**MoDOT Design-Build Procurement Process Checklist**

* MoDOT determines appropriate project delivery method for project
  + Draft goals developed
  + High-level risk assessment and project delivery determination
  + 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
* Consider Owner Consultant for Preliminary RFP Tasks (if nessesary)
* Develop schedule for procurement process
  + Include document reviews and approvals by Central Office and FHWA
* Establish final project goals and schedule, 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 (Commission Action)
* Perform in depth risk assessment and risk allocation
* Establish DBE goals and identify federal workforce goals, as applicable to project
  + Develop preliminary estimate and items of work areas
  + Contact External Civil Rights Division
* Set up External Sharepoint Sites, or other Document Control System
* 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
* 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
  + Call teams to inform them of their status prior to press release (no other info shared)
  + Press release
  + Post shortlist on website
  + Debrief with teams not shortlisted
* Craft 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
* Final RFP reviewed by CO, Senior Management and FHWA
  + FHWA review time per Oversight Agreement
* 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 $500 million
    - FP FHWA approval required for projects over $500 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
  + 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