection and replace with the following:

(I) _____ (enter any additional project goals)

(If Agency will allow innovation under the RFP and wishes to encourage use of Agency provided grants, list those areas of innovation that will be allowed under the Project and identify the Grant(s) the Agency will provide for Proposers' optional use.)

Add the following to the end of the listed items in this Subsection:

(m) Agency will promote and encourage innovative approaches and the use of Agency-obtained Grants for Proven Technology on this Project. Agency will list the specific areas where innovation will be encouraged in the RFP.

(Use the Stipend Calculation Worksheet to determine the proposal stipend amount to be filled in. For the Stipend Calculation Worksheet, contact Brenda Marcus, ODOT Design-Build Unit (Brenda.S.Marcus@ODOT.state.or.us 503-986-6638).)

RFQ SP1.5.3 Proposal Stipend – Add the following to the end of this Subsection:

The Proposal stipend amount established for this Project is \$ _____ *[enter stipend value]*.

RFQ SP1.6 Letter of Interest – Replace the heading and first sentence of this Subsection with the following:

RFQ SP1.6 Letter of Interest – Each Proposer intending to submit a SOQ must submit a Letter of Interest to Agency's Single Point of Contact at the following address indicating its intent to submit a SOQ and its desire to be considered for the Project:

(Enter Agency Single Point of Contact information for this Project. Update for all projects.)

_____ *[enter Agency Contact name]*
Design-Build Project Manager
ODOT, Advanced Contracting Unit
680 Cottage St., NE
Salem, OR 97301-2412

RFQ SP1.8 Procurement Schedule – Delete this Subsection and replace with the following Subsection:

RFQ SP1.8 Procurement Schedule – The current schedule for the Project is as follows. This schedule is subject to change at the discretion of the Agency. The final schedule for the Project will be stated in the RFP and will include solicitation and award protest periods.

(Insert the applicable dates in the Procurement Schedule table below. Add, delete, or modify procurement milestone dates as applicable.)

Activity	Due Date
Issue Request for Qualifications	
Constructability Review (Optional)	
Letter of Interest due date	
Final date for receipt of Proposers' questions and RFQ Requests for Change and Protests	
Final date for Issuance of Addenda	Seven (7) Calendar Days prior to SOQ due date
Statement of Qualifications due date	
Short-List announced	
Deadline for Submittal of Short-List Protests	Five (5) Business Days from transmittal of Evaluation Worksheets
Issue Request for Proposals	
Proposal due date	
Selection/Notice of Intent to Award	
Contract execution/Award	
Notice to Proceed	

RFQ SP2.1 Rules of Contact – Add the following to the end of the first paragraph of this Subsection:

(Insert the applicable Agency contact information below.)

[enter Agency contact name]
 Design-Build Project Manager
 ODOT Advanced Contracting Unit
 680 Cottage St., NE

Salem, OR 97301-2412
(Enter phone / FAX numbers)
(Enter email address)

RFQ SP2.2 Proposer Questions – Add the following to the end of the first paragraph of this Subsection:

(Insert the applicable Agency contact information below.)

[enter Agency contact name]
Design-Build Project Manager
ODOT Advanced Contracting Unit
680 Cottage St., NE
Salem, OR 97301-2412
(Enter email address)

(Modify the following Subsection for all projects by inserting the anticipated not-to-exceed dollar value for this Project into the blank below.)

RFQ SP3.4.3-(b) (1) Financial – Replace the last sentence of this Subsection with the following:

The Contract Amount for this Project is not anticipated to exceed \$ [enter dollar value].

(Insert the following additional qualifications for Sureties if the Project is large, complex or otherwise appropriate for heightened Surety qualifications)

RFQ SP3.4.3-(b)(2) Requirements and information to be submitted – Surety Letter(s)
– Add the following to the end of this Subsection:

The surety or insurance company submitting such surety letter must meet the following additional qualifications:

- a. Have at least either an AA-/AAA rating by two (2) nationally-recognized rating agencies or an A-VII rating by A.M. Best and Company
- b. Be listed on Treasury Department Circular 570

(Insert the number of points available for the following evaluation factor. Update or modify all other information pertinent to the Project.)

RFQ SP3.4.4 Experience – Replace this Subsection in its entirety with the following Subsection:

RFQ SP3.4.4 Experience – The total points available for this evaluation factor: [enter available points].

(a) Objectives:

(1) To identify and Short-List the best qualified Proposers, based on demonstrated experience, expertise, and capacity in, and record of producing quality work on, projects similar in nature to this Project.

(2) To identify Proposer teams with the following:

(Select and/or modify the following experience areas for each project. Delete those that do not apply.)

a. Experience in:

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.

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 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, Major Subcontractor Information, except for the designated Designer and Project Quality Manager (which have already been included in Forms L-1 and E-1), identify Major Subcontractors the Proposer plans to use, to the extent they are known, indicating what portion and percentage of the Work each identified Major 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 (2) 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.
 - 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 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 Highways 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 regulatory agency staff, design engineers, and construction personnel.
- (5) Submit resumes following Form E-3 outlining Key Personnel experience and qualifications. 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
- d. Role, if any, on projects included in Proposer's list of experience

(For all projects, Insert the number of points available for the following evaluation factors and replace the heading and first sentence of each Subsection as shown.)

RFQ SP3.4.5 Past Performance – Replace the heading and first sentence of this Subsection with the following:

RFQ SP3.4.5 Past Performance - The total points available for this evaluation factor: [enter available points].

RFQ SP3.4.6 Backlog / Capacity - Replace the heading and first sentence of this Subsection with the following:

RFQ SP3.4.6 Backlog / Capacity - The total points available for this evaluation factor: [enter available points].

RFQ SP3.4.7 Project Understanding - Replace the heading and first sentence of this Subsection with the following:

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) - Replace the heading and first sentence of this Subsection with the following:

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 DBE Aspirational Target – Add the following paragraph to the end of this Subsection:

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

A Disadvantaged Business Enterprise (DBE) utilization goal of zero percent (0%) and a DBE 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.)

Replace the following RFQ Base Document forms with the following forms which have been modified for this project:

RFQ SP - Form B – Backlog Information

(Enter the first year, second year, and third year in the headers for the last three columns. Update the form footer with the project-specific information. 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. Update the form footer with the project-specific information. Delete the instructions when completed.)

RFQ SP- Form R – Past Revenue

(Enter the third year, second year, and last year in the headers for the last three columns. Update the form footer with the project-specific information. Delete the instructions when completed.)

RFQ SP- Form S – Safety Questionnaire (1)

(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. Update the form footer with the project-specific 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. Update the form footer with the project-specific information. Delete the instructions when completed.)