

RFP Checklist

2 AAC 12.931-949 (Article 16) Design-Build Construction Contracts contains procedural guidance for preparation of the Design-Build procurement documents. The following checklist is derived directly from 2 AAC 12, Article 16 (Appendix L). It is best to read Article 16 first, then use this checklist during RFQ and RFP preparation.

1. Design Build approval. The request to procure by the Design-Build method is made by memo to the Chief Contracts Officer (Appendix K).
2. The following qualification factors must be included in the evaluation process:
 - a. Bonding capacity
 - b. Financial strength and capabilities
 - c. Experience and technical expertise with projects of similar size and scope
 - d. Past performance
 - e. Qualifications and experience of key management and professional staff who will be assigned to the project
 - f. Capacity to accomplish work in the required time. As part of the evaluation, the design-builder must disclose their current workload
 - g. Quality control and quality assurance policies and programs
 - h. The design-builder's safety record, to include safety and drug-testing policies and programs
 - i. Equipment, including technical resources and information technology
 - j. Subcontracting plan, including the qualifications and capabilities of any subcontractor required to be identified by the RFP
3. The RFQ and RFP must include a requirement for design-builders and team members to disclose, in writing, any factor that may provide an unfair competitive advantage or potential conflict of interest.
4. The RFP must contain, at a minimum, the following elements:
 - (1) the name and purpose of the project;
 - (2) the identity of the agency that will award the design-build construction contract;
 - (3) a description of the method selected under 2 AAC 12.943(a) as the basis for awarding the design-build construction contract;
 - (4) the procedures to be followed for submitting proposals, the criteria for evaluation of proposals and their relative weight, the procedures for making awards, and a statement that the requirements of 2 AAC 12.931 - 2 AAC 12.949 are incorporated;
 - (5) the date on or before which the agency must receive proposals; that date may not be less than 21 days after issuance of the request for proposals;
 - (6) provisions for the payment of a stipend, if any;
 - (7) provisions specifying ownership of design plans or concepts or of technical plans or concepts;
 - (8) the proposed contract form, terms, and conditions;
 - (9) performance criteria developed under 2 AAC 12.937, including, as appropriate, capacity, durability, and production standards, ingress and

- egress requirements, and other criteria for the intended use of the project, expressed in performance-oriented drawings and specifications suitable to allow the design-builder to make a proposal;
- (10) a description of the drawings, specifications, or other required submittals, with guidance as to the form and level of completeness that will be acceptable; that description must include a description of the submittal review process;
 - (11) a schedule for planned commencement and completion of the design-build construction contract, unless contract time is to be proposed by the design-builder and is one of the weighted proposal evaluation criteria;
 - (12) budget limits, if any, for the design-build construction contract;
 - (13) affirmative action, disadvantaged business, or set-aside goals, if any, for the design-build construction contract;
 - (14) the qualifications the design-builder will be required to have;
 - (15) detailed material quality standards;
 - (16) the method for handling pre-proposal inquiries;
 - (17) long-term maintenance provisions, if any;
 - (18) a reference to the provisions of 2 AAC 12.235(e) and (f);
 - (19) a requirement that an offeror provide, in the offeror's proposal, information regarding actual or potential conflicts of interest;
 - (20) requirements related to changes in design-build team members or changes in personnel within design-build teams;
 - (21) each evaluation factor, including cost or price, and including each significant subfactor, if any, that will affect the award of the design-build construction contract;
 - (22) the relative importance of each evaluation factor and each subfactor, if any, in determining the award of the design-build construction contract;
 - (23) a requirement that the design-builder review the request for proposals to ascertain the project requirements, and a requirement that the design-builder notify the agency in the event of any ambiguity or uncertainty;
 - (24) terms or conditions detailing incentives, disincentives, or liquidated damages, if any;
 - (25) warranty provisions; the request for proposals must include notice that in addition to warranting materials, workmanship, and construction, and providing any additional warranties that the agency requires, a design-builder must warrant the design of the project;
 - (26) notice that the design-builder must provide, in a form and amount acceptable to the agency, insurance coverage for a defined period after final payment for the cost of
 - (A) correcting defects or deficiencies arising from or associated with design or construction negligence;
 - (B) errors or omissions; and
 - (C) legal defense and payment of indemnity;

- (27) identification of the disciplines to be evaluated.
5. Confirm that you are using one or a combination of methods identified in 2 AAC 12.943 unless the Chief Contracts Officer approves another method.