

## **Design - Build Projects**

Effective: May 1, 2005

**UDOT 08A-11**

Revised: August 6, 2013

### **Purpose**

To establish a policy and procedure for advertising and awarding Design-Build projects that provides uniformity and consistency throughout the Utah Department of Transportation (Department).

### **Policy**

The Department determines the suitability and approves projects using Design-Build delivery. Advertise RFQs for Design-Build projects in newspapers with statewide and local county distribution. Post Request for Qualifications (RFQ), Request for Proposal (RFP), short-lists, and contract awards on the Department Web site.

## **Procedures**

### **Design-Build Projects**

**UDOT 08A-11.1**

**Responsibility:** Project Manager

#### **Actions**

1. Determine the suitability of project for Design-Build contracting.
2. Make recommendation regarding contracting method to Executive Director or Designee through Region Director.

**Responsibility:** Executive Director or Designee

3. Approve contracting method.

**Responsibility:** Project Manager

4. Develop Request for Qualification and Request for Proposal.
5. Recommend teams to evaluate Qualifications and Proposals to the Executive Director or Designee through Region Director.

**Responsibility:** Executive Director or Designee

6. Approve Qualification Evaluation Team and Proposal Evaluation Team

**Responsibility:** Project Manager

7. Submit RFQ to Contracts, Estimates, and Agreements Manager.

**Responsibility:** Contracts, Estimates, and Agreements Manager

8. Advertise RFQ in newspapers with statewide distribution and the local newspaper for the county in which the project is to be constructed.
9. Prepare and e-mail Notice to Contractors to suppliers and contractors in according to approved distribution lists and make files available on the Department Web site.
10. Receive and timestamp the Qualification Statements received.
11. Hold Qualification Statements until picked up by the project manager.

**Responsibility:** Qualification Evaluation Team

12. Develop a recommended short list of Qualified Proposers as specified in the RFQ.

**Responsibility:** Project Manager

13. Recommend short-list of proposers to Executive Director or Designee.
14. Submit the short-list to the Contracts, Estimates, and Agreements Manger.
15. Prepare Request for Proposals.
16. Submit Request for Proposals to Contracts, Estimates, and Agreements Manager.

**Responsibility:** Contracts, Estimates, and Agreements Manager

17. Post short-listed firms on the Department Web site.
18. Submit Request for Proposals to short-listed firms.
19. Places Request for Proposals on Department Web site.
20. Receive and timestamp Proposals.
21. Hold unopened Proposals until picked up by the project manager.

**Responsibility:** Qualification Evaluation Team

22. Recommend to the project manager a best value proposer based on the criteria in the RFP.

**Responsibility:** Project Manager

23. Recommend Best Value Proposer to Executive Director or Designee through the Region Director.

**Responsibility:** Executive Director or Designee

24. Give approval to award contract to selected best value Proposer.

**Responsibility:** Contracts, Estimates, and Agreements Manager

25. Prepare letter for Director of Construction and Materials signature notifying successful Proposer of award.
26. Create bid abstract.
27. Post award information on the Department Web site.
28. Prepare and expedite execution of contract documents.
29. Issue Notice to Proceed.

**Responsibility:** Project Manager

30. Debrief unsuccessful proposers.