MoDOT Design Build Procurement Process Checklist

- MoDOT determines appropriate project delivery method for project
  - Draft goals developed
  - High-level risk assessment and risk allocation
  - Project team documentation and recommendation of delivery method
  - Senior Management approval of delivery method
- Project approved as Design Build
- Place basic project information on MoDOT’s external Design Build website (http://www.modot.org/business/consultant_resources/DesignBuildInformation.htm)
- Project Director assigned, if different form original Project Manager
- Develop schedule for procurement process
  - Include document reviews and approvals by Central Office and FHWA
- Establish final project goals, approved by Senior Management
  - Establishes project overall budget (MoDOT costs & Design-Build contract amount)
  - Establishes completion date
- Delegation to the Project Director of the Chief Engineer’s authority to negotiate and sign the contract
- Establish DBE goals and identify federal workforce goals, as applicable to project
  - Develop preliminary estimate and items of work areas
  - Contact Lester Woods
- Assemble reference documents (as-builds, ROW plans, environmental requirements, etc.)
- Write Request for Qualifications
- Advertisement for Notice for Letters of Interest
  - STATE STATUTE requirements
  - Advertisement in advance of issuing RFQ
  - National publication and two statewide daily publications
  - Request for industry to submit their letter of interest for information on the Design-Build project as it moves forward
- CO and FHWA review of RFQ
  - FHWA formal approval not required
- Issue RFQ and hold Industry Meeting
  - Kickoff meeting to explain basics of project and what is in the RFQ
  - Provides project goals and procurement schedule
  - Provides DBE goal and federal workforce goals
- Write Request for Proposals
  - Review risk assessment
  - Perform formal risk allocation
  - CO and FHWA reviews of each draft section developed
    - FHWA review times per oversight agreement
- Accept Statements for Qualification from proposing teams
☐ Review and score SOQs to determine recommended short-list
  ☐ FHWA observes
☐ Short list the teams
  ☐ STATE STATUTE requirements
  ☐ Executive Selection Committee approval of short list
  ☐ See specific members of Exec. Selection Comm. per CSR
  ☐ See checklist for Exec. Selection Comm. presentation & documentation
  ☐ No more than 5 teams and no less than 2
  ☐ FHWA observes
☐ Announce the short listed teams
  ☐ Press release
  ☐ Post shortlist on website
☐ Final RFP reviewed by CO, Senior Management and FHWA
  ☐ FHWA review time per Oversight Agreement
☐ Set up External Sharepoint Sites, or other Document Control System
☐ Final RFP approved by FHWA
  ☐ FHWA formal written approval of RFP
  ☐ Project Director certifies that requirements of 23 CFR 635.309(p) have been met.
    ☐ FHWA review time per Oversight Agreement
  ☐ Project Financial Plan developed in accordance with FHWA guidance, if required
    ☐ FP required for projects over $100 million
    ☐ FP FHWA approval required for projects over $500 million
    ☐ No FP required for projects under $100 million
    ☐ FHWA review time per Oversight Agreement
  ☐ FHWA formally approves the project in FMIS
☐ Issue the RFP to the short listed teams
☐ Hold one-on-one confidential technical and contract discussions with each team
  ☐ MoDOT hosts first meeting, sets ground rules for meetings:
    ☐ Number, length and frequency of meetings allowed
    ☐ DB teams provide subsequent agendas
    ☐ AAS reviews and approvals
    ☐ DE reviews and approvals
    ☐ NEPA revisions (Environmental requirements evaluations)
    ☐ AJR conceptual (step 1) review and approval
    ☐ RFC – requests for clarifications
  ☐ Each team hosts subsequent meetings
  ☐ Small group of MoDOT project staff and FHWA representative, as required, attend each meeting
    ☐ Strict confidentiality
    ☐ Meetings stop about one month before proposal due date
  ☐ Issue RFP Addendums to teams as necessary during the confidential technical discussion timeframe

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☐ FHWA review and approval of addendums per Oversight Agreement
☐ Issue clarifications to questions of the RFP to all the teams or confidential questions per each team as deemed appropriate
  ☐ Follow AAS, DE, NEPA, AJR process reviews and approvals per FHWA Oversight Agreement
☐ RFP Addendums and clarifications stop approximately two weeks before proposal due date
☐ Proposal Review
  ☐ Receive proposal documents
  ☐ Provide proposer with time stamped receipt
  ☐ Due compliance review that all aspects of the proposal have been submitted and meet pass/fail, as per the Instructions to Proposers
  ☐ Hold independent scoring sessions for each scoring area, as per the Instructions to Proposers
  ☐ Project Director reviews the scores from all the scoring areas
  ☐ Project Director determines recommendation of Apparent Best Value Proposer
☐ NEPA revisions and approval, if necessary
☐ Conceptual (Step 1) AJR approval, if necessary
☐ Executive Review and MHTC Selection
  ☐ Executive review and MHTC selection on concurrent dates (may or may not coincide with a regular MHTC meeting, could be special meeting)
  ☐ Project Director provides oral report to Executive Review Team for approval to take recommendation to the MHTC
  ☐ MHTC selects Apparent Best Value Proposer and authorizes Project Director to negotiate and sign a contract
  ☐ Project Director requests FHWA concurrence in final award of contract to apparent best-value proposer
  ☐ Hold news conference with Apparent Best Value Proposer to announce it publicly
☐ De-brief the other proposers, sign documents to release the stipend
☐ Negotiate contract with Apparent Best Value Proposer
☐ Escrow proposal documents (optional)
☐ Notice to Proceed 1
  ☐ Quality Manual
  ☐ Baseline Schedule
  ☐ Other requirements to obtain NTP 2
☐ Notice to Proceed 2