

Appendix D. Proposal General Requirements

1.0 Project Description Summary

[Insert Project Description summary]

Example No. 1 - "This project consists of a design-build contract for the design and construction of a grade separation structure for the Thurston Way Intersection with State Route 500 (SR 500), and the realignment of the eastbound on ramp from Andresen Rd. and westbound off ramp to Andresen Rd. in Vancouver, Washington. In addition, the SR 500 mainline will be overlaid with asphalt concrete pavement from Milepost (MP) 3.51 to MP 4.73. See the Scope of Work for a more detailed project description."

Example No. 2 - "This project consists of the rehabilitation of the Portland cement concrete pavement (PCCP) and asphalt concrete pavement (ACP) in the NB and SB lanes and shoulders of Interstate 5 (SR5) in Bellingham, Washington between Mileposts 252.26 and 255.36, on a design-build basis. The project will use Federal funding.

The purpose of this project is to improve the pavement structural integrity and surface smoothness of the mainline, shoulders and ramps. In addition, the project will include safety improvements such as upgrading the interchange on and off-ramp connections and other minor safety items."

1.1 Major Work Items

[Insert a portion of the Project Description that defines the major work items]

Example No. 1 - "SR 500 is an important east/west link in the Vancouver area, connecting I-5 and I-205 before heading east to Camas. The Thurston Way intersection is within the portion of SR 500 that has been determined to be a High Accident Corridor. The declining Level of Service (LOS) and increasing accident rate can be attributed to the growing volumes of traffic on SR 500 and particularly the high left-turn volumes at this present at-grade intersection. Thurston Way is one of the more congested north-south arterials in Clark County as it serves as direct access to Vancouver Mall, Vancouver Plaza, and other satellite shops, stores, restaurants, as well as high density housing.

The interchange is proposed as a safety strategy for a conceptual safety solution in the State Highway System Plan. Due to limited right-of-way and high left turn volumes, a preliminary investigation indicated that a single point urban interchange was feasible at this location. Retaining walls will be required to gain the height necessary for a grade separation.

This project will require design and construction work items in public relations, design and construction survey, roadway, signing, delineation, illumination, signalization, bridge and structures, hydrology/hydraulics, environmental, QC/QA for both design and construction, and contract administration.

The existing mainline pavement and shoulders beyond the limits of the proposed

interchange and Thurston Way will be overlaid/inlaid with asphalt concrete pavement. The mainline, ramp, and shoulder pavement within the interchange areas will be designed meeting DOT&PF minimum pavement structure requirements. Surface drainage will be reconfigured for the additional impervious surface area. Water quality and quantity treatment will be required for an area exceeding the added impervious surface.”

Example No. 2 - “This project will require design and construction work items in roadway, signing, delineation, illumination, bridge and structures, hydrology/hydraulics, environmental, QC/QA of design and construction, and contract administration.

The identified deficiency initiating the need for this project is the aged and deteriorated condition of the PCCP in the mainline and ACP in the shoulders of Interstate 5. “

2.0 Design-Builder Selection Process

2.1 Summary

The selection process for this project consists of two separate submittals, a Statement of Qualifications (SOQ) and a Final Proposal. Submittal of SOQs is open to any design-build team. SOQs will be scored based upon criteria pre-announced in the Request for Qualifications (RFQ), then ranked. Based upon the highest ranked scores, no fewer than three and no more than five Proposers will be asked to proceed and develop a Final Proposal.

Final Proposals will consist of two separate proposals: A Technical Proposal and a Price Proposal. The Technical Proposals will be reviewed for responsiveness, then scored, according to criteria published in the RFP. The Price Proposal will then be opened. The Technical Proposal score will be divided by the price to arrive at a final score. Assuming the Contract is awarded, it will be awarded to the responsive Proposer with the highest scored Final Proposal. At DOT&PF's option, certain limited negotiations may occur with the selected Proposer prior to award. Contract execution will then take place.

2.2 FINAL PROPOSAL Evaluation Process

DOT&PF has established a written evaluation and selection procedure that separates the Technical and Price Proposals and retains this separation until the technical evaluations are made and recommendations submitted to a high-level board which will review the Technical Proposal scores and make its recommendation to the selection official. The entire scoring procedure, including evaluation team meetings and scoring materials, will be strictly confidential until after the public opening of Price Proposals.

The procedure will involve the following steps:

- DOT&PF receives Final Proposals; separates Technical and Price Proposals.
- Evaluation Team evaluates technical items according to established criteria (see later section of this RFP), assigns scores for major evaluation factors, and sums an overall technical score for each Proposer's Technical Proposal.

- Oral presentations by Proposers. Approximately one week after Final Proposals are submitted, each Proposer may be allowed to make a one-hour oral presentation to all members of the DOT&PF Evaluation Team. The presentations afford the Proposer the opportunity to highlight the significant aspects of their Technical Proposals and their understanding of the RFP requirements. Oral presentations provide the evaluators an overall perspective of the project and offer a chance for the Evaluation Team to ask clarifying questions. Presentation and questions/answers shall not exceed 60 minutes.
- Technical Evaluation Team reviews scores, including clarifications from oral presentations.
- Proposal Evaluation Board reviews technical scores, and reports scores to the Selection Official.
- Price Proposal is publicly opened, price is combined with technical score according to the method described below:

The equation adopted for the DOT&PF Design-Build selection process is a simple division of the technical score by the proposed price. In the example below, total possible for the technical score is [1,000] points. The technical score is then adjusted by a factor to create an order of magnitude similar to the price. For example, with a \$10 million project and a 1,000 point system, the technical score would be multiplied by 1,000,000 to get to a useful whole number final score.

$$\text{Total Score} = (\text{Technical Score} \times 1,000,000) / \text{Bid Price} (\$)$$

An example of calculation scenarios follows:

Proposal Data:

Proposer	Tech Score	Bid Price
A	930	10,937,200
B	890	9,000,000
C	940	9,600,000
D	820	8,700,000

Scoring Calculations:

A	$\frac{930 \times 10^6}{10,937,200}$	=	85
B	$\frac{890 \times 10^6}{9,000,000}$	=	99
C	$\frac{940 \times 10^6}{9,600,000}$	=	98
D	$\frac{820 \times 10^6}{8,700,000}$	=	94

Proposer B would be chosen in this example.

2.3 Contract Award

DOT&PF will negotiate with the highest scored Proposer to execute a contract. If unable to execute a contract, negotiations with that Proposer will terminate and begin with the next highest scored firm. This process will continue until the project is awarded or the selection process is terminated. In the event of identical best value scores, the Proposer with the lowest bid price will be awarded the contract. The Design-Builder awarded the contract shall provide a performance and payment bond for the contracted amount.

3.0 FINAL PROPOSAL REQUIREMENTS

3.1 General Requirements

The Final Proposal shall be delivered to the address below by \$\$\$?\$\$\$ p.m., local time, on \$\$\$?\$\$\$.

DOT&PF
 \$\$\$?\$\$\$
 \$\$\$?\$\$\$

Technical and Price Proposals will be accepted before and on the published date, and until the time specified. No proposals will be accepted after the time specified. Proposals shall be submitted in two separate, sealed parcels containing the Technical Proposal in one and the Price Proposal in the other. Parcels shall be clearly marked to identify the project and the Proposer. Each parcel shall also be clearly marked to identify the contents as the Technical Proposal or Price Proposal. All separately sealed parcels of

the Final Proposal, except for rolled full-size drawings, shall be submitted together in one container.

3.2 Technical Proposal Requirements

15 copies of the Technical Proposal shall be submitted in bound volume on standard 8.5" x 11" paper. Charts and exhibits may be larger, but must be folded to the standard size. Design drawings shall be reduced 50 percent, correct scale reduction, to 11" x 17", and bound in a separate section of the Technical Proposal. For legibility, lettering size shall be such as to be not less than 1/16" on the 50 percent drawings. Proposals will not be returned to Proposers.

In addition, one set of full-size (22"x 34") and half-size drawings shall be submitted with each proposal.

Key project team members who were identified in the Statement of Qualifications shall not be changed in the Technical Proposal without written approval by DOT&PF. Such a request may be sent to:

DOT&PF
 \$\$\$?\$\$\$, Project Manager
 \$\$\$?\$\$\$
 \$\$\$?\$\$\$, AK \$\$\$?\$\$\$
 Phone 907.XXX.XXXX
 FAX 907.XXX.XXXX

Technical Proposals shall be submitted in a sealed package. The outer wrapping will clearly indicate the following information:

[Project Name]
 TECHNICAL PROPOSAL
 Submitted By: (Proposer's name)

3.3 Price Proposal Requirements

The Price Proposal shall be submitted in a single copy and shall contain the proposed price for performing the work specified in the contract. The Price Proposal shall be made on the following forms furnished by DOT&PF. Failure to execute and include the required documents will render the proposal non-responsive. Copies of the following blank documents accompany this RFP in Appendix I:

- Bid Blanks DOT&PF Form xxx-xxx
- Non-Collusion Affidavit DOT&PF Form xxx-xxx
- DBE Commitment Affidavit
- Proposal Signatures DOT&PF Form xxx-xxx
- Bid or Proposal Bond DOT&PF Form xxx-xxx

Copies of the following forms are also included in Appendix \$\$\$?\$\$\$ for reference only - execution of these forms is required at the time of contract execution:

- Design-Build Contract Form
- Design-Build Performance and Payment Bond
- Design-Build Warranty Bond

Price Proposals shall be submitted in a sealed package. The outer wrapping will clearly indicate the following information:

[Project Name]
PRICE PROPOSAL
Submitted By: (Proposer's name)

3.4 Submittal and Review of Design Deviations

There are \$\$\$?\$\$\$ design deviations that have been approved as a result of preliminary investigations. Design deviations that have been approved are included in the RFP and described in the Scope of Work. If a Proposer wishes to propose a new design deviation, it may do so in accordance with the following procedure.

- Deviation requests to DOT&PF must be developed according to the Preconstruction Manual.
- Deviation requests must be submitted to DOT&PF on or before 15 business days prior to the submittal date of the Final Proposal. Four (4) copies of the submittal, labeled “[Insert Project Name]” shall be delivered to:

DOT&PF
ATTN: \$\$\$?\$\$\$, Project Manager
\$\$\$?\$\$\$
\$\$\$?\$\$\$, AK XXXXX-XXXX
[Project Name] Design Deviations.

- DOT&PF and FHWA will review the submittal within 10 business days and respond to the Proposer with a decision.
- The submitted deviation request and results will not be disclosed to the other Proposers.

For deviation requests after selection of a Design-Builder, DOT&PF and FHWA will review the written request within 10 business days and respond with a decision.

3.4 Stipend

An honorarium of \$\$\$?\$\$\$ shall be awarded to each Proposer on the short-list who provides a responsive, but unsuccessful, Final Proposal. If a proposal is rejected as non-responsive, no honorarium shall be paid. If a contract award is not made, all responsive Proposers shall be offered the honorarium. The honorarium shall be paid to eligible Proposers within ninety days after the award of the contract or the decision not to award. Once award is made, unsuccessful Proposers will be notified of the opportunity to apply for the stipulated fee.

If the Proposer agrees to accept the honorarium, DOT&PF reserves the right to use any ideas or information contained in the proposals in connection with any contract awarded

for the project, or in connection with a subsequent procurement, with no obligation to pay additional compensation to the unsuccessful Proposers. Unsuccessful Proposers may elect to refuse payment of the honorarium and retain any rights to their proposal and the ideas and information contained in it.

3.5 Disadvantaged Business Enterprise Participation

Included in Appendix I of this RFP is the DBE Commitment Affidavit on which each Proposer shall state its ability or inability to meet the project's overall DBE goal.

The above documentation shall be submitted with the Final Proposal. Submittals shall be in a sealed parcel and shall be clearly marked to identify the project and the Proposer. No submittals will be accepted after the time specified. These parcels will be retained, unopened, until after the Price Proposals have been opened. The outer wrapping will clearly indicate the following information:

[Project Name]
DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION
Submitted By: (Proposer's name)

3.6 Cash Flow Schedule

In addition to the project schedule submitted with the Technical Proposal, each Proposer shall submit a schedule of the projected monthly payments that would be earned if its proposed construction schedule is followed. These Cash Flow Schedules shall be submitted in a single copy.

The above documentation shall be submitted with the Final Proposal in a separate sealed parcel and shall be clearly marked to identify the project and the Proposer. These parcels will be retained, unopened, until after the Price Proposals have been opened. The outer wrapping shall clearly indicate the following information:

[Project Name]
CASH FLOW SCHEDULE
Submitted By: (Proposer's name)

3.7 Escrow of Proposal Documents

In accordance with the requirements of Section 1-03.3 of the Special Provisions, prior to execution of the Contract, the highest scoring Proposer shall deliver one copy of all documentary information used in preparation of its Price Proposal to the DOT&PF.

3.8 Clarification of Submittals

DOT&PF reserves the right to require clarification of any submittals during the period following submittal. The Proposer agrees to respond to DOT&PF's requests with the appropriate personnel to answer questions necessary to provide clarification of any areas where the intent or meaning of the submittal is in doubt.

Such requests will be for purposes of clarification only. Changes or modifications to the Technical or Price Proposal will not be permitted.

3.9 Responsiveness of Technical Proposal

The Technical Proposal shall be representative of a complete work that meets or exceeds the requirements of the Request for Proposal. DOT&PF will evaluate and score each Technical Proposal based on the Proposer's demonstration of meeting or exceeding the minimum requirements of the Request for Proposal. Concepts with deficiencies or defects, i.e., that do not meet the minimum requirements of the Request for Proposal, will be scored proportionately lower and may be considered non-responsive.

The Proposer with the highest scoring Final Proposal must cure, to the satisfaction of DOT&PF, all Proposal defects. DOT&PF will provide a detailed list of identified defects and deficiencies in a "Notice of Design-Build Final Proposal Responsiveness" prior to the award of contract. The time required to cure the identified defects will be in accordance with Section 1-03.2. Failure to so cure all identified defects will result in forfeiture of Proposer's claim to the Stipend.

DOT&PF's acceptance of a Final Proposal with latent defects or deficiencies shall not relieve the Design-Builder of the obligation to meet the requirements of the Contract Provisions (See Special Provisions Section 1-04.4).

This provision does not supersede other RFP requirements where a proposal may be found irregular (e.g. Standard Specifications 1-02.13, 1-02.14).