

Oregon Department of Transportation

RFQ for SRS - Proposer's Question Request and Response

Item	RFQ Section No. or Appendix	Question	Reserved for Agency Response
1		Will there be additional guidance published regarding individuals ODOT wants named as "Key Personnel" or are you truly only looking for the individual qualifications of the Project Manger and Design Manager?	Not sure additional guidance is necessary. We are requesting individual qualifications for the Project Manager and Design Manager who will have day-to-day responsible charge of contract work.
2		Please give examples of what would be considered "material alteration" of the required submittal forms and what would be considered acceptable alterations	Examples of material alternations are; deletion of info on forms, additions or alternations to info on forms, or the re-organization of forms. Examples of acceptable alterations are; expansion of space to accommodate requested information.
3		Please clarify the binding requirements described in paragraph 5 on page B-1. (beginning with "The sections and appendices...")	See Addendum 2, which will be issued shortly.
4	Appendix B	Are there any limitations as to what is considered acceptable as "Company Brochure" information submitted?	No, however our evaluation will be limited to the first six parts requested (50-page limit). Attachments to App. B may be used as reference material by the evaluators.
5	Form E-1	Do projects submitted have to be <u>completed</u> ? If so, what constitutes "completion"?	No, they can be active. Suggest you enter the proposed completion date on form for those active (not completed) projects. Stronger consideration will be given to completed projects.
6	per page #4 of RFQ	Please define who are considered as "Principal Participants" for Teams that are not JV's per page #4 of RFQ.	Not sure what is being requested, beyond page 4 of RFQ.
7	in Form B	Please clarify information required in Form B "Backlog Information" for No. of Proposals/Bids Outstanding" (We have 12 offices in 6 states. This would be very difficult to quantify.)	See page 24 of RFQ, Section 4.3.2.5.b
8		Please clarify who are considered "key" personnel from whom resumes are required	Addendum 1 defines DB project manager and design manager for this step of procurement. The RFP will request additional "key" personnel along with a management plan for the Project.
9	Appendix C	Much of the type size on the SOQ forms is less than 12-point size. When we receive the SOQ forms in Word format, must the forms be modified so all type is 12-point	Info provided by the Proposers should comply with 12-point size requirement.

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10	Appendix C	When we receive the SOQ forms in Word format, will we be allowed to modify the form margins to provide additional space to respond to the requested information? If so, what minimum margin is required on the modified forms? The minimum 12-point size will be maintained on the information added to the forms.	Margins may be adjusted provided information is viewable.
11	Appendix B, Page B-1, Paragraph 5	refers to "...Project reference forms." The RFQ, Appendix C does not include a form labeled "Project reference." Please clarify the intent of the Page B-1, Paragraph 5 reference to "Project reference forms."	Reference is for E-1 of Appendix C
12	Addendum #1	Is Exhibit A: Proposer's Declaration - Conflict of Interest, received with RFQ Addendum No. 1, required for the SOQ? The form requires submittal with the final proposal document, not the SOQ. If it is to be submitted with the SOQ, is it included in the SOQ page count?	COI Declaration will be required with both procurement steps (RFQ and RFP submittals) and is not included in page count.
13	Appendix C- Form S	Safety Questionnaire, Question 9, asks for safety performance information for the "Project Principal." Is the Project Principal considered "Key Personnel," so that Project Principal information is required on Form E-3, Proposed Key Personnel Information?	See Addendum 2 which will be available shortly.
14	Appendix C Form L-1	Proposer's Organization Information, should the "Other Firms" meet the requirements of RFQ Section 1.18.1.a)	Refer to Item # 27 (prior response was in error)
15		Will there be an industry review of the RFP before it is formally issued? Our experience shows that an industry review of the RFP will eliminate most of the questions that have to be addressed in RFP Addenda.	No, time does not permit this activity given the RFP will be available near or on the shortlist date.
16	1.17 2.2	What is the correct date and time for the mandatory pre-SOQ meeting? Section 1.17 (page 9) indicates May 6, 2004 at 1:00. Section 2.2 (page 13) indicates 5/11/04.	May 11, 2004, 1:00 pm Attendees will be posted on ODOT's DB Website.
17	Section 1.18.1 A) and 4.3.2.3 B)1)	Are we required to submit information regarding Specialty Subcontractors who are not performing 20% or more of the construction work?	This is discretionary. Should this enhance your qualification submittal, by all means include this in your SOQ.
18	Appendix C Form E-3 Appendix C Form S	Form E-3 notes two specific key personnel to be submitted: Project Manager and Design Manager. Form S notes three key personnel, two of which don't match Form E-3 (Project Principal and Construction Manager). Please clarify the discrepancy between the two forms and supply definitions of these project roles.	See Addendum No. 2

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19	Appendix C, Form E-3	Form E-3 requests information regarding the Project Manager for the project. In the past, ODOT has required a Design-Build Project Manager and a Construction Manager. Is the Project Manager referred to on the form equivalent to either of those positions? Is the Design Manager on the same form envisioned to have the same job description as the Design Manager on previous ODOT design-build projects?	It is the same as the Design-Build Project Manager. The Design Manager is also equivalent.
20	Section 1.23	This project has been advertised as "anticipated" to be using Federal Funds. Can you confirm that will happen for a fact? Is there any chance the project will switch to state only funds, as happened with the Mt. Hood to Chemult project?	ODOT has no intention on changing from a federal-aid project.
21	RFP	What level of design will PB/ODOT be providing as part of the RFP for the bridges and Sutherlin Interchange?	Little, if any. You will find a concept plan for Sutherlin Interchange, Pavement Design for IM, and Performance Specifications (setting minimum requirements)
23	RFP	What level of design completion will PB/ODOT require the teams to submit as part of their final proposal? Will the level of completion be similar to previous ODOT design-build projects?	Representative conceptual design on 4-work site locations (of the 10 defined) only.
24	RFP	Will an ISO 9001 work plan (or partial plan) be required during the RFP stage?	No. ISO 9001 standards should be used as a guideline in developing the eventual Quality Plan.
25	Section 2.2, Table of Dates	May 11 th Meeting indicated dates that are not consistent with the Table on p.13 of the RFQ. Which is correct?	The table on p.13 of the RFQ are correct. Questions from Proposers are accepted until May 19 th and the SOQ is due June 2 nd .
26	Clarifications dated May 14, 2004, item 14 RFQ 1.18.1 A) RFQ 1.1.2	The response to this question suggests that all firms meeting 1.18.1 A) are "Principal Participants" (including the designer and subcontractors/subconsultants meeting the stated thresholds of involvement), which is contrary to our understanding of the definition of a "Principal Participant" provided in 1.1.2. Please clarify.	The definition given in Section 1.1.2 of the RFP for Principal Participant is clear. We apologize for the confusion. See the revised response to Item 14 below.
27	Appendix C Form L-1 [Replaces Item #14]	Proposer's Organization Information, should the "Other Firms" meet the requirements of RFQ Section 1.18.1.a)	The requirements of Section 1.18.1 a) are meant to define the boundaries for firms that must be "exclusive" to one DB Team, not define Principal Participants. Principal Participants do also fit within these boundaries. The "Other Firms" on Form L-1 may or may not meet the requirements of Section 1.18.1 a), but they are not Principal Participants.

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28	Section 4.3.2.2, Subsection B.4	<p>We request that the owner eliminate the request for the surety letter to include the amounts of current backlog and utilized bonding capacity for the Proposer and each Principal Participant. There are several difficulties in identifying and disclosing these amounts, and the amounts are unnecessary for the purposes of this rating item. First, these amounts are subject to differing interpretations, contractors regard the amounts as confidential information, and sureties are reluctant to identify specific figures because of the possibility of variations in these amounts in a short timeframe. Second, this bonding capability factor is a pass-fail factor with a passing grade being received if the letter indicates the capability to obtain bonds meeting the levels in Table 4.3 for an anticipated maximum Contract amount of \$45 million (per Subsections B.2 and C). Therefore, the amounts of backlog and utilized bonding capacity are irrelevant to the determination of the pass/fail rating. The first part of Subsection B.4 requires the sureties to take into consideration the backlog and work-in-progress when issuing the letter confirming the required bonding capability, and to state in the letter that they have done so. The requirement to have the sureties identify the backlog and work-in-progress amounts can be deleted without adversely affecting this factor.</p>	Request denied. Please comply with the RFQ requirements. If you believe the information to be "trade secret," deal with it accordingly.
29	Appendix C Form PP-2	<p>The Proposer assumes to report Environmental Citations (FORM PP-2) for construction projects relevant to the Sutherlin to Roseburg project rather than other business operations not directly related to construction projects. Is this assumption correct?</p>	See Addendum No. 2.
30	Appendix C Form DBE	<p>Form DBE requires a listing of completed mandated DBE participation projects for the past three years. Compiling this information will require numerous pages for both the prime contractor and prime consultant. Would the owner consider allowing one page maximum per prime participant, with excess pages to be included in the appendices? Or allow for a minimum project size of \$5 million?</p>	See Addendum No. 2.

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31		<p>In appendix A of the RFQ under 1.0 - Project Description, Item B describes the design and construction in order to "Address all interstate maintenance issues between MP 125.38 and MP 136.5, which would include "... typical IM issues like pavement, guard rail, drainage, pavement markings, etc." At the Pre-SOQ Meeting it was mentioned that part of the project scope would include 8 miles of paving, as well as drainage work, utility relocates, etc.</p> <p>In order to better understand the technical issues and risks associated with the project, could the Agency provide additional information regarding the scope of work included in Item B?</p>	<p>The RFP will include ODOT's pavement design for the resurfacing of the 11 miles of roadway defined. The code improvements along this stretch of road also applies to signs, guardrails, fences and drainage facilities. Utility relocations are limited to the Sutherlin Interchange or the bridge sites defined in Appendix A of the RFQ. The RFP will address the minor road improvements anticipated for the scope labeled "interstate maintenance".</p>
32		<p>In order to better understand the project, and associated technical issues and risks, would the Agency provide access to as-built drawings and/or preliminary plans for the structures, roadway, drainage, and utilities?</p>	<p>As-constructed drawings, engineering studies and reports, and other related documents will be available with the RFP scheduled to be issued June 9th.</p>
33		<p>Addendum No. 1 requires the inclusion of Form E-3, resumes and reference letters. Will the increase in the amount of pages be considered a part of the existing page total or can they be placed in the appendices? If they are considered a part of the original page count, will the fifty-page limit be increased to accommodate this addition?</p>	<p>Addendum No. 1 added <u>Form E-3</u> and requires submittal of the form and resumes for two positions. No reference letters are requested or required. The maximum page count is not increased to accommodate this item.</p>
34	3.5	<p>Section 3.5 describes ODOT's flexibility to shortlist between 3 and 5 firms but states ODOT "intends" to shortlist 3. The advertisement for the project states ODOT will select three for a shortlist. During the Pre-SOQ meeting ODOT eluded to selecting between 2 and 5 for a shortlist using a break in the scoring as a cut-off point. What is ODOT's true intention?</p>	<p>ODOT intends to shortlist 3. ODOT reserves the right to expand this list depending on the results.</p>
35	4.3.2.2.B.2.	<p>The section requesting project understanding requires the Proposer to describe how they will use their organization and the DB process to ensure a successful project. This request requires Proposers to provide disclosures that could be of a sensitive and proprietary nature regarding future preparation of the proposal. In prior solicitations ODOT made the SOQ's available immediately after shortlist but SOQ's did not contain this type of sensitive information. When will ODOT make the SOQ's available for public viewing for this solicitation.</p>	<p>SOQs are not made public until after "Notice of Intent to Award" following the RFP process. Refer to RFQ section 3.5.</p>

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36	Section 4.3.2.3 B) 1)	Please clarify the number of Past Project Description forms you wish to receive. Do you want 10 total forms from the entire team (with a minimum of 2 each from the Principal Participant and Designer)? Or should each firm (Proposer, Designer, QC, etc.) submit between 2 and 10 forms each, which will probably result in 20-30 Past Project Description forms in the SOQ?	The first part of this question is correct. As stated in the RFQ, no more than 10 total forms may be submitted. Two minimum, must be submitted by each Principal Participant and the Designer.
37	Exhibit A: Proposer's Declaration – Conflict of Interest	<p>While we are not aware of any conflicts consistent with the Conflict of Interest Guidelines and Disclosure Process, the certification is so broad, it is quite difficult to answer in a definitive way. For example, the definition of Associates includes employees, in our case almost 1500, as well as their immediate family members. The Certification indicates the respondent is expected to make a definitive statement about whether any of these individuals is a former employee or family member of an employee of ODOT. This obligation applies also to proposed consultants, contractors and subcontractors as well as their family members.</p> <p>We feel that this form should be modified to reflect the realities of the process, but at the very least should be subject to the “best of a respondent’s knowledge and belief.”</p> <p>Please consider inserting before 1. “To the best of our knowledge and belief”. Please replace the final paragraph with:</p> <p>“My signature certifies that, except as disclosed on the present form, this firm has no personal relationship with any other companies or persons which would result in a conflict of interest to the ODOT, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the ODOT.”</p>	COI Declaration form will incorporate some of the suggested wording. See Addendum #3

RFQ, Addendum 1, 2, and 3 shall be available on ODOT’s website; <http://www.odot.state.or.us/techserv/progrsrv/contract/designbuild.htm>