

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 from 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-builts, 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

- 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