##### STATE OF OHIO

##### DEPARTMENT OF TRANSPORTATION

###### {Project name

PID ????

PROJECT ????}

DESIGN BUILD

SELECTION CRITERIA

# {Date}

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# *{Revise sheet numbering as necessary.}*

**PROJECT EXPECTATIONS:**

*{This document describes the selection criteria requirements for the ???? project. The Department, in cooperation with various intra-governmental partners as well as significant participation and input from the local community, is seeking an innovative, high-quality solution to improve this crucial conduit for economic activity. ODOT expects that any Design Build Team (DBT) wishing to supply a proposal for this project will provide a ???approach to address this ???.*

*Include language describing the project, DBT expectation and departmental emphasis.*

*In addition to the Project Expectations and the requirements outlined in this document, DBTs are encouraged to become closely familiar with project development to date. The Project website contains information relevant to previous project efforts.}*

# 1.0 GENERAL

## 1.1 SELECTION PROCESS OVERVIEW

Selection of a Design Build Team (DBT) for this project will follow a value based process that includes an evaluation of technical qualifications, Project Duration, and price.

The Statement of Qualifications (SOQ) presents, in general terms, the proposed DBTs’ qualifications, capabilities, understanding and approach to the project. Specific instructions for preparing this SOQ submittal are found in Section 2.0.

SOQ scoring is a competitive process in which the DBTs submittals are weighted heavily not only for the ability to design and build what is in the contract documents, but to show the potential for creating innovative ideas and the ability to implement those ideas on this project.

Based on the recommendations of the Statement of Qualifications Advisory Group, the Department will short‑list a minimum of three DBTs based on the evaluation criteria found in Section 2.2.

The short‑listed teams will prepare a Technical Proposal and a Price Proposal.

The Technical Proposal will address the design, construction, quality and duration of the project. Technical Proposal scoring will be weighted heavily on meeting and exceeding the Request for Proposal (RFP) requirements and objectives in a beneficial way that provides a consistently outstanding level of quality.

The Price Proposal will include the cost of all work proposed to be completed per the contract documents and Technical Proposal.

Additional information on the Technical Proposals and Price Proposals is found in Section 4.0 and Section 7.0.

Technical and Price Proposals will be evaluated by the Department's Technical Proposal Advisory Group according to the criteria contained in Section 4.0. If it is determined to be in the best interest of the Department, the Technical Proposal Advisory Group will recommend a prospective DBT to the Director for approval.

## 1.2 PRE-SUBMISSION MEETINGS

The Department will conduct meetings in advance of both the Statement of Qualifications and Technical/Price Proposal submissions. Attendance at these meetings is mandatory. The timing of these meetings is addressed in the Project Proposal.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Requests for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

## 1.3 PREQUALIFICATION

DBTs shall be prequalified with the Department for the performance of the work. Additional information on prequalification requirements is listed in the Project Proposal (Notice to Bidders).

**1.3.1 NOTICE TO JOINT VENTURES**

The Department recommends that DBTs who submit technical proposals register their company or fictitious name with the Ohio Secretary of State.

## 1.4 RIGHTS OF THE DEPARTMENT

The Department reserves the right to reject any and all SOQs and/or Technical/Price Proposals.

The Department reserves the right to request clarification of any submittal. The DBT agrees to respond to the Department'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 SOQ, Technical Proposal or Price Proposal will not be permitted.

## 1.5 ADVERTISEMENT

Initial advertisement of this project’s Request for Qualifications (RFQ) will include a draft version of the Document Inventory. The draft Document Inventory lists contract and reference documents that are being developed for the Request for Proposals (RFP). The finalized Document Inventory will be distributed to all short-listed DBTs when the final RFP requirements are released.

# 2.0 SHORT-LISTING BASED ON QUALIFICATIONS

## 2.1 REQUEST FOR QUALIFICATIONS (RFQ)

The Department will evaluate submitted SOQs and determine which proposed DBTs will be short-listed to participate in development of Technical and Price Proposals.

**2.2 EVALUATION OF QUALIFICATIONS**

Proposed DBTs qualifications will be evaluated based on the following criteria:

|  |  |  |
| --- | --- | --- |
| Topic | Evaluation Criteria | Maximum Points |
| *Project Understanding and Approach* | *How well does the DBT’s SOQ demonstrate an in-depth understanding of the design and construction requirements of the project?* | *30* |
| *Design Build Project Team* | *How well do the DBT’s qualifications, experience and time availability relate to the requirements of the project?* | *40* |
| *DBT Capabilities* | *How well does the DBT’s SOQ communicate their design, construction and project management experience for this project?* | *30* |
| Total | 100 |

##

## 2.3 STATEMENT OF QUALIFICATIONS (SOQ) FORMAT

To ensure a timely and consistent review, the format of the SOQ must adhere to the requirements of this section.

The following table lists the maximum number of pages that may be used by the DBT in the SOQs. Content should be organized by parts as indicated.

|  |  |  |
| --- | --- | --- |
| Part | Content | Maximum Pages |
| A | Introduction* Form A1.
* Form A2.
* Other introductory information.
 | 5 |
| B | Project Understanding and Approach | 10 |
| C | Design Build Project Team. Organized as follows: * Organizational chart.
* Resumes for each key staff member.
* Resumes for other key staff members.
* Additional information regarding the project team.
 | 20 |
| D | DBT Capabilities. Organized as follows:* D1 forms.
* Additional DBT capability information.
 | 20 |
| E | Supplemental Information | 5 |
| F | Owner’s Evaluations of DBT regarding projects in form D1. | The length of owner evaluation forms will be as supplied by the owner. (Not counted toward maximum number of pages.) |
| G | Addenda |  |
|  | Total | 60 |

A page shall be 8 ½” x 11”, printed on one side only. Font should be at least 12 point in Times New Roman or similar. Margins should be at least 1” all around.

If dividers are used and contain project information, they will be counted towards the maximum number of pages. Fold­out pages are not allowed.

Submissions exceeding the page limitations or failing to follow the section format instructions outlined above may be deemed non-responsive.

Graphics are allowed, provided they conform to the other format requirements listed.

## 2.4 STATEMENT OF QUALIFICATIONS (SOQ) SUBMISSION REQUIREMENTS

Submit twenty-five (25) sequentially numbered paper copies of the SOQ and one (1) set of CD(s)/DVD(s) containing the SOQ in electronic format (TIF or PDF).

## 2.5 STATEMENT OF QUALIFICATIONS (SOQ) CONTENT

SOQs shall contain all information as detailed in this section.

### PART A – INTRODUCTION

The introduction shall contain the following information in the order listed:

1. Completed Forms A1 and A2. Blank forms are located in the Appendix.
2. A statement that the DBT members are prequalified with the Department in accordance with the requirements of this Contract or a statement that the members will become prequalified prior to submission of Technical/Price Proposal.
3. A statement certifying that no members of the DBT have a personal conflict of interest or an organizational conflict of interest as defined in the Project Proposal.
4. A statement confirming the commitment of the key personnel identified in the submittal to the extent necessary to meet ODOT’s quality and project duration expectations.
5. The name and Registration number of the principal(s) or officer(s), properly registered with the Ohio State Board of Registration for Professional Engineers and Surveyors at the time of submittal, who will be responsible for the design work included in this contract. If individual is not registered in the State of Ohio, indicate a commitment to become registered prior to contract award.
6. A statement that the DBT will comply with the Department’s policy on Disadvantaged Business Enterprise (DBE) requirements for this Contract.
7. A statement that the DBT will comply with the Department's Nondiscrimination policy.

### PART B – PROJECT UNDERSTANDING AND APPROACH

Describe the DBTs project understanding and anticipated approach to the project; including the following:

1. General approach to meet or exceed the design, management, quality and construction requirements of the project.
2. Listing and description of the major tasks involved with the project. General CPM Schedule with key milestones identified and strategy for meeting the overall completion date. If the SOQ lists a specific completion date in advance of the required completion date, the Technical/Price Proposal must meet or better this date.
3. List of potential risks and methods of addressing these risks.
4. Areas of opportunity for innovation.
5. Approach to public information/public relations.
6. Approach to ensuring safety of the travelling public and construction personnel.
7. Description of how the DBE goal will be met.

### PART C - DESIGN BUILD TEAM PERSONNEL

Describe DBT key staff experience as it relates to carrying out the proposed project. Distinguish between past experience on Design Build projects and experience on Design Bid Build projects.

Provide an organizational chart showing the interrelationship of the DBT.

Identify the following key staff as well as any other pertinent members of the DBT.

|  |  |
| --- | --- |
| KEY STAFF | DUTIES |
| DB Project Manager | Ultimately responsible for the DBT’s performance. Ensures that personnel and other resources are made available. Handles contractual matters |
| DB Designer Project Manager | Actively manages the overall design of the project. State of Ohio PE License required prior to award. |
| DB Construction Project Manager/Engineer | Actively manages the overall construction of the project.  |
| *Include key staff relevant to the specific project.* |  |
| *DB Maintenance of Traffic Manager/Engineer* | *Minimize traffic disruptions by actively managing the design and construction of all maintenance of traffic zones, changes to those zones, and construction vehicle ingress and egress.* |
| *DB Lead Structural Design Engineer(s)* | *Responsible for overall design of all structures and structural elements (Bridge substructure and superstructure, Retaining walls). State of Ohio PE License Required prior to award.* |
| *DB Lead Roadway Design Engineer(s)* | *Responsible for overall design of plan roadway items (Alignment, drainage, pavement, etc). State of Ohio PE License Required prior to award.* |
| Independent Quality Manager | Responsible for overall management of all quality elements (e.g., design reviews, construction inspection and testing) of the project. State of Ohio PE License Required prior to award. |

Provide a one sheet resume for all key staff members and for any other pertinent members of the DBT’s staff. Resumes should be organized as follows:

1. The individual’s name, position and authority within the DBT.
2. Education and professional registrations.
3. Relevant experience. Give specific information regarding responsibilities on the noted previous projects, and how this experience directly relates to the proposed project.
4. Any unique qualifications.
5. Identify all projects that the individual may be involved with concurrently with the proposed project and the anticipated time commitment to each.
6. A statement indicating that the individual is currently employed by a member of the DBT.

### PART D - DESIGN BUILD TEAM CAPABILITIES

Identify the legal structure of the DBT (e.g., Joint Venture). Describe the business experience of the firms that are part of the DBT. Focus on experience that relates to carrying out the proposed project. Distinguish between past experience on Design Build projects and experience on Design Bid Build projects.

Provide specific information as it relates to previous design build project experience, including available resources as well as anticipated design/construction methods.

#### Past Projects:

1. Complete Form D1 for all past projects referenced in the SOQ. Provide at least five projects completed by the DB Contractor and at least five projects completed by the DB Designer. Include work which best illustrates current qualifications relevant for this project. Projects listed must be completed or substantially completed.
2. Furnish examples of projects in which proposed DBT members have completed their tasks ahead of schedule and/or below budget. Include an explanation of how this was accomplished.
3. For projects listed on form D1 list claims in excess of $100,000 and describe the amount and resolution. Provide any evaluations of the DBT members performed by owners (similar to ODOT’s C-95 form) at the end of each project for projects listed in form D1. Evaluations shall not be expounded upon. Evaluations in regards to previous ODOT projects are not required. ODOT evaluations may be considered in the scoring process.
4. For teams involving joint ventures and/or multiple firms, explain the role of each key firm. Address each firm’s anticipated role during development of the Technical/Price Proposal and after award.

#### Resources:

1. Indicate the resources that will be made available, and from what source, to perform the work for the proposed project. Demonstrate that appropriate resources will be committed to perform the work.
2. Discuss quantitatively how this Project would impact the current and anticipated workload of the DBT’s office(s) that will perform this work. If additional staff will be necessary, describe how this will be addressed.
3. Describe any equipment, means and methods and/or other resources the firm has which will enhance their ability to be successful on this project.
4. Describe any notable expertise or other special capabilities of members of DB project team that are critical to your proposal.

#### Project Management Methodologies:

1. Describe the DBTs internal procedures for developing, monitoring and maintaining project schedules.
2. Describe how the DBT will monitor and control the use of resources (personnel, equipment, etc.) available to perform the work.
3. Describe how the DBT will monitor and ensure the quality of the work.

### PART E – SUPPLEMENTAL INFORMATION

The DBT has total discretion as to the contents of this section, provided the page limit and other formatting requirements are maintained.

### PART F – OWNERS EVALUATIONS

Owner’s Evaluations of past DBT projects. Evaluations should be in owners standard format or on owner’s letterhead.

### PART G ‑ ADDENDA

Receipt of Addenda issued prior to submission of the SOQ shall be acknowledged by inserting a copy of the cover sheet of the Addenda in the SOQ.

## 2.6 SOQ REVIEW AND SHORT‑LISTING PROCESS

SOQs will be evaluated by a five-member Statement of Qualifications Advisory Group; anticipated to consist of Department representatives in the following areas:

1. Office of Contracts
2. District {???}
3. Division of Construction Management
4. Division of Highway Operations
5. Division of Production Management

The Statement of Qualifications Advisory Group may be assisted by any number of technical subgroups and/or subject matter experts within the Department, *City of Columbus, FHWA*, other involved agencies, and/or contracted by the Department.

For each of the rating Topics, the Statement of Qualifications Advisory Group will determine the highest ranked DBT within each rating Topic, with the highest ranked DBT receiving the maximum number of points. Lower ranked DBTs will receive commensurately lower scores based on a relative comparison to the highest ranked DBT. The rankings and scores will be based on the information provided by the DBT and evaluation information obtained from the owners of previous projects.

The Department will typically short-list a minimum of the three highest rated DBTs.

The Director has final authority to determine the best interests of the Department in selection of the short-listed DBTs.

#

# 3.0 VALUE BASED SELECTION

#### 3.1 SELECTION PROCEDURE

The final selection of a DBT from the short-listed candidates will be based upon the technical quality of its Technical Proposal, the Project Duration listed in the Technical Proposal (Section 4.13), as well as the price contained in its Price Proposal.

After Technical and Price Proposals are submitted, the Technical Proposals will be sent to the Technical Proposal Advisory Group for evaluation. Price Proposals will be retained, unopened, until after the Technical Proposals have been scored.

The Technical Proposal Advisory Group will review the submitted Technical Proposals to determine if they are responsive to the requirements of the RFP.

Failure to attend required meetings may disqualify a DBT from further consideration in the selection process.

Each responsive Technical Proposal will be evaluated and scored by the members of the Technical Proposal Advisory Group on the basis of the criteria provided in this Selection Criteria. The Technical Proposal Advisory Group is anticipated to consist of Departmental representatives in the following areas:

1. Office of Contracts
2. District 6
3. Division of Construction Management
4. Division of Highway Operations
5. Division of Production Management

The Technical Proposal Advisory Group may be assisted by any number of subgroups and/or subject matter experts within the Department, City of Columbus, FHWA, other involved agencies, and/or contracted by the Department.

#### 3.2 RESPONSIVENESS

A Technical Proposal may be deemed non-responsive at the sole discretion of the Director if any of the following apply:

1. The Technical Proposal fails to achieve a total score of at least 70 points; not including bonus points.
2. The Technical Proposal receives a score of less than 60 percent of the available points in any one of the Evaluation Criteria (A through I) listed in Section 4.11.
3. The Technical Proposal receives a score of less than 70 percent of the available points in three or more of the Evaluation Criteria listed in Section 4.1 (A through I).
4. The Project Duration listed in the bidder’s Technical Proposal (see Section 4.13) is in excess of 183 weeks (42 months).
5. The Technical Proposal does not respond to the bid documents in a material respect.

#### 3.3 SCORING

The Price Proposals will be publicly opened on the date indicated the Project Proposal. The Price Proposal will reflect the requirements of the Project Scope and the prospective DBTs Technical Proposal. The Technical Proposal Score and Project Duration will be announced prior to the opening of the Price Proposals.

Scoring of the Technical and Price Proposals will be combined using a normalized weighted formula as follows:

***Provide appropriate scoring criteria.***

Bidders Score =

|  |
| --- |
| 35 x Bidder’s Technical Proposal Score / Highest Technical Proposal Score\* + |
| 60 x Lowest Price Proposal\* / Bidder’s Price Proposal + |
| 5 x Shortest Project Duration\* / Bidders Project Duration |

\* All responsive bidders.

The Technical Proposal Score and Bidders Scores will be rounded to a tenth of a point. Rounding of Scores to the nearest tenth of a point will be accomplished by the round-up method: e.g. - 75.45, 75.46, 75.47, 75.48, and 75.49 would be rounded up to 75.5; and 75.41, 75.42, 75.43, and 75.44 will be rounded to 75.4.

The Director has final authority to determine the best interests of the Department and may reject any or all Technical/Price Proposals.

# 4.0 TECHNICAL PROPOSALS

## 4.1 TECHNICAL PROPOSAL EVALUATION

The Technical Proposal shall be developed using narratives, tables, charts, plots, drawings and sketches as appropriate. The purpose of the Technical Proposal is to document the proposed DBT’s understanding of the project, its selection of appropriate design criteria and its approach for completing all design, quality management and construction activities. The design approach will reflect a single unified design concept for the project.

Resubmit an updated form A2 located in the Appendix. Provide an updated organizational chart showing the interrelationship of the DBT.

The Technical Proposal will be evaluated on how well each of the following items is addressed:

| Part | Evaluation Criteria | Maximum Points |
| --- | --- | --- |
| A | *Maintenance of Traffic and Construction Access* | *20* |
| B | *Design Management* | *5* |
| C | *Proposed Design* | *20* |
| D | *Construction Management* | *5* |
| E | *Construction* | *15* |
| F | *Quality Management* | *15* |
| G | *Outreach to the Disadvantaged Enterprise Community and On the Job Training* | *5* |
| H | *Community Relations & Aesthetic Enhancements* | *10* |
| I | *Sustainability Plan* | *5* |
| J | *Prequalification* | *Not scored* |
|  |  |  |
| *TOTAL – Technical Proposal* | *100* |
|  |  |  |
| K | *?????? (Bonus Evaluation Criteria)* | *5* |
| L | *Project Duration* | *Scored Separately (See Section 3.3)* |

Technical Proposal content requirements are found in the following sections as well as within the Project Scope. Points awarded for Section K will be considered bonus points. Non-participation in Part K (Bonus Evaluation Criteria) will not be considered as a non-responsive submission.

In an appendix, provide a resume meeting the requirements of Section 2.5, Part C, #6, for all staff listed in the Technical Proposal.

The DBT shall not make changes to the personnel listed in the SOQ in response to minimum staffing requirements without written permission from the Department. Written requests shall indicate why staffing changes are necessary and demonstrate that the revised staffing plan will be equal to or better than the staff listed in the SOQ.

## 4.2 MAINTENANCE OF TRAFFIC AND CONSTRUCTION ACCESS (PART A)

For the Maintenance of Traffic and Construction Access provide the following for all affected transportation facilities, including, but not limited to, Interstate mainline, ramps, local streets, and transit facilities.

* 1. Phase drawings showing construction sequencing of buildable units and method of maintaining traffic for each phase. Label tapers and shifts in traffic patterns. Scale = 40 to 1 (preferred) on 11” x 17” plan sheets.
	2. Section details for maintaining traffic, showing: existing pavement widths, pavement for maintaining traffic widths (including guardrail offset and grading), lateral construction limits, placement of channeling devices (barriers, drums, etc.) and work zone lane widths.
	3. Detour routes for any temporary closures.
	4. Construction Access Plan into each Maintenance of Traffic zone.
	5. Address the planned methodology to reduce public inconvenience by minimizing accidents, congestion, and travel time through the workzone.

At a minimum, address the following personnel assigned to manage maintenance of traffic development and construction implementation:

1. Maintenance of Traffic Manager/Engineer
2. Maintenance of Traffic Designer
3. Work Zone Traffic Manager

Describe the qualifications and experience of the individuals assigned to these tasks and describe the specific management tasks they will perform.

Demonstrate an understanding of the Project Scope relative to Proposed Phasing and Construction Access.

The Department will use the following criteria to distribute Maintenance of Traffic points:

|  |  |  |
| --- | --- | --- |
|  | Component of Maintenance of Traffic (MOT) | Percentage of MOT Points |
| A.1 | Proposed Phasing and Overall Plan Design | 35 |
| A.2 | Construction Access Plan | 20 |
| A.3 | Minimization of Public Inconvenience | 35 |
| A.4 | MOT Staffing | 10 |

## 4.3 DESIGN MANAGEMENT (PART B)

Describe the DBT’s concept of design management. Identify a staffing plan including specific responsible personnel and organizational units. Provide a design organization chart for the project, showing the relationships between functions shown on the chart and the functional relationships with subconsultants.

At a minimum, address the following personnel assigned to manage the design development:

1. DB Project Manager
2. DB Designer Project Manager
3. DB Lead Structural Engineer
4. DB Lead Roadway Engineer
5. DB Geotechnical Engineer
6. DB Drainage Engineer
7. DB Traffic Control Engineer
8. DB Lighting Engineer

Describe the qualifications and experience of the individuals assigned to these tasks and describe the specific management tasks they will perform. Include information relative to each individual’s familiarity with the proposed design.

Individuals must be currently employed by a member of the DBT.

Provide a narrative description of the proposed plan for developing and furnishing the design work for the project. This plan shall include at least the following items:

1. Description of how the designs developed by different firms and offices will be integrated into overall design development.
2. Description of how design personnel will interface with construction personnel. Indicate where project design personnel will be located relative to the project site (e.g., on site, within 5 miles of the site, etc.) and time periods they will be at these locations (e.g., for the entire project, during the first year, as needed, etc.).
3. Description of the DBT’s internal design checking process (separate from the Department’s review process and reviews by the Independent Quality Firm as defined by the Project Scope).

The Department will use the following criteria to distribute Design Management points:

|  |  |  |
| --- | --- | --- |
|  | Component of Design Management | Percentage of Proposed Design Points |
| B.1 | Design Management Staffing | 60 |
| B.2 | Integration of Management Team (e.g., location, interface with construction, etc.) | 20 |
| B.3 | Design Checking | 20 |

## 4.4 PROPOSED DESIGN (PART C)

The Technical Proposal shall address the following issues:

1. Demonstrate an understanding of the Project Scope.
	1. Provide Stage 1 plans as per the Bridge Design Manual.
	2. Provide the following information for each proposed retaining wall. If there are multiple proposed wall types within the retaining wall length, (ie: cast-in-place, soil nail, MSE, secant or tangent drilled shaft, etc), provide the following information for each proposed type:
		1. Limits
		2. Type
		3. Typical Cross Section(s)
		4. Elevation View
	3. Provide roadway sheets including:
		1. Plan and Profile sheets containing: existing topography, horizontal alignment (including curve data), profile, and general drainage layout. Scale = 40 to 1 (preferred) on 11” x 17” plan sheets.
		2. Typical Sections showing pavement widths and slopes.
		3. Superelevation tables.
2. Demonstrate that the proposed design meets or exceeds the Department’s general and project specific requirements and criteria.
3. Demonstrate that the proposed design is in keeping with the environmental commitments listed in the Project Scope.
4. Describe any specific design features that would reduce the need for maintenance or would make inspection/maintenance procedures more efficient, safer and/or less costly.
5. Discuss solutions to manage the risks associated with the DBT’s Technical Proposal based on limited design information.
6. Discuss how proposed designs for roadway, bridges, retaining wall systems, and stormwater drainage minimize life cycle costs while meeting or exceeding project requirements.
7. Describe how the final design elements of the Long Street Cap will allow for flexibility for future development and use.
8. Provide a listing of all utility facilities required to be relocated by the DBT’s proposed work. This listing may be provided in an appendix to the Technical Proposal. The required format of this listing will match that shown in the utility impact matrices. At a minimum, the DBT will complete the “facility impact” column with a “yes”, “no”, or “possible.”

The Department will use the following criteria to distribute Proposed Design points:

|  |  |  |
| --- | --- | --- |
|  | Component of Proposed Design | Percentage of Proposed Design Points |
| C.1 | Bridge Designs | 35 |
| C.2 | Retaining wall Designs | 30 |
| C.3 | General Roadway, Roadway Drainage  | 30 |
| C.4 | Other (including Utility Coordination and Relocation) | 5 |

## 4.5 CONSTRUCTION MANAGEMENT (PART D)

Describe the DBT’s concept of the project construction management organization and how it interrelates with the other elements of the DBT’s organization for the project.

Provide a construction organization chart for the project, showing the relationships between functions shown on the chart and the functional relationships with subcontractors. The chart shall indicate how the DBT intends to divide the project into work segments to enable optimum construction performance.

Describe how subcontractors will be managed.

Identify a staffing plan including specific responsible personnel and organizational units that cover the following work areas and or specialties. At a minimum, identify individuals responsible for the following areas:

1. DB Project Manager
2. DB Construction Project Manager/Engineer
3. Bridge Construction
4. Retaining Wall Construction
5. Drainage & Environmental Construction
6. Public Safety
7. Project Safety
8. Utility Coordination
9. Micro Tunneling Engineer/Manager

Specifically address each individual’s familiarity with construction management of similar projects, preferably Design-Build projects of similar size and scope. Provide specific project examples and the relevance/similarity to the proposed project.

Specifically address the Micro Tunneling Engineer/Manager’s experience on projects with similar microtunneling requirements and geology.

The Department will use the following criteria to distribute Construction Management points:

|  |  |  |
| --- | --- | --- |
|  | Component of Construction Management | Percentage of Proposed Construction Management Points |
| D.1 | Construction Management Staffing | 50 |
| D.2 | Construction Management Plan  | 50 |

## 4.6 CONSTRUCTION (PART E)

Address the following construction issues:

1. Provide a brief narrative description of the DBT’s plan for constructing the project. Describe the construction concept that will be used for each construction phase. Describe the methodologies planned to identify and avoid delays or impacts.
2. Provide a preliminary Critical Path Method (CPM) Schedule for the project including both design and construction. The CPM Schedule shall show the sequence and continuity of operations, as well as delivery of anticipated buildable units. Buildable units should be defined clearly in design phases as well as construction phases.

The CPM Schedule is intended to be somewhat general in nature however, it should be detailed sufficiently to convey the intent of the DBT by noting major design phases and major work items. The CPM Schedule shall calculate the proposed final completion date of the project. The longest path to project completion shall be clearly defined. All durations of major MOT phases noted in the Technical Proposal’s Maintenance of Traffic section shall be shown. The durations of ramp closures and detours shall be shown. Show the calculated planned durations of the Spring Street closure, Long Street closure, the closures to I670 Eastbound and Westbound from I 71NB ramps closures, I670EB to Cleveland Ave ramp closure, Cleveland Ave ramp to I670EB closure, I670EB to I71SB Ramp closure, and I670WB ramp to Cleveland Ave closure. Demonstrate that the DBT has considered safety, utilities, permitting, constructability, anticipated fabrication durations, and maintenance of traffic activities in determining the proposed CPM Schedule.

The CPM Schedule section shall also include an overall schedule narrative describing the planned sequence of work. This narrative shall correspond to any of the submitted CPM Schedule printouts, and shall also be able to stand as a separate document describing the conceptual planned working sequence. MOT closures and detour durations for major MOT phases shall be included. The narrative shall not be an appendix to the Technical Proposal.

The DBT shall address the methodology planned to recover time caused by non-excusable delays. The DBT shall address the planned methodology to recover time due to excusable delays if so requested by ODOT.

1. Describe the DBT’s anticipated workforce required during construction phases and the DBT’s plan to ensure availability of skilled personnel. Describe the DBT’s plan to ensure the availability of major pieces of equipment to meet the requirements of the CPM Schedule and project timeframes.
2. Describe the safety considerations specific to this project. Discuss the DBT’s goals and overall approach to safety. Describe the DBT’s method for measuring safety.
3. Describe the proposed coordination with owners of utility facilities.
4. Describe the DBT’s plans and procedures to ensure timely deliveries of materials to achieve the project CPM Schedule and project timeframes.
5. Describe the DBT’s plan and procedures during the installation of the Micro Tunnel Drainage installation. Describe the methods planned to avoid delays and disruptions from possible obstruction encountered during tunneling operations. Describe plans to remove obstructions, including emergency short term MOT considerations and backfilling of any excavations need for the removal of obstructions. Describe techniques planned to eliminate settlement of nearby structures and active I-71roadway.

The Department will use the following criteria to distribute Construction points:

|  |  |  |
| --- | --- | --- |
|  | Component of Construction | Percentage of Construction Points |
| E.1 | Construction Integration, Sequencing and Logistics | 55 |
| E.2 | Safety | 15 |
| E.3 | Utility Coordination | 10 |
| E.4 | Micro tunnel Logistics | 20 |

## 4.7 QUALITY MANAGEMENT (PART F)

Describe how the DBT intends to fulfill the requirements for Quality Assurance/Quality Control as defined by the Project Scope.

Identify the Independent Quality Firm (IQF) and the following key quality personnel:

1. Independent Quality Manager
2. Independent Construction Quality Manager
3. Independent Design Quality Manager
4. Independent Lead Structural Inspector
5. Independent Lead Highway Inspector

Specifically address these individuals’ familiarity with design, design review, construction, inspection and/or testing on similar projects, their professional registrations, and professional certifications. Resumes shall be included with the Technical Proposal submittal.

Provide a draft of the Quality Management Plan (QMP) required in the Project Scope. The draft QMP should follow the organizational format for the QMP in the Project Scope and, at a minimum, address the following areas:

Describe the interrelationship between the IQF, the DBT, and ODOT during the design and construction phases to ensure a quality project delivered within the project timeframes.

Describe the IQFs methodology in ensuring design reviews, inspections, material sampling and testing are performed timely and reported accurately.

Describe the methodology planned to determine adequate IQF staffing to ensure proper design review and proper construction inspection.

Describe methods of inspection and materials control for field construction items such as: earthwork, pavement and/or pavement repair, structural items (such as foundations, concrete, reinforcing, decking), retaining walls, drainage, lighting, pavement markings and/or other major D-B components. The description will include concepts for documentation methods, reporting methods, frequency of inspection and testing, equipment used, and resolution methods for typical defects.

The Department will use the following criteria to distribute Quality Management points:

|  |  |  |
| --- | --- | --- |
|  | Component of Quality Management | Percentage of Quality Management Points |
| F.1 | Overall Quality Management Approach and Plan | 30 |
| F.2 | Design Quality/Reviews | 20 |
| F.3 | Construction Quality/Inspection | 30 |
| F.4 | Materials Testing | 20 |

## 4.8 OUTREACH TO THE DISADVANTAGED ENTERPRISE COMMUNITY AND ON THE JOB TRAINING GOAL (PART G)

Describe the DBT’s plan to employ an independent Diversity and Inclusion Consultant.

The DBE goal for this project is set at ?????. The DBT should submit a plan that clearly articulates the methods it intends to employ to meet the goal or make good faith efforts to meet the goal. Include innovative and aggressive strategies including the use of the Diversity and Inclusion Consultant. Describe the DBT’s efforts to reach out to DBEs and potential DBEs eligible for certification that may be impacted by, or benefit from, the project.

The Technical Proposal should explain how the DBT intends to address goal attainment for the On the Job Training (OJT) Program; including the following information:

1. Minimum number of trainees:
	1. Describe the minimum number of trainees the DBT intends to obtain. A minimum of ???? trainees must be included.
2. Describe the OJT Program including:
	1. Recruiting;
	2. Retention and tenure;
	3. White Collar OJT;
	4. Blue Collar OJT, including specific crafts;
	5. Project/Labor Agreements;
	6. On-site and/or off-site training; and
	7. Number of hours per trainee and/or trade.

The Department will use the following criteria to distribute Outreach To The Disadvantaged Enterprise Community And On-The-Job-Training Goal points:

|  |  |  |
| --- | --- | --- |
|  | **Component of Outreach to the Disadvantaged Enterprise Community and On the Job Training Goal** | **Percentage of****DBE Outreach and OJT Points** |
| G.1 | Plan to Achieve DBE Goal of ???? | 25 |
| G.2 | Plan Outreach to the Disadvantaged Community  | 25 |
| G.3 | Plan to Achieve ???? Trainees  | 25 |
| G.4 | Plan for Training, Retention and Tenure of Trainees | 25 |

## 4.9 COMMUNITY RELATIONS & AESTHETIC ENHANCEMENTS (PART H)

Describe the DBT’s plan to establish and maintain a positive relationship with residents, businesses, institutions, organizations and others inconvenienced by the construction for the project.

Describe the DBT’s plan to inform the public with respect to the status of the project and identify the Aesthetics and Enhancements Manager.

Describe the DBT’s plan to communicate the project’s intent to minimize the inconvenience to the travelers, residents, businesses, institutions, organizations, motorists and others.

Submit the Aesthetics and Enhancement Management Plan that describes how the DBT intends to fulfill the requirements of the project scope. Summarize the DBT’s approach to incorporating aesthetics and enhancements throughout project development and incorporating stakeholder and public feedback into the final design. Define the responsibilities and authority of the Aesthetics and Enhancements Manager. Describe the proposed range of options/alternatives (narrative discussion and/or sketches/graphics) that the DBT will present to the stakeholders and public for feedback and selection.

The Department will use the following criteria to distribute Community Relations points:

|  |  |  |
| --- | --- | --- |
|  | Community Relations Components | Percentage of Community Relations Points |
| H.1 | Public Communication and Community Relations Approach | 50 |
| H.2 | Aesthetics and Enhancement Management Plan | 50 |

**4.10 SUSTAINABILITY (PART I)**

Submit a Sustainability Plan in accordance with the Project Scope that describes the DBT’s approach and commitment to sustainable design and construction practices.

|  |  |  |
| --- | --- | --- |
|  | Sustainability Plan Components | Percentage of Sustainability Plan Points |
| I.1 | Sustainability Plan | 100 |

Technical Proposals that include a Sustainability Plan that minimally addresses the requirements of the Project Scope (Section 1.19.1 Sustainability Plan) will receive a score of no less than 70 percent for this criteria.

The Sustainability Plan will be evaluated in four areas:

1. Energy and Energy Efficiency
2. Community Environment
3. Green Building
4. Recycling / Reuse / Material Reduction

Scores higher than 70 percent will be achieved by demonstrating clear advantages, benefits or added value to the Department relative to the following:

1. Initiatives that result in permanent benefits vs. temporary benefits.
2. Initiatives that result in benefits that can be easily verified, quantified and documented.
3. Initiatives that clearly demonstrate return on investment.

## 4.11 PREQUALIFICATION (PART J)

Provide the following information for all work type listed in the Project Proposal (see Proposal Note 090):

|  |  |  |
| --- | --- | --- |
| Work Type Code | Work Type Description | Contractor/Subcontractor(s) to Perform the Work |
|  |  |  |

Provide the following information for all designer prequalification categories listed in the Project Proposal.

|  |  |
| --- | --- |
| Prequalification Category | Consultant/Subconsultant to Perform the Design Work |
|  |  |

Alternative Technical Concepts and/or allowable options in the Project Scope may eliminate the need for an individual work type and/or prequalification category (More than one firm may be listed as performing the work.)

## A Technical Proposal that fails to meet prequalification requirements may be declared non-responsive.

## 4.12 NEIGHBORHOOD ACCESS (Bonus Evaluation Criteria) (PART K)

Non-participation in this evaluation criteria will not constitute non-responsiveness.

The reconstruction of the I-71/I-670 interchange will impact access to, from, and through nearby neighborhoods.

Describe the DBT’s plan to reduce or eliminate the adverse access impacts to and from the adjacent districts due to the durations of the following closures during construction:

* Traffic movements along the existing and proposed Spring Street Bridge.
* Traffic movements along the existing proposed Long Street Bridge.
* Closure of the Long Street and Broad Street onramps to I-71 Northbound.
* Closure of the I-71SB exit ramp to Spring Street.
* Cleveland Ave entrance ramps to I-71.

|  |  |  |
| --- | --- | --- |
|  | Neighborhood Access | Percentage of Neighborhood Access Points |
| K.1 | Plan to reduce Spring-Long Street Bridge Construction period and maintain neighborhood connectivity. | 50 |
| K.2 | Plan to reduce Broad St / Long St / Spring St / Cleveland ramp closure period and maintain traffic movements during construction. | 50 |

Bonus points for Neighborhood access will be awarded on a scale of 0-5 points, to the nearest tenth of a point, and added to the total of the Technical Proposal points. A Technical Proposal which receives no bonus points will still be considered responsive provided that all other criteria herein are met.

## 4.13 Project Duration (PART L)

Submit the total Project Duration in weeks from the execution of the contract to completion date. This duration will be used to calculate the best value score as indicated in Section 3.3.

If the DBT proposed a shorter Project Duration in the SOQ submittal than what is published in the Project Proposal, the shorter duration must be reflected in the Technical Proposal. If the DBT proposes a shorter duration than what is published in the Project Proposal, the shorter duration will be used to calculate the contractual project completion date.

## 4.14 ADDENDA

Acknowledge receipt of all project Addenda as outlined in the Project Proposal.

## 4.15 TECHNICAL PROPOSAL SCORING

The following table provides a general indication of anticipated scoring of each evaluation criteria; not including bonus points or duration.

|  |  |
| --- | --- |
| Definition | Scoring Range (percentage) |
| The Technical Proposal demonstrates an approach that is considered to significantly exceed the RFP requirements/objectives in a beneficial way (providing advantages, benefits, or added value to the Project) and that provides a consistently outstanding level of quality. In order to meet the criteria for this scoring range the Technical Proposal must have at least one of the following: Two or more significant strengths even though a single minor weakness may exist. A significant strength and no weaknesses. Three or more strengths and no weaknesses. | 90-100 |
| The Technical Proposal demonstrates an approach that is considered to exceed the RFP requirements/objectives in a beneficial way (providing advantages, benefits, or added value to the Project) and offers a generally better than acceptable quality. In order to meet the criteria for this scoring range the Technical Proposal must be determined to have at least one of the following:A significant strength even though minor weakness may exist.At least three strengths and no significant weaknesses. | 80-89 |
| The Technical Proposal demonstrates an approach that is considered to meet the RFP requirements/objectives and offers an acceptable level of quality. In order to meet the criteria for this scoring range the Technical Proposal must be determined to have one or more strengths even though minor weaknesses may exist. Technical Proposals with no strengths and no weaknesses will also fall in this category and receive a score of 70. | 70-79 |
| The Technical Proposal demonstrates an approach which is marginally acceptable. In order to meet the criteria for this scoring range the Technical Proposal must be determined to have one of the following:No strengths and minor weaknesses.One strength and a significant weakness. | 60-69 |
| The Technical Proposal demonstrates an approach that demonstrates an unacceptable level of quality. In order to meet the criteria for the scoring range the Technical Proposal must have one of the following:- No strengths and one or more significant weaknesses.- No strengths and three or more minor weaknessesThe Technical Proposal demonstrates an approach that contains no strengths and minor and/or significant weaknesses.  | 0-59 |

Within each scoring range, points will be based on a balance of the relative significance of the strengths and weaknesses. Points may be assigned to the nearest tenth of a point. DBTs are encouraged to exceed the scope if they seek a score above 70.

## 4.16 FORMAT OF TECHNICAL PROPOSALS

Technical Proposal text shall be limited to 75 pages. An unlimited number of additional exhibits, plans, CPM Schedule printouts, resumes and figures will be accepted as appendices. However, the DBTs are encouraged to be as concise as possible.

Technical Proposals must be organized based on the Parts (e.g., A, B, C, etc.) and components (e.g., A.1, A.2, etc.) listed in Section 4.

A page shall be 11” x 17” printed on one side only. Font should be at least 12 point in Times New Roman or similar. Margins should be at least 1” all around.

If dividers are used and contain project information, they will be counted towards the maximum number of pages. Fold­out pages are not allowed.

Submissions exceeding the page limitations or failing to follow the section format instructions outlined above will be rejected.

Graphics should conform to the other format requirements listed.

Submit fifty (50) sequentially numbered paper copies of the Technical Proposal and one CDs/DVDs containing the Technical Proposal in PDF or TIF format.

# 5.0 ORAL INTERVIEWS

## 5.1 CONTENT

DBTs may be asked to participate in one or more oral interviews.

The Department may ask the DBTs specific questions relative to their submissions (e.g., SOQ, Technical Proposals). Follow-up questions from the Department will be permitted.

The DBTs may be permitted to make a short formal presentation. DBTs may make reference to materials submitted with their SOQ or Technical Proposals. No new materials will be permitted for this presentation. Oral interviews will not be used to fill in missing or incomplete information in their written submissions (e.g., SOQ, Technical Proposal).

The oral interviews will not be scored separately. Topics or issues not addressed in the written SOQ or Technical Proposal will not be discussed during the oral interview. The Price Proposal will not be discussed. DBTs will not be permitted to ask questions of the Department.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Request for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

Discussions during Oral Interviews will be confidential.

## 5.2 ATTENDEES

It is anticipated that the following key personnel from each DBT will attend the oral interviews: DB Project Manager, DB Designer Project Manager, DB Construction Project Manager/Engineer, Maintenance of Traffic Engineer, Independent Quality Manager and up to five other individuals at the DBT’s discretion.

All members of the Technical Proposal Review Committee are anticipated to attend each oral interview. Additional subject matter experts may also attend the interviews.

##

## 5.3 PROCEDURE

ODOT will audio tape, videotape and/or use a court reporter to document the oral interviews.

All interviews will be held at the same location for all DBTs in the ???? Ohio area. Exact locations will be provided prior to the meeting(s).

# 6.0 ALTERNATIVE TECHNICAL CONCEPTS (ATC)

## 6.1 DEFINITION

An Alternative Technical Concept (ATC) is a change to the Project Scope which provides a solution that is equal to or better than what is required by the scope as determined by the Department. The ATC process allows for innovation, increased flexibility, time reductions and cost savings to ultimately obtain the best value for the public.

ATCs are not intended to replace pre-bid questions.

## 6.2 SUBMISSION REQUIREMENTS

DBTs may submit ATC documents for consideration by the Department. Each ATC may include multiple issues to be considered by the Department. The DBTs shall clearly identify each individual portion of the ATC proposal that is a proposed change to the Project Scope.

Submit fifteen (15) sequentially numbered bound paper copies of each ATC and one DVD in electronic copy (TIF or PDF format).

ATC proposals can be submitted on 8.5" x 11" or 11" x 17" paper. Each ATC proposal submission should consist of either all one size or the other and not a mix of both sizes.

## 6.3 EVALUATION OF ATCS

ATCs are accepted by the Department at its discretion and the Department reserves the right to reject any ATC submitted.

{Add submission dates???}

The Department will attempt to evaluate all ATCs within 14 calendar days of receipt. However, this timeframe cannot be guaranteed, particularly for complex or unusual concepts.

The Department will not consider any change that would require excessive time or cost for review, evaluation or investigation.

Deviations which require a Design Exception, modifications to the approved Interchange Modification Study, or additional Right-of-Way will not be approved.

## 6.4 CONTENTS

ATCs must contain the following information:

1. Title of ATC. This title will be used in correspondence with the DBT regarding the ATC.
2. Deviation: Reference the specific section(s) in the bid documents which is inconsistent with the proposed ATC. Provide proposed language for this section that is in keeping with the ATC.
3. Description: Provide a detailed description of the ATC including specifications and conceptual drawings.
4. Usage: A description of where and how the ATC would be used on the project.
5. Analysis: An analysis justifying the ATC and demonstrating why modifications or revisions to requirements of the Project Scope should be allowed. Include information on how the ATC meets the project goals.
6. Compatibility: An indication of how the ATC would impact future I-70/I-71 split projects.
7. Traffic and Safety Impacts: A discussion of the impacts the ATC will have on vehicular traffic and safety, including an operational analysis, if relevant.
8. Maintenance of Traffic Impacts: A discussion of the impacts the ATC will have on maintenance of traffic during construction.
9. Environmental Impacts: A discussion of how the ATC is in accordance with the approved project Environmental Document and will meet environmental commitments and not cause increased community impacts.
10. Utilities: A discussion of utility (public and private) impacts.
11. Maintenance: A discussion of the long term maintenance of the proposed ATC.
12. History: A detailed description of other projects on which the proposed ATC has been used; including contact information (name, title, phone number, address and email) for project owners that can confirm ATC implementation.
13. Inspection: Any additional testing and inspection requirements.
14. Time Impact: A discussion of project time impacts; including design, construction, utility relocation and permitting issues.
15. Public Record:  A specific notation designating (where applicable and at the discretion of the DBT) that some or all of the ATC is a Trade Secret or otherwise not subject to public record disclosure (See Section 6.8).

Incomplete ATC submittal packages may be returned by the Department without review or comment.

## 6.5 PRE-ATC MEETINGS

## Each short-listed DBT will be permitted to request one-on-one pre-ATC meetings with the Department to discuss ATCs. Allowable pre-ATC meeting dates are listed in the Proposal. Meetings will last no more than 60 minutes.

Short-listed DBTs must submit a request for a pre-ATC meeting at least wo working days in advance of the proposed meeting date. The request must include a general description of the involved ATC concept9s) in enough detai for the Department to select appropriate individuals to attend the meeting. Department attendees may participate by teleconference or videoconference.

The purpose of pre-ATC meetings is to provide DBTs with a general overview of the Department’s assessment of the proposed ATC’s viability. No final decisions will be made. Verbal communications, including pre-ATC meetings, will be considered non-binding.

## 6.6 DEPARTMENT RESPONSE

The Department will review all ATCs and respond with one of the following determinations:

1. The ATC is approved and may be included in the DBT’s Technical Proposal.
2. The ATC is approved subject to conditions. The ATC may be included in the DBT’s Technical Proposal provided that all approval conditions have been met. Failure to clearly demonstrate that all conditions have been met may render the DBT’s Technical Proposal non-responsive.
3. The ATC is not approved in its present form, but may be resubmitted for reconsideration. The reconsideration request must address all Advisory Group comments, questions and concerns. Reconsideration requests must meet all ATC submission and content requirements.
4. The ATC is not approved. Inclusion of the ATC in the Technical Proposal may render the Technical Proposal non-responsive.
5. The proposal is not an ATC.

The Department may, at its discretion, request additional information/clarification regarding a proposed ATC. Verbal communications regarding ATC proposals will be considered non-binding.

## 6.7 INCORPORATION INTO TECHNICAL PROPOSAL

The DBT may incorporate zero, one or more approved ATCs (or conditionally approved ATCs, if all conditions are met) into their Technical Proposal. The Technical Proposal must clearly state which ATCs have been incorporated and indicate what, if any, conditions are met. The Price Proposal shall reflect all incorporated ATCs.

## 6.8 DISCLOSURE

1. If, during evaluation of an ATC proposal, the Department becomes aware of a deficiency in the Project Scope that would have an impact on the ability of DBTs to make a best value offer, the Department may, at its discretion, issue an addenda to correct this deficiency.

Other than as listed in the above paragraph, all conversations related to ATC proposals between the Department and DBTs will be kept confidential during the bidding process.

Once a project is awarded, ATC proposals may be made public.

1. All documents received by the Department are subject to Section 149.43 of the Ohio Revised Code, also known as The Public Records Act, and are subject to release unless a statutory exception exists that exempts the documents from public release.

If any information in an ATC or Technical Proposal is to be treated as a “trade secret,” the DBT must identify each and every occurrence of the information within the ATC or Technical Proposal by:

* + - 1. Listing the page numbers of every occurrence of the “trade secret” on the cover sheet submitted with the ATC or Technical Proposal.
1. Placing an asterisk before and after each line of the ATC or Technical Proposal which contains “trade secret” information.

Ohio Revised Code Section 1333.61(D) defines “trade secret” as "information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique, or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers, that satisfies both of the following:

       (1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and

        (2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."

During the bidding process, the Department does not intend to share with, or convey to, any person the information provided by the DBT, unless disclosure is required by law or the DBT gives prior written approval for such disclosure. In the event the Department is required to disclose any information the DBT considers a trade secret pursuant to applicable law, prior to disclosing such information, the Department intends to notify the DBT in writing. The department intends to use reasonable efforts to give notice of disclosure at least three days in advance of release. However, upon award, all information provided to the Department that was used in the evaluation of the bids will be considered a public record. The Department shall not be obligated to maintain in confidence any information that is not a trade secret including information that (1) is already known by the state, or (2) is or comes into the public domain through no fault of the state, or (3) is independently developed by the state, or (4) comes to the state from a third party in a manner not in violation of any obligation of confidentiality by such third party to the DBT. State law generally requires that documents which contain both confidential/trade secret and non-confidential information be disclosed with confidential information redacted.

#

# 7.0 PRICE PROPOSAL

The Price Proposal shall be submitted as described in the Project Proposal. The price will include the cost for performing all work specified in the DBT’s Technical Proposal.

All required enhancement elements in the Project Scope must be designed and constructed as part of this project. Additional enhancements may also be proposed by the DBT as part of their Technical Proposal, and included in their price proposal.

# 8.0 INCORPORATION OF TECHNICAL PROPOSAL

## 8.1 TECHNICAL PROPOSAL:

All Technical Proposal elements that exceed the requirements of the bid documents (i.e., can reasonably be interpreted as offers to provide higher quality items or additional services) shall be incorporated by reference into the awarded DBT’s contract requirements.

## 8.2 ORGANIZATIONAL STRUCTURE/PERSONNEL:

The DBT shall not make changes to the personnel listed in the Technical Proposal in response to the minimum staffing requirements of Section 4.2 Maintenance of Traffic, Section 4.3 Design Management, Section 4.5 Construction Management or Section 4.7 Quality Management. The Department may revoke, suspend or withhold payment on an awarded contract if any of the staff listed are removed, replaced or added to without the written approval of the Department.

If exceptional circumstances require changes to personnel, the DBT shall submit a written request to the Department. This request shall indicate why staffing changes are necessary and demonstrate that the revised staffing plan will be equal to or better than the plan listed in the Technical Proposal. The Department will evaluate the DBTs requested changes based on the same criteria as used for evaluation of the Technical Proposal.

# APPENDICES

# FORM A1

## DBT INFORMATION

(Form Revised 3/7/11)

PROJECT NO. \_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTY-ROUTE-SECTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| DBT: |  |
| Contact Person: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| DB Contractor: |  |
| Contact Person: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| DB Designer: |  |
| Contact Person: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Ohio Registration Number: |  |

# FORM A2

## DBT SUBCONSULTANT and SUBCONTRACTOR INFORMATION

(Form Revised 3/7/11)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Firm Name | Type of Work | Responsible Principal | Registration/Ohio PE License  | DBE (Y/N) |
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# FORM D1

## WORK HISTORY FORM

(Form Revised 3/7/11)

Provide the following information for each representative project:

|  |  |
| --- | --- |
| Project name and location. |  |
| Contracting method: Design Build, Design Bid Build or other. |  |
| Owner’s name. Owner’s Project Manager’s name, phone number and email address. |  |
| Project description. Include the total cost of the project and the estimated or actual completion date. |  |
| Involved DBT firm(s). |  |
| Specific, nature of Involved DBT firm’s responsibilities (e.g., design work for Design Build project, scope preparation for Design Build project, subcontractor for earthwork, Design Build joint venture partner, etc.). |  |
| Cost of Work for Which DBT Firm was Responsible for Performing (i.e., design fees for design work, construction costs for physical construction, etc.). |  |
| Describe liquidated damages (i.e., amount, reason) and/or claims. |  |