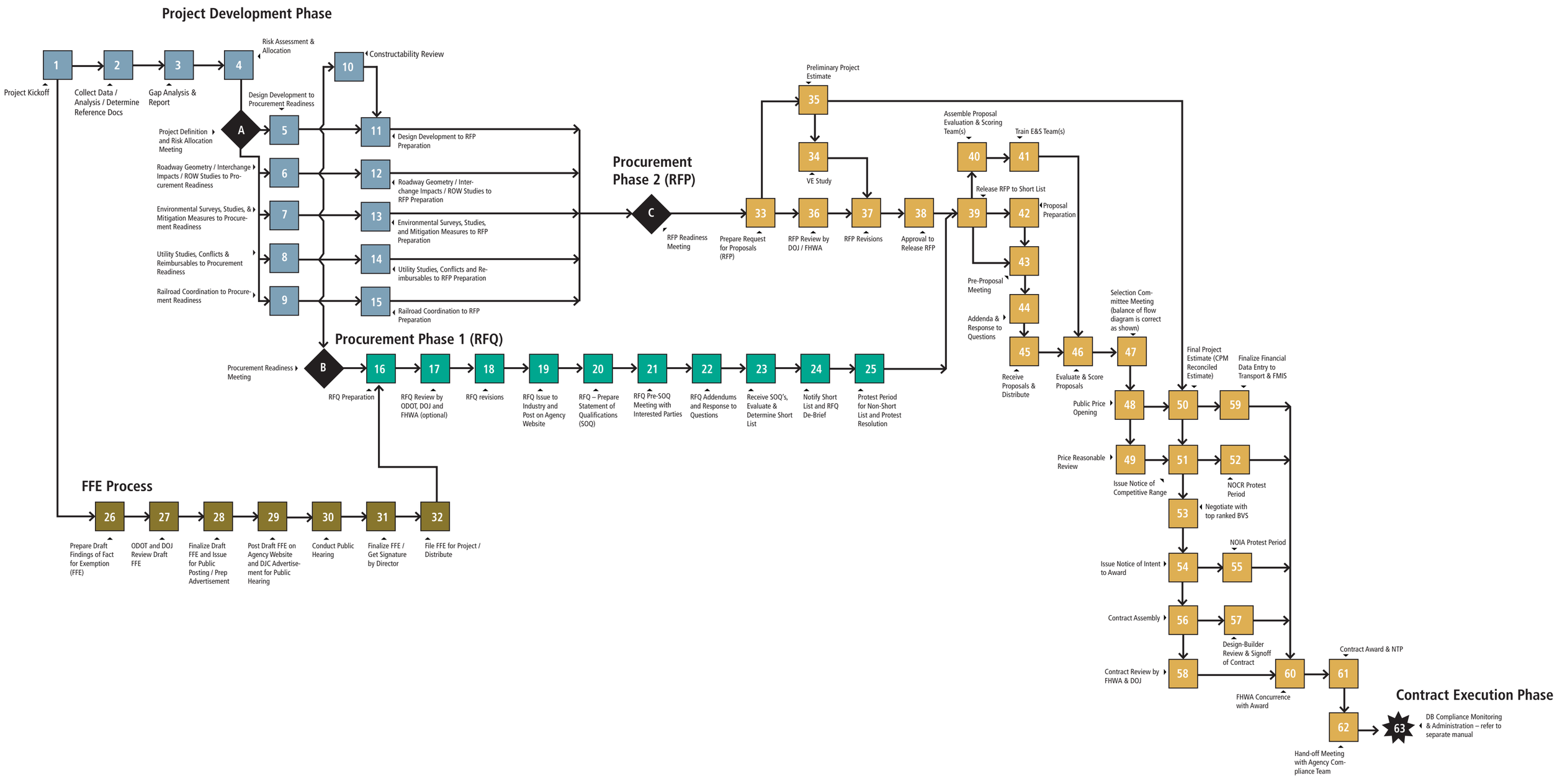
Project Development Phase
1
Project Kickoff
2
Collect Data / Analysis / Determine Reference Docs
3
Gap Analysis & Report
4
Risk Assessment & Allocation
A
Design Development to Procurement Readiness
Project Definition and Risk Allocation Meeting
5
Roadway Geometry / Interchange Impacts / ROW Studies to Procurement Readiness
6
Environmental Surveys, Studies, & Mitigation Measures to Procurement Readiness
7
Utility Studies, Conflicts & Reimbursables to Procurement Readiness
8
Railroad Coordination to Procurement Readiness
9
10
Constructability Review
11
Design Development to RFP Preparation
12
Roadway Geometry / Interchange Impacts / ROW Studies to RFP Preparation
13
Environmental Surveys, Studies, and Mitigation Measures to RFP Preparation
14
Utility Studies, Conflicts and Reimbursables to RFP Preparation
15
Railroad Coordination to RFP Preparation
Procurement Phase 1 (RFQ)
B
Procurement Readiness Meeting
16
RFQ Preparation
17
RFQ Review by ODOT, DOJ and FHWA (optional)
18
RFQ revisions
19
RFQ Issue to Industry and Post on Agency Website
20
RFQ – Prepare Statement of Qualifications (SOQ)
21
RFQ Pre-SOQ Meeting with Interested Parties
22
RFQ Addendums and Response to Questions
23
Receive SOQ's, Evaluate & Determine Short List
24
Notify Short List and RFQ De-Brief
25
Protest Period for Non-Short List and Protest Resolution
FFE Process
26
Prepare Draft Findings of Fact for Exemption (FFE)
27
ODOT and DOJ Review Draft FFE
28
Finalize Draft FFE and Issue for Public Posting / Prep Advertisement
29
Post Draft FFE on Agency Website and DJC Advertisement for Public Hearing
30
Conduct Public Hearing
31
Finalize FFE / Get Signature by Director
32
File FFE for Project / Distribute
Procurement Phase 2 (RFP)
C
RFP Readiness Meeting
33
Prepare Request for Proposals (RFP)
34
VE Study
35
Preliminary Project Estimate
36
RFP Review by DOJ / FHWA
37
RFP Revisions
38
Approval to Release RFP
39
Release RFP to Short List
40
Assemble Proposal Evaluation & Scoring Team(s)
41
Train E&S Team(s)
42
Proposal Preparation
43
Pre-Proposal Meeting
44
Addenda & Response to Questions
45
Receive Proposals & Distribute
46
Evaluate & Score Proposals
47
Selection Committee Meeting (balance of flow diagram is correct as shown)
48
Public Price Opening
49
Price Reasonable Review
50
Final Project Estimate (CPM Reconciled Estimate)
51
Issue Notice of Competitive Range
52
NOCR Protest Period
53
Negotiate with top ranked BVS
54
Issue Notice of Intent to Award
55
NOIA Protest Period
56
Contract Assembly
57
Design-Builder Review & Signoff of Contract
58
Contract Review by FHWA & DOJ
59
Finalize Financial Data Entry to Transport & FMIS
60
FHWA Concurrence with Award
61
Contract Award & NTP
62
Hand-off Meeting with Agency Compliance Team
63
DB Compliance Monitoring & Administration – refer to separate manual
Contract Execution Phase