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NOTE: Please reference the Design-Build Flowchart and Consultant Design Activity Descriptions.

ACTIVITY 659 Define Design-Build Project (2/22/2022)

DEFINITION:

This activity is a common activity in MDT design build project flowcharts and is assigned to the Alternative Contracting Project Manager.

Discuss project with sponsor, district representatives, functional managers (FMs), planning and environmental engineer to evaluate information available during nomination, project expectations, proposed project budget and develop initial purpose and need for the project.

The purpose of this activity is to focus on the entire project to determine the appropriate purpose, need and objectives. Prior to beginning the tasks below, determine if the project needs to undertake a Project Delivery Selection Process (PDSP) exercise. If the project is a FHWA PoDi, the PDSP is automatically required. The process is used to determine the appropriate project delivery method, i.e., DB, CM/GC, or DBB.

TASKS:

1. Conduct a formal PDSP to determine appropriate delivery method. If design-build is deemed the appropriate delivery method, complete tasks defined below.
2. Notify ECCB Bureau Chief of a DB project so they can add it to the letting list.
3. Conduct meeting with key project personnel to review preliminary project schedule, goals, and expectations. Include in the discussion:
    - Project sponsor,
    - FM's,
    - Construction staff,
    - CAS staff,
    - Maintenance staff,
    - Civil Rights,
    - District representatives,
    - City and/or County public works representative
    - Emergency services (as appropriate)

    Prepare beforehand a draft outline of the anticipated project scope of work. The following checklist items are preliminary discussion topics:

    - ☐ Review available project information.
    - ☐ Review project funding authorization
    - ☐ Identify Stakeholders
    - ☐ Coordinate with the District to establish target completion date (substantial completion) for the project.
    - ☐ Evaluate the project to determine the level of preliminary investigation necessary to define the projects scope. Explore the level of Phase 1 effort that applies to the project:

- Use of Consultant Design resource,
- In-house or term consultant resources.

- ☐ Review cost estimate (all phases) from project nomination
- ☐ Review project design and construction deliverable schedule goals and determine if achievable.
- ☐ Determine if Edoc is MDT or Design-Build Team task
- ☐ Determine if R/W is MDT or Design-Build Team Task
  - Determine if R/W Phase will be needed for the project.
- ☐ Determine if Public Involvement is MDT Term Consultant or Design-Build Team
- ☐ Assess what tasks can be accomplished using MDT and/or term consultants, e.g., wetlands, cultural, hydraulics, SUE, etc.
- ☐ Review project expectations
- ☐ Discuss anticipated project issues, challenges, and risks.
- ☐ Verify initial purpose and need of the project.
- ☐ Set follow-up milestone schedule for FM, District, Construction and other MDT stakeholder meetings and reviews.

4. For projects where MDT will utilize term consultants to gather data (e.g., wetlands delineation, cultural resource surveys, hydraulic analysis, SUE, etc.), meet with the appropriate FM to establish scope and schedule for the services and deliverables. Make sure to coordinate this effort in the scoping of the Phase 1 effort.
5. For projects that will include either consultant OT phase services or a Phase 1 analysis, meet with the Consultant Design Engineer and District representatives to outline the RFP scope, schedule, and deliverables.
6. Forward the draft project scope of work to the above-described MDT staff list for review and comment. Conduct follow up meetings with individuals or the entire group if deemed necessary to complete the scope of the project.
7. Meet with the Construction Engineer to choose members for the Technical Review Committee (TRC) and the Selection Committee.
8. Establish schedule for RFQ, RFP, TRC meetings, Selection Committee meetings, bid opening, and commission award date.
9. Set up preliminary EPS Schedule. Determine applicable activities, labor hour requirements, and activity durations. Apply default durations for unknown post-award activities.
10. Coordinate with Public Involvement Coordinator (Director's office) to:
    - Prepare draft Public Notice.
    - Determine how public relations will be addressed: In-house effort, term consultant or design-build team services.
11. Establish shared file structure with Functional Managers/determine files that require being shared.
12. Determine if local agencies or key stakeholders should input into the scope.

START DEPENDENCIES:

Initial project scoping, approved PE or OT program.

DELIVERABLES:

1. Preliminary design-build scope of work
2. Preliminary EPS schedule
3. Draft Public Notice

ACTIVITY 660 Request for Qualification Development (2/22/2022)

DEFINITION:

The Alternative Contracting Project Manager is responsible for completing this activity. The RFQ includes the initial scope of work items to be included in the DB contract. These are the items the successful Firm can be expected to provide upon execution of the contract. The RFQ includes Statement of Qualification (SOQ) submittal requirements, schedules, and stipend information.

TASKS:

1. Compute appropriate stipend amount.
2. Develop overall advertisement schedule covering the RFQ, RFP and commission award schedule.
3. Prepare draft SOQ for internal peer review
4. Forward draft RFQ to scope of work distribution members. Include in the distribution TRC members, Selection Committee members, Environmental (Project Development Engineer), Materials, CAS (area representative) and Civil Rights representative. Allow 14-day review and comment period
5. Forward revised draft RFQ to the scope of work distribution for 14-day review period.
6. Make necessary changes and prepare for advertisement.
7. Coordinate with the Preconstruction Engineer to assure funding is available for the project and is not being used up by other projects in similar funding categories.
8. Set up project in AASHTOWare at least 2 weeks before RFQ advertisement. Reference Instructional video located in the following folder: Innovative Contracting\Design Build\DB AASHTOWare.
9. Once the project is set up in AASHTOWare, notify the Contract Technicians that the project set up has been complete. The Contract Technicians will develop a legal advertisement that will be pulled from AASHTOWare data. The Legal Advertisement will need to be reviewed by the Alternative Contracting Engineer.
10. Conduct Technical Review Committee (TRC) training.
11. Coordinate getting Confidentiality and Score Certification form signatures from TRC, Selection Committee, FM's (where appropriate), and third-party advisors (e.g., city, county or resource agency stakeholders). The form is located in the Innovative Contracting\Design Build\DB Templates folder.
12. Set up Technical Review Committee and Selection Committee folders in the project files. Create the appropriate SOQ and technical proposal scoring documents including:
    - Scoring guidelines and procedures
    - Evaluation criteria
    - Master score sheets
    - Excel score spread sheet (confirm formulas are correct)
    - Confidentiality and Score Certification Form
    - TRC member transmittal memo
13. Create Contract Award documents including:

- Best value spread sheet
- Bid opening checklist
- Draft Commission award recommendation memo

14. Set up MS Outlook appointments - Zoom or Teams meeting reservations, and room reservations for the following venues:
    - TRC Training
    - SOQ submittal deadline
    - TRC SOQ scoring meeting/Optional follow up meeting
    - Selection Committee SOQ scoring approval meeting
    - Pre-Proposal meeting
    - ATC related deadlines, meetings, review meetings (where applicable)
    - Technical Proposal delivery deadline
    - TRC Technical Proposals scoring meeting/Optional follow up meeting
    - Selection Committee Technical Proposal scoring approval meeting
    - Bid price proposal deadline/bid opening/best-value announcement meeting
    - Selection Committee approve best-value recommendations
    - Deadline date for award recommendation to MDT Administration

START DEPENDENCIES:

Activity 659

DELIVERABLES:

1. TRC Training materials and presentation
2. Draft RFQ for distribution and comments
3. Final RFQ ready for advertisement
4. Review and award recommendation documents

ACTIVITY 661 Request Full PE, CE, IC and CN Programming (2/22/2022)

DEFINITION:

After development of the Scope of Work items and draft RFQ, the Alternative Contracting Project Manager will develop the Preliminary Engineers Estimate. The Preliminary Engineers Estimate will be submitted to Fiscal Programming to request PE, CE, IC, and CN for the entire project.

TASKS:

1. Prepare a draft preliminary estimate of the probable project costs. Design-Build Estimating template located at the Innovative Contracting\Design Build\DB Templates\SOV and Cost Estimate folder.
    - For projects < $10 million, initiate peer review by an Alternative Contracting representative and Engineering Cost Analyst (Highways Bureau),
    - For projects > $10 million, initiate peer review by the Board of Review.
2. If deemed appropriate by Alternative Contracting, District and Project Sponsor, utilize an independent cost estimator term consultant to provide input on probable construction costs.
3. Contact Project Analysis Manager (Planning) to enter the project into PPMS and get the project with PE, CE and CN phases approved in the next STIP Amendment.
4. Forward Preliminary Estimate to Fiscal Programming for approval. Reference Email template located at Innovative Contracting\Design Build\DB Templates folder.

   Note - Fiscal Programming will respond back to the Alternative Contracting Project Manager with FHWA approval and authorization to issue the RFP. Schedule minimum 14-days for authorization in advance of RFP issuance.

   Note – If payment to landowners is not anticipated, we do not program any money in the ROW phase. Payment to landowners includes ROW acquisition, easement, temporary easements, construction permits, and temporary construction permits. Most Design-Build projects should not have a R/W phase. R/W Certification efforts should be paid under the PE phase.
5. Coordinate with the Preconstruction Engineer to assure funding is available for the project and is not being used up by other projects in similar funding categories.
6. Coordinate with Fiscal Programming and CAS Bureau to stop status IC, CE and CN until the project has been awarded, the Schedule of Values - 2 has been negotiated and approved, the E-Doc and all certificates have been approved, and the Release for Construction has been issued.

START DEPENDENCIES:

Activity 660

DELIVERABLES:

1. Preliminary Estimate
2. Programming request Email to Fiscal Programming

ACTIVITY 662 Issue Request for Qualifications (2/22/2022)

DEFINITION:

The Alternative Contracting Project Manager is responsible for completing this activity. This effort involves coordination with ECCB staff to set up the advertisement.

TASKS:

1. Notify ECCB Contracting Technician of RFQ advertisement one week prior to advertising day to avoid conflicts with other lettings.
2. 2-days prior to advertisement, Coordinate with ECCB Contract Technician to set up Letting Phase Checklist.
3. Complete the Q&A Posting and Distribution list document and send to Contract Tech 2 days prior to advertisement. Example document can be found in the Innovative Contracting\Design Build\DB EPS Flowhart Activities\EPS Documents folder.
4. Coordinate with ECCB Contract Technician to set up Question and Answer (Q&A) Forum including contact list.
5. Click on RFQ link on Q/A Forum to make sure the Files are there.

START DEPENDENCIES:

Activity 660 - Development and approval of draft RFQ, project setup in AASHTOWare

DELIVERABLES:

1. Issuance of the RFQ via the MDT Q&A Forum
2. Q&A Posting and Distribution list document

ACTIVITY 664 Statement of Qualifications (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity. The effort in this activity includes the Design-Build Firm preparation of the SOQs and the Alternative Contracting Project Manager monitoring the Q&A forum questions and initiating the TRC review process.

TASKS:

1. Design-build teams develop their statement of qualifications.
2. As necessary respond to Q&A Questions. The Alternative Contracting Project Manager is responsible for development and quality review of this MDT effort. The goal should be to respond to questions within 24-hours from receipt of the question. The steps to responding to Q&A Forum questions and/or requests are:
    - Review the question and determine who is best able to provide input,
    - After obtaining input and guidance from the appropriate subject matter experts or stakeholders, generate a draft response for review and approval from the TRC, appropriate functional managers, and District managers.
    - The Alternative Contracting Section Supervisor or his/her designated representative will provide concurrence that the final draft response is OK to post to the Q&A forum
    - Send an Email requesting the ECCB Contracting Technician post the final response to the Q&A forum
3. On receipt of Statements of Qualifications, prepare transmittal letter and distribute to TRC for 14-day (minimum) review.

START DEPENDENCIES:

Activity 662 and 661.

DELIVERABLES:

1. Electronic submittals of Statements of qualifications from design-build firms

ACTIVITY 668 TRC Score SOQ (2/22/2022)

DEFINITION

This activity is managed by the Alternative Contracting Project Manager. The effort includes scoring Statements of Qualifications, meeting with the TRC, and providing an award recommendation to the Selection Committee.

TASKS:

1. TRC independently review SOQs and provides preliminary scores,
2. TRC meet to consolidate scores, adjust as deemed appropriate, and provide award recommendation to the Selection Committee,
3. As necessary, conduct a follow up meeting with the TRC to finalize scoring and short-list recommendations,
4. Prepare SOQ scoring presentation for the Selection Committee.
5. The Alternative Contracting Project Manager meets with the Selection Committee with the TRC award recommendation,
6. Draft short-list information for the ECCB Contract Technical to post on the Q&A Forum,
7. Send out Short List letters to all applicants immediately after the Selection Committee approval of the. Include letters to firms that are not short listed. Reference letter templates located at Innovative Contracting\Design Build\DB Templates\Short list Letters folder.
8. Distribute Request for Proposals (RFP) and attachments to short-listed firms. Use MDT File Transfer Service (EPass) to distribute documents.

START DEPENDENCIES:

Activity 664

DELIVERABLES:

1. TRC scoring documents,
2. Transmit RFP to Short Listed firms.

ACTIVITY 670 Request for Proposals Development (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible for completing this activity. The RFP includes the final scope of work items initiated in the RFQ process.

The RFP/DCCP are the specific and detailed scope of work items, governing regulations of the contract, design specifics, etc. All information related to this project needs to be included as attachments to the RFP. This information should include at a minimum the following items if they are available: all environmental information, right of way corridor and plans, utilities, survey, as-built plans, preliminary plans, hydraulics reports or investigations, geotechnical reports or investigations, consultant design files, etc.

TASKS:

1. Update the scope of work as necessary based on new information (where applicable)
2. Update the meetings/venues outlined in Activity 660 (Request for Qualifications Development)
3. Request Contract Backs
4. Compile all attachments
5. Establish Technical Proposal scoring weighted values
6. For projects that include the Alternative Technical Concepts (ATC) process:
    - Establish the limit to the number of ATC's allowed from the Teams
    - Confirm meeting dates, ATC submittal deadlines, MDT review deadlines,
    - Coordinate Outlook schedules with ATC Committee, establish "Tentative" appointments
    - Reserve conference rooms and/or Zoom teleconference accommodations for the meetings
7. Distribute draft RFP for Alternative Contracting peer review
8. Forward draft RFP to scope of work distribution members. Include in the distribution TRC members, Selection Committee members, Environmental (Project Development Engineer), Materials, CAS (area representative) and Civil Rights representative. Allow 14-day review and comment period
9. Contact Planning and District to obtain copies of all agreements with local agencies.

START DEPENDENCIES:

Activity 661 and 662

DELIVERABLES:

1. Draft RFP for distribution and comments
2. Final RFP ready for distribution to short-listed Firms

ACTIVITY 671 Railroad and Utility Status Statement (2/22/2022)

DEFINITION

This activity is managed by the Alternative Contracting Project Manager. After completion of the RFP, the Innovative Contracting Engineer will verify that the Utilities section is included in the RFP which requires the DB Firm to follow MDT's process for utility coordination, verify no Railroad involvement or Railroad agreements are included with the RFP, notify Utilities Section (Jamie Winstead) of the DB project and letting date, and complete the Utility and Railroad Status Statement certification.

TASKS:

1. Conduct a review of available railroad right of way documents to determine if there are any potential construction impacts adjacent to or across railroad property. Sources of information include as built plans, right-of-way plans requested from MDT ROW, and Montana Cadastral Mapping. It is advised that research documents be included as support documentation to the Email described below.
2. Contact MDT Utilities Section to determine if there are any available utility plans in the construction. If information is available, to the best of your ability, evaluate the potential for utility conflicts and document the research and include as backup documentation for the Email described below.
3. For projects that include a Phase 1 analysis, include in the Consultant's scope of services the above-described research. The Phase 1 effort should include more comprehensive R/W and utility research effort.
4. This effort includes drafting and sending an Email to the MDT Utility Agent that outlines the potential utility and railroad impacts. The format of the Email is outlined in the Email Template located at Innovative Contracting\Design Build\DB Certifications\RR & Utility Certs.
5. MDT ROW will forward a "Utility and Railroad Status Statement" memorandum to ECCB with copies to the District, Highways, Traffic, Bridge, Fiscal Programming, FHWA, and the project managers.

START DEPENDENCIES:

Activity 670

DELIVERABLES:

1. Railroad and utility research data
2. Email to MDT Utility Agent
3. Utility and Railroad Status Statement Memorandum

ACTIVITY 672 Obligation (2/22/2022)

DEFINITION

This activity is managed by the Alternative Contracting Project Manager. This activity is performed by Fiscal Programming. Alternative Contracting Project manager is responsible for monitoring this activity. Note that this is a critical step - Full obligation must be approved prior to issuing the RFP.

TASKS:

Fiscal will notify ECCB at the time that funding is approved by FHWA in FMIS

START DEPENDENCIES:

1. Activity 668 and 671,
2. Completion of the Preliminary Engineer's Estimate,
3. Submittal of FMIS request to Fiscal Programming,
4. Completion of the Railroad and Utility Certification.

DELIVERABLES:

Email approval from memo notifying that the project has been programmed.

ACTIVITY 674 Issue Request for Proposals (2/22/2022)

DEFINITION

This activity is managed by the Alternative Contracting Project Manager. The effort includes forwarding a copy of the RFP to the Short-Listed Firms.

TASKS:

1. ECCB Contract Technician check if contractors are debarred prior to short listing. Contractors who have been Debarred cannot propose on projects. Note that this step will be repeated immediately before bid price proposals are received (Activity 680),
2. Inform the ECCB Contract Technician of the short-listed firms and coordinate the update to the Q&A Forum to list the firms. Do not list the ranking of the SOQs,
3. Forward copies of the final RFP and attachments to the short-listed firms via MDT File Transfer Service. Send a follow up Email to the Design-Build Firms notifying them of the File Transfer and request a confirmation Email they received the documents,
4. Send an Outlook appointment for the Pre-Proposal meeting to the short-listed firms. Include the TRC, Selection Committee, District staff, and all relevant functional managers,
5. Set up the advertising (posting of the bid files) in Bid Express. Provide the Contract Plans Specialist with the following information:
    - Letting ID - This will be the date of the bid opening in this format: MMDDYY. For example: Bid Letting ID for January 3, 2020 = 010320
    - Letting Date/Opening Date - Date and time of the bid opening.
    - Make Letting Visible On <date>. Date advertisement will open so contractors can begin bidding => technical proposal due date.
    - Post the following Alert on the letting page and proposal page: The Department is accepting bids from Contractors who were short listed and received a Request for Proposal for the <insert Project name project>. All bids received from Contractors who were not shortlisted, will be deemed non-responsive.
    - A single bid file will be advertised on the Bid Express website. There will not be an advertised copy on the MDT advertised projects website. There will also not be an invitation for bid and other bid files that are generally posted with Design Bid Build projects.

START DEPENDENCIES:

1. Activity 672,
2. If MDT prepares Edoc, completion of Activity 722,
3. If Phase 1 analysis is performed, completion of the Phase 1 report, including Edoc.

DELIVERABLES:

1. RFP Advertisement,
2. Pre-proposal meeting appointment to short-listed DB Firms.

ACTIVITY 676 Technical Proposal (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity. The effort in this activity includes the Design-Build Firm preparation of the Technical Proposals and the Alternative Contracting Project Manager monitoring the Q&A forum questions and initiating the TRC review process

TASKS:

1. Design-build teams develop their Technical Proposals,
2. When applicable, manage Alternative Technical Concept (ATC) process,
3. On receipt of the Technical Proposals, prepare transmittal letter and distribute to TRC for 14 day (minimum) review.

START DEPENDENCIES:

Activity 674

DELIVERABLES:

1. ATC documents/correspondence as appropriate (reference Design-Build Guidance Document for specific requirements)
2. TRC transmittal letter

ACTIVITY 678 TRC Score Technical Proposals (2/22/2022)

DEFINITION

This activity is managed by the Alternative Contracting Project Manager. The effort includes scoring Technical Proposals, meeting with the TRC, and manage the award recommendation to the Selection Committee.

TASKS:

1. File the Technical Proposals in the project folder,
2. TRC independently review Technical Proposals and provides preliminary scores,
3. TRC meet to review scores, adjust as deemed appropriate, and provide award recommendation to the Selection Committee,
4. As necessary, conduct a follow up meeting with the TRC to finalize scoring and short-list recommendations,
5. Prepare Technical Proposal scoring presentation for the Selection Committee.
6. The Alternative Contracting Project Manager meets with the Selection Committee to obtain approval on the TRC scores,
7. Document the TRC scores and Selection Committee summary in the project folder.

START DEPENDENCIES:

Activity 676

DELIVERABLES:

1. TRC Scoring spread sheets – preliminary scores and modified scores,
2. Selection Committee PowerPoint presentation.

ACTIVITY 680 Bid Price Proposal (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible for completing this activity with assistance from the ECCB Contract Technician and Contract Plans Specialist. The activity goal is to set up and conduct the electronic bidding.

TASKS:

1. Bid opening dates should not be scheduled on the same date as the standard bid letting dates.
2. ECCB Contract Technician check for contractor debarment. If contractor(s) are on debarment list, MDT will not accept and read their bid,
3. Set up a meeting with the Engineering Contract Specialist at the time of the bid opening. This meeting is intended to download the bids, check the bid error report, and print out the bid reports. A video example for downloading bids is located at Innovative Contracting\Design Build\DB Templates\Contract Award folder.
4. Once the bids are downloaded, the Alternative Contracting Project Manager, Alternative Contracting Section Supervisor, or Bureau Chief will complete the bid opening checklist with the Engineering Contract Specialist located in the Innovative Contracting\Design Build\Contract Award folder.
5. Bids report generated by BidExpress should be saved to the contract award folder under the project file,
6. After the bids have been entered, read each firm's scoring aloud by stating the Firms name, Technical Proposal score, Bid Price Proposal Score, and Best Value Score. Address Stipend requests and debrief opportunities after award,
7. When the bids have been checked and the bid opening checklist has been completed, and the best-value bid is within 25% of the Engineer's Estimate, the Alternative Contracting Engineer can take bids to the bid opening room and enter bids into the best value calculator. Reference Best value spread sheet template located in the Innovative Contracting\Design Build\DB Templates\Contract Award folder.
8. If the Best-Value bid price exceeds 25% of the Engineer's Estimate, advise bidders that the price proposals exceed the threshold and that we need to go thru the process defined in the RFP. Indicate that a follow-up meeting will be scheduled to discuss how to proceed,
9. Prepare the Selection Committee Award Approval Memo for Selection Committee and distribute for signature. If necessary, a Selection Committee meeting to discuss the bids and best value summary,
10. After completion of bid opening, provide Best-Value Spread sheet in pdf format to the ECCB Contract Technician for posting on the as-read letting list,
11. Prepare Award/Rejection letters for signature by the ECCB Bureau Chief,
12. Prepare the Award Recommendation Memo. Include summary of PDSP documentation. Have draft version reviewed by the ECCB Bureau Chief and/or the Construction Engineer. Forward final version to the Director, Chief Legal, and PIO (Director's Office) for signatures,

13. Request PIO provide signed copy of the memo for the files.
14. Transportation Commission Meeting Award Tasks:

The following tasks apply to video conference Commission meeting venues

- Task 1: Immediately following the bid price submittal and the Selection Committee approval of the best-value score, prepare the Selection Committee Approval memorandum. Secure signatures from all committee members. The sample Selection Committee Approval Memo form is located in the Innovative Contracting\Design Build\DB Templates\Selection Committee folder. Forward the memo to the Selection Committee within 2 days of the Selection Committee meeting.
- Task 2: Immediately following the Selection Committee approval memo described above, prepare the final Staff Recommendation memo and forward to Chief Legal Counsel and the Director (cc Commission Secretary) for signatures. The Staff Recommendation Memo is located in the Innovative Contracting\Design Build\DB Templates\Contract Award folder. This memo must be completed immediately after the Selection Committee approval but not less that 14-days prior to the Transportation Commission meeting.

The following tasks apply to in-person Commission meeting venues

- Task 1: Sample Commission Agenda Item Form located in the Innovative Contracting\Design Build\DB Templates\Contract Award folder. Upload this document to the Commission Agenda folder located at \\state\mdt\prd\Helena\DirOffice\Commission-Agenda. Navigate to the Commission date. Within that date is a DESIGN-BUILD folder where the draft agendas need to be uploaded by the Alternative Contracting Project Manager. Upload the document 30-days ahead of the Transportation Commission meeting.
- Task 2: Immediately following the bid price submittal and the Selection Committee approval of the best-value score, prepare the Selection Committee Approval memorandum. Secure signatures from all committee members. The sample Selection Committee Approval Memo form is located in the Innovative Contracting\Design Build\DB Templates\ Selection Committee folder. Submit the memo within 2-days of the Selection Committee meeting.
- Task 3: Immediately following the Selection Committee approval memo described above, prepare the final Staff Recommendation memo and forward to Chief Legal Counsel and the Director (cc Commission Secretary) for signatures. Staff Recommendation Memo is located in the Innovative Contracting\Design Build\DB Templates\Contract Award folder. This memo must be completed immediately after the Selection Committee approval but not less that 14-days prior to the Transportation Commission meeting.

START DEPENDENCIES:

Activity 687

DELIVERABLES:

1. Commission Agenda Item Form (Commission Placeholder)
2. Bid opening checklist – copy placed in the project folder,
3. Best-Value spread sheet – copy placed in the project folder,

4. Selection Committee Award Recommendation Memo distributed for signature,
5. Award/Rejection letters to DB Firms,
6. Award Recommendation Memo to Director’s office.

ACTIVITY 685 Review E-Doc for Potential Re-Evaluation (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity. This activity includes the screening of the E-Doc and Technical Proposal plans to determine if a formal re-evaluation is required. This activity should be started as quickly as possible to avoid potential project delays.

TASKS:

1. Schedule a meeting with ESB, the Firm, and if necessary FHWA to perform Activity 685 – Review E-Doc for Potential Formal Re-Evaluation. The sequence of tasks includes:
    a. Prior to the meeting, the DB Firm compares E-Doc with the Technical Proposal plans to identify potential conflicts and/or modifications between the plans and approved E-Doc. Forward this information to the Alternative Contracting Project manager,
    b. Conduct a meeting with ESB, DB Firm and as necessary FHWA to review the DB Firm's summary. In this meeting a decision will be made whether or not a formal reevaluation is necessary,
    c. The DB Firm will document the discussion, actions and decisions and provide to the Alternative Contracting Engineer for review and comment.

START DEPENDENCIES:

Activity 684

DELIVERABLES:

1. Consultant provides a summary report outlining the comparison between the E-Doc and the technical proposal plans,
2. Consultant will prepare for review and comment the E-Doc Re-Evaluation meeting minutes. Copies will be forwarded to ESB for comment.

ACTIVITY 686 Post-Award Deliverables (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity. The effort in this activity includes the Design-Build Firm preparation of several deliverables that are outlined in the RFP.

TASKS:

1. Schedule of Values 1 (PE Payment Tasks) – Submit the Phase 1 Schedule of Values (SOV 1) within 6 calendar days after submittal of the Bid Price Proposal.
    - Once the Phase 1 SOV has been reviewed and finalized, send the SOV 1 to Fiscal Programming. If a change order moves costs/funding between categories, a Mod is needed and the revised SOV should be sent to Fiscal Programming.
2. Conduct a meeting to address the project design deliverables. Following are steps associated with this task:
    a. Meet with Firm, EPM, District design staff, and appropriate FM's to review: 1) Proposed components, 2) Applicable design and review related activities, 3) Tailor deliverables to reflect level of detail appropriate for the project deliverable, and 3) Design activity durations.
    b. Consultants provide written modifications to the activities and outline the tasks and deliverables.

    This meeting must be conducted within 7 calendar days after the Notice to Proceed.
3. Updated P6 Schedule - Submit this schedule prior to the above-described Project Design Deliverables meeting
4. Written summary of Construction Quality Control Plan (CQCP) – Submit the CQCP within 15 days after the Notice to Proceed.
5. Public Involvement Plan (As-necessary) – Submit the Public Involvement Plan within 15 calendar days after receipt the Notice to Proceed.

START DEPENDENCIES:

Activity 684

DELIVERABLES:

1. Phase 1 Schedule of Values,
2. Project specific EPS Activities developed by the Firm,
3. Updated P6 Schedule,
4. Construction Quality Control Plan,
5. Public Involvement Plan.

ACTIVITY 687 Post Award Deliverables Review (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity.

TASKS:

1. Written summary of Construction Quality Management Plan (CQMP). Forward this document to the project EPM for review and comment,
2. Conduct a meeting to address the project design deliverables. Following are steps associated with this task:
    a. Meet with Firm, EPM, District design staff, and appropriate FM's to review: 1) Proposed components, 2) Applicable design and review related activities, 3) Tailor deliverables to reflect level of detail appropriate for the project deliverable, and 3) Activity durations,
    b. Consultants provide written modifications to the activities and outline the tasks and deliverables.
3. Updated P6 Schedule forwarded to the District Constructions Operations Engineer and EPM for review and comment,
4. Schedule of Values (SOV) 1. Forward a copy to the project EPM for comment,
5. Public Involvement Plan (as necessary). For most projects, a Public Relations firm will be hired by the Department. Forward the DB Firm's PI documents to the appropriate Engineering PR Contract manager (Consultant Design Bureau) for review and comment.

    The default review time for these deliverables is 14-calendar days.

START DEPENDENCIES:

Activity 686

DELIVERABLES:

1. Deliverables include written responses and where necessary, comments to the CQMP, P6 Schedule, SOV 1, and Public Involvement Plan,
2. Regarding the EPS activities, provide comments to the activities/tasks outlined in the tailored scope of activity deliverables described in 2) above.

ACTIVITY 688 Supplemental Design Deliverables (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity. The Design-Build Firm Project Manager is responsible to manage the preparation of the 90% design related items included in this activity.

TASKS:

1. Schedule of Values 2. Utilize the template provided in the RFP to develop the SOV 2 for Construction Engineering, Right-of-Way (when appropriate), Incidental Construction, and Construction pay items.
2. WZSM/Traffic Management Plan. Develop a Work Zone Safety and Mobility (WZSM) plan in accordance with MDT's WZSM Guidance Document.
3. Design Documentation, Computations and Quantities. In accordance with the RFP, submit design notes & computations supporting the design plan submittal.
4. Specifications – Provide a comprehensive list of applicable Specifications, Supplemental Specifications, and standard Special Provisions. Include in this submittal the project specific Technical Provisions.

START DEPENDENCIES:

This Activity may begin as soon as the project is awarded, and the DB Firm is under contract.

DELIVERABLES:

1. Schedule of Values 2
2. WZSM/Traffic management Plan
3. Design Documentation, Computations and Quantities
4. Specifications

ACTIVITY 689 Supplemental Design Deliverables Review (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity.

TASKS:

Complete the review of the following Consultant developed 90% deliverables:

1. Schedule of Values 2
2. WZSM/Traffic management Plan
3. Design Documentation, Computations and Quantities
4. Specifications

The default review time for these deliverables is 14-calendar days.

START DEPENDENCIES:

Begin this activity upon receipt of the DB Firm's Activity 688

DELIVERABLES:

Provide written response to the DB Firm transmitting the comments and/or approval of the deliverables described herein.

ACTIVITY 690 Environmental Compliance Summary (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity. The effort in this activity includes the Design-Build Firm preparation of their certification as described below and referenced in the RFP.

TASKS:

In this activity, the Design-Build Firm is verifying that the subject project has the necessary permits and/or concurrences from outside agencies. A copy of the "Environmental Compliance Summary Statement for Design-Build" is included as an attachment to the Design Build RFP. By signing and submitting this form on their company letterhead, the Design-Builder is certifying that the design and specifications are following the Environmental Document. Further, the letter also addresses that various permits (Section 404, SPA 124, 318, US FWS T&E, Tribal Permits), when applicable, have been acquired for the project.

START DEPENDENCIES:

Activity 722 (when applicable) and Activity 272.

DELIVERABLES:

Executed Environmental Compliance Summary Statement for Design-Build form on company letterhead.

ACTIVITY 691 Prepare R/W Certifications (In no R/W Required) (2/22/2022)

DEFINITION

The effort in this activity includes the Design-Build Firm preparation of their Right-of-Way (R/W) Certification where no new ROW is required for this project. It should be noted that if the project includes new R/W, this Activity does not apply. Reference the EPS flowchart related to ROW acquisition steps for the appropriate activity numbers and tasks. The Alternative Contracting Project Manager is responsible to manage this activity.

TASKS:

When no R/W is required with this project, the Design-Builder will need to complete the appropriate language outlined in the R/W Certification form included with the RFP. the R/W Certification Form will be completed by the DB Firm and submitted with the 100% component plans.

The Firm will provide verification that all work associated with the project is within existing R/W. The R/W Certification Form provided by the DB Firm will be reviewed and approved by the MDT Right-of-Way Bureau Chief. Upon approval of the certification furnished by the Firm, MDT will develop and sign the final R/W Certification for the related Component Work Package.

START DEPENDENCIES:

Activity 722 (when applicable) and Activity 272.

DELIVERABLES:

Executed Right-of-Way Certification form on company letterhead.

ACTIVITY 694 R/W Certification Review (If No R/W Required) (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity. The effort in this activity includes the Design-Build Firm preparation of their Right-of-Way (R/W) Certification where no new ROW is required for this project.

TASKS:

The Firm will provide verification that all work associated with the project is within existing R/W. The R/W Certification Form provided by the Design-Builder will be reviewed and approved by the MDT Right-of-Way Bureau Chief. Upon approval of the certification furnished by the Firm, MDT will develop and sign the final R/W Certification for the related Component Work Package. On completion of this final step, and assuming all 100% component plan comments are sufficiently addressed, MDT can issue the Release for Construction documents

START DEPENDENCIES:

Activity 154 and 722 (when applicable)

DELIVERABLES:

Executed Right-of-Way Certification form on company letterhead.

ACTIVITY 696 Process R/W Certification (If R/W Required) (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity. The effort in this activity includes the Design-Build Firm preparation of their Right-of-Way (R/W) Certification where new ROW is required for this project.

TASKS:

When new R/W is required with this project, the Design-Builder will need to complete the appropriate language outlined in the R/W Certification form included with the RFP. the R/W Certification Form will be submitted and approved prior to issuance of the Release for Construction.

The Firm will provide verification that all work associated with the project is within existing and new R/W. The R/W Certification Form provided by the Design-Builder will be reviewed and approved by the MDT Right-of-Way Bureau Chief. Upon approval of the certification furnished by the Firm, MDT will develop and sign the final R/W Certification for the related Component Work Package. On completion of this final step, and assuming all 100% component plan comments are sufficiently addressed, MDT can issue the Release for Construction documents

START DEPENDENCIES:

Activity 154

DELIVERABLES:

Executed Right-of-Way Certification form on company letterhead.

ACTIVITY 697 Verify Utility Certification by Design-Builder (2/22/2022)

DEFINITION

The Alternative Contracting Project Manager is responsible to manage this activity. After final PS&E review Activity 964, the Design-Builder will provide a certification that all utility conflicts (if any) have been identified and agreements with the impacted utility companies has been addressed. If the Design-Builders scope includes responsibility to manage the relocation and/or upgrade of utilities, the Design-Builder will process all agreements and permits, including making payment for said work to the impacted utility companies. It is expected that the Design-Builder will provide early coordination with the utility companies, provide necessary design plans, and negotiate the potential utility relocation and/upgrade effort.

TASKS:

1. Confirmation that the Design-Builder has contacted all utility companies in the work zone and determine if relocations/upgrades are required with the construction of the project.
2. Verification all agreements have been executed with the utility companies. Provide copies of agreements with this activity.
3. Provide a summary of all utility conflicts and that utility company have committed to relocate or protect their facilities.
4. Where possible, provide a schedule for relocation of utilities

START DEPENDENCIES:

Activity 964

DELIVERABLES:

Documentation that the tasks described above have been addressed.

ACTIVITY 699 Release for Construction (2/22/2022)

DEFINITION

The District Engineering Project Manager, with assistance from the Alternative Contracting Project Manager is responsible to manage this activity.

TASKS:

1. The Alternative Contracting Project Manager will verify to the Engineering Project Manager that all MDT plan comments have been properly addressed, that all applicable certifications and permits have been acquired, and the project is ready for construction.
2. The Design-builder will be directed to submit an electronic copy of the plans and specifications (in pdf format). The Alternative Contracting Engineer will insert the electronic Release for Construction stamp on the first page of the component package title page. If there are multiple subcomponent plans (e.g., site civil, architectural, landscaping, etc.), the stamp should be inserted on the first page of each of the subcomponent plan sets. The stamp should also be included on the 1st page of the contract specifications.
3. The Engineering Project manager will forward a complete set of Release for Construction plans and specifications to the Design-Builder and the Alternative Contracting Project Manager.

START DEPENDENCIES:

Activity 964, 696 and 697

DELIVERABLES:

Release for Construction plans and specifications.