Design-Build -	RACI Ma	atrix														
Project Development and	STEPS	TASKS	,	ment Office	Wey Serth	Insuttant	Priment of	S S S S S S S S S S S S S S S S S S S	lemes of the second	ity and Chill	Weyway On (Fr.)	Preforment by Colonia	or or thus	ecr Delivery	ministration Cau,	(10 10 10 10 10 10 10 10 10 10 10 10 10
Delivery Milestones	31213	Tario	000	emeti.	8	Mestion (C	A Property of the Property of	Jed Cont	Mile Of All All All All All All All All All Al	Pege Fau	on miss at	ODOT Direct	Tem Engli	Manage of Manager	Singerii.	
rogram Development elivery Method Evaluation		Initial and Formal Delivery Method Selection Tool Evaluation and Screening and (PD-14)	/ 8	/ 🐉		/		/ <u>*</u>	/ 6				/ %		/ 🎸	R = Responsible: Which position or department will be Responsible for completine each or a portion of a task? (Completes Task - worker)
and Selection Process	2 3	OPO and ADS Provide Region DB Procurement Schedule Template Document Region Selection of Design-Build Alternative Selection Method for the Project (PD-14)	A	A R	С											A = Accountable: Which position or department will be Accountable, ultimately answerable for the activity or decision for major tasks and the result? This oftenti is different than the Responsible party. (Manage Task - manager)
	4	ADS Provide Region Formal Request for Concurrence to Use Alternative Contracting Method Letter (PD-14)	<u>'</u>	C A	A C											C = Consulted: Which positions or departments must be Consulted? Consulted parties have a say before, making decisions or tasks are completed. They are no
	5	Submit the Formal Request for Concurrence to Use Design-Build Method Letter to ADS (PD- 14) ADS Coordinates with Region, OPO and SPD Branch, etc. for concurrence meeting (PD-14)	ı c	R	A C		-				С		С			responsible or accountable for the outcome. I = Informed: Which positions or departments must be Informed as the tasks progress? These parties don't need to provide input during the process but must
	7	SPD Branch, OPO & Region Concurrence Meeting (DOJ is optional) (PD-14) Region Manager, SPD Branch and OPO Ops and Construction Manager Concurrence / Non-	C	R	A	1	1		1	1	C		C	1		aware of decisions made. NOTE: If "A" is assigned to a task without an "R", then both "A" and "R" is
		Concurrence (PD-14) Set Tentative Dates for the following Items with OPO: 1) Draft Findings of Fact (FFE) Development and Optional Public Hearing														assigned to the Position/Department for that task. RACI CHART - Step by Step.
		2) Final FFE 3) Risk Assessment 4) Development of Request of Qualifications (RFQ) 5) Development of Request of Proposals (RFP)														 Complete the Project's name. In the grey cells below, fill the name of the phases that your project is divided and, inside them, each task must be developed.
		3) Development or Request or Proposals (RPP) 6) Pre Solicitation Notice Released 7) RFQ Release 8) Pre-Statement of Qualifications (SOQ) Meeting														In the TASKS column, list all the tasks in the order to be completed.
	8	9) SOQs Due and Shortlisting 10) RFP Release 11) Pre-Proposal Meeting	Α		R											3_ If you need to change the priority of the tasks, simply move the task row and the number will stay freeze.
		12) Alternative Technical Concepts (ATCs) 13) Technical Proposals Due and Public Opening 14) Price Proposals Due and Public Opening (2 weeks after technical proposal due date)														 List every position or department that will have a role in the project on the top column.
		15) Notice of Competitive Range (NOCR) 16) Negotiations 17) Notice of Intent to Award (ITA)														Assign a role (RACI) to each department or position, using the legend on the right column to choose a letter from the drop down list. The cell will be color-coded automatically.
		18) Contract Award 19) NTP														
oject Initiation Phase Project Initiation	9	Perform Program Development Phase Steps 1 Through 7 if not previously completed	1	А	С											
	10 11 12	Schedule Project Alternative Delivery Method Validation Meeting (PD-14) Complete Formal DMST Project Questionnaire or Update (PD-14) Conduct Formal Project Delivery Method Validation Meeting) (PD-14)	l l	R C	A A R											
	13 14 15	Conduct Formal Project Delivery Method Validation Meeting (VD-14) Provide Region Summary of Formal DMST Evaluation Results (PD-14) Concurrence Meeting if not previously completed (PD-14) Verify Concurrence with Selected Project Delivery (PD-14)	C C	A A R	C A	1	1				C		C R			
roject Development F	16	Verify Concurrence with Selected Project Delivery (PD-14) (If Required) Update Alternative for Contracting Method Request Concurrence Letter and Submit to OPO and ADS (PD-14)	C	С	A						- R		K			
ck-off, Scope Refinement, Risk Assessment, and	17	Alternative Delivery - Procurement Kick-Off Meeting ADS Provides Region Contract Template Base Documents, includes:	R	Α	R	1					1		1			
Design Alternatives, Proof of Concept Design, and Basic Configuration		1) Sample DB Agreement and Exhibits 2) General Provisions and: a) Form EA - Escrow Agreement b) Attachment A - Engineering Data TOC and Basic Configuration Suppose.	ı	A	R											
Development		b) Attachment A - Engineering Data TOC and Basic Configuration Summary c) Attachment C - Reference Documents TOC, DB Specifications Terms Diagram, and Steel Materials Price and Escalation-De-Escalation Program Participation Election Form														
		OPO provide Region Following Project Solicitation Base Documents: 1) Draft FFE and optional Public Hearing Notice														
		RFQ Package (Includes): a) RFQ Document and Forms RFP Package (Includes):	Α	1	R											
	18	a) ITP Document and Forms Project Scope Refinement (Includes site investigations, site conditions, constraints, impacts and requirements (must haves), data collection	1		Α											
	19 20	Identify Risks and Develop Draft Risk Register Conduct Risk Assessment Workshop and Update Risk Register Develop Risk Mitigations Strategies and Ownership	C C		A A			С								
		Analysis to Identify Risks Exposures and Mitigation Strategies for Insurance Requirements with OPO Risk Compliance Analysis Develop Evaluation and Scoring Criterial and Weighting for RFQ	R R	1	A A											
		Develop Evaluation and Scoring Criterial and Weighting for RFP Develop Level of Needed Proof of Conceptual Design Develop Project Basic Configuration Elements	R I I	1	A A A										C C	
		Define Project Elements Requiring Preliminary Design Exceptions, Design Deviations and Operations Approvals Define Minimal and Performance Contract Requirements	l R	c c	A A					С					R	
nding of Fact for Exemption Draft FFE Development	n (FFE) Process 21	Assign FFE Order Number Obtain Proper Authorization for DOJ Legal Assistance For Legal Sufficiency Review of	Α													
	22	Solicitation Documents (FFE Documents, Pre Solicitation Notice, Prequalification Waver, Optional Proposal Security Waver, and RFQ & RFP packages). See ODOT Guidance for Working with the Department of Justice. Reference ODOT DOJ Guidance Webpage:	Α			R										
	23	http://transnet.odot.state.or.us/odot/home/Pages/DOJ_Guidance.aspx Develop Project Specific Information for Draft FFE and optional Public Hearing Notice	A		R											
	24 25	Develop Draft FFE and Optional Public Hearing Notice for Advertisement Request Hearing Official Assignment and Public Hearing Date (Optional)	A A		R R											
	26	Develop and Send Advanced Notification Email for Draft FFE Concurrence Request to ODOT Director (Per ODOT Document Guidelines for Sending Requests to ODOT Director and Assistant Directors)	Α		С											
	27	Draft Optional Public Hearing Script & Sign in Sheet and Draft FFE Concurrence Request Letter to ODOT Director Review Draft FFE, Optional Public Hearing Notice and Script (Confirm Actual Date w/	Α		С											
	28	Region) and Request and Setup Virtual Hearing Platform - WebEx, if applicable Revise Draft FFE and Optional Public Hearing Notice and Script OPO Approved Changes, if	Α		R											
	30 31	Applicable Provide Draft FFE and Optional Public Hearing Notice to DOJ for Review DOJ Reviews Draft FFE and Optional Public Hearing Notice, if applicable	A A		1	R										
	32 33 34	Review DOJ Comments on Draft FFE Finalize Draft FFE and Optional Public Hearing Notice With OPO Approved DOJ Changes Finalize Optional Public Hearing Script With Approved Changes, if Applicable	A A A		R I											
	35	Finalize Draft FFE Concurrence Request Letter to ODOT Director and Test Virtual Hearing Platform - WebEx, if applicable Submit Final Draft FFE with Supporting Documentation and ODOT Director Draft FFE	Α													
	36 37	Concurrence Request letter to ODOT Director (Per ODOT Document Guidelines for Sending Requests to ODOT Director and Assistant Directors) ODOT Director Review and Concurrence of Final Draft FFE	A		- 1							C R				
	38	Submit Final Draft FFE and Optional FFE Public Hearing Notice for Advertisement, if Applicable to industry Publications (Minimum of 2 weeks before public hearing date)	Α		-											
E Public Hearing and Final	39 40	Post Final Draft FFE to OPO's Website (Industry Publications Publicizes Optional FFE Public Hearing Notice and Final FFE) 2 Week Optional FFE Public Hearing Advertisement Period	A A													
FFE Development	41 42 43	Review and Respond to Public Comments Received During Advertisement Period Conduct Optional FFE Public Hearing, if Applicable Review and Respond to Comments Received During Optional Public Hearing, if Applicable	A	- 1	C R											
	44 45	Draft Final FFE Approval Request Letter to ODOT Director Finalize FFE and With Optional Public Hearing Results, if Applicable	A A		С											
	46 47 48	Provide DOJ Final FFE for Review DOJ Reviews Final FFE Review DOJ Comments on Final FFE	A A A	ı	1	R										
	49 50	Finalize Final FFE With OPO Approved DOJ Changes Finalize Final FFE Approval Request Letter to ODOT Director Submit Final FFE with Supporting Documentation and ODOT Director Final FFE Approval	A		С											
	51 52	Request letter to ODOT Director (Per ODOT Document Guidelines for Sending Requests to ODOT Director and Assistant Directors) ODOT Director Review and Approval of Final Draft FFE	A	I	1	ı						C R				
	53	Post Approved Final FFE on OPO Website Under the "Alternative Contracting" Section (Per ORS 279C.350 Exemption Procedure; Appeal and ORS 183.484 Jurisdiction for Review of Orders Other Than Contested Cases)	A		<u> </u>											
	54	Start 60 Day Period for Jurisdiction - Public Review of the Exemption Order, Following the Date the Exemption Order was Served Per ORS 279A.161 (HB2375) Contract Administrator Role (Collect DOJ legal Sufficiency	A													
oject Pre Solicitation Notice	55 e Process 56	Review Communications for Contract Verification)	Α	1												
Develop and Release Project Pre Solicitation Notice	56 57 58	Draft Project Pre Solicitation Notice Requirements Draft Project Pre Solicitation Notice Requirements Review Revise Draft Project Pre Solicitation Notice Requirements With OPO Approved Changes	A A		R R											
	59	Provide Draft Project Pre Solicitation Notice Requirements to DOJ for Review and Approval	A	1	1											
	60	DOJ Review and Approval of Draft Project Pre Solicitation Notice Requirements Review DOJ Comments and Recommended Changes to Draft Project Pre Solicitation Notice Requirements	A			Ř										
	62	Finalize Draft Project Pre Solicitation Notice Requirements With PCO Approved DOJ Changes Submit Final Project Pre Solicitation Notice Requirements for Advertisement to Industry	A		R											
	63	Publications	Α													

Project Development and Delivery Milestones	STEPS	TASKS	ODOTAL STATE OF THE STATE OF TH	Allemati, (Opo) Office	(40 Section)	O'eson, Consulant	Pour (DO)	Pole Office Office	Office of the Page The	femin and one	Pogram of Highway	ODOT DIECTORY	Selewing Or Mark	Contract (Sp.Du.ery	C. Chaminister
Develop Preliminary Design (Project Proof Concept Plans, Basic Configuration Elements, Preliminary Design Criteria and	66	Develop Proof of Concept Plans	-	С	А										d
Exceptions, Deviations and Operations Approvals and Urban Design)	67	Develop Basic Configuration Elements, Preliminary Design Criteria and Exceptions, Deviations and Operations Approvals, and Urban Design	1	С	А										C
repare Project-Specific Contr Coordinate with Statewide and Region Technical Disciplines to	act Document 68	Develop DB Project-Specific Performance Specifications and DB Special Provisions	1	С	А										
Develop Project Specific Performance Specifications and DB Special Provisions	69	Region Specifications Writer QC and Refine DB Project-Specific Performance Specifications and DB Special Provisions		С	А										•
Prequalification Waver and O Develop and Approval of Pre-Qualification Waiver	70 71	al Security Waver Process Draft Project Prequalification Waiver and Optional Proposal Security Waiver Draft Project Prequalification Waiver and Optional Proposal Security Waver Review	A		R R	F									
and Optional Proposal Security Waver	72	Revise Draft Project Prequalification Waver and Optional Proposal Security Waver With OPO Approved Changes	Α		R										
-	73 74	Provide Draft Project Prequalification Waver and Optional Proposal Security Waver to DOJ for Review and Approval DOJ Review and Approval of Draft Project Prequalification Waver and Optional Proposal	A	-	- 1	R									-
-	75	Security Waver Review DOJ Comments and Recommended Changes to Draft Project Prequalification Waver and Optional Proposal Security Waver	Α												
-	76	Finalize Draft Project Prequalification Waver and Optional Proposal Security Waver With PCO Approved DOJ Changes Submit Final Project Prequalification Waver and Optional Proposal Security Waver to	A		R										
_	77 78	Highway Division Administrator or Chief Engineer for Concurrence and ODOT Director's Approval ODOT HWY Division Administrator or the Chief Engineer Review and Approval of Final Project Pregualification Waiver and Optional Proposal Security Waiver	A									C R			-
-	79	Project Prequalification Waiver and Optional Proposal Security Waiver Provided Region Approved Project Prequalification Waver and Optional Proposal Security Waver	Α	- 1	R										
RFQ Development Pr RFQ Development	80 81	Draft RFQ Package Development With Project Specific Information Calculate and Finalize Stipend Amount	R R	С	A										Ē
-	82 83 84	Draft RFQ Package Review and Comments Revise RFQ Package With OPO Approved Changes Provide DOJ Draft RFQ Package for Review and Approval	A A A	C	R R I										F
-	85 86 87	DOJ Review and Approval of Draft RFQ Package Review DOJ Comments and Recommended Changes to Draft RFQ Package Finalize RFQ Package With PCO Approved DOJ Changes	A A A		R	R									
RFP Development	88	Draft RFP Package Development With Project Specific Information Region and OECR Develop Workforce Protection Requirements for RFP documents, including Assigned DBE Contact Goals (one for Design and one for Construction) When	Α	С	R				R						
	89	Applicable Indian Preference in Employment Compliance Requirements and Preference Goal(s) Draft RFP Package Review and Comment	Α	С	R				"						
-	90 91 92	Revise RFP Package With OPO Approved Changes Provide DOJ Draft RFP Package for Review DOJ Review and Approval of Draft RFP Package	A A	- 1	R I	R									E
Solicitation Documents	93 94	Review DOJ Comments and Approval of Draft RFP Package Finalize RFP Package With PCO Approved DOJ Changes Per ORS 279A.161 (HB2375) Contract Administrator Role (Collect DOJ legal Sufficiency	A	C I	R										_
		Review Communications for Contract Verification) and Scoring Committee Process	A												
SOQ Evaluation Members RFP Technical Proposals	96 97 98	Select SOQ Evaluation Committee Scoring Members Finalize Internal SOQ Evaluation and Scoring Documents and Dates Select Technical Proposals Technical Support Evaluators and Evaluation Committee Scoring	A A	C	R R				C						Ė
Evaluation Members	99	and Non-Scoring Members Select ATC Evaluation Committee Members	1	С	A										
inalize Draft RFQ Advertisem	100 ent and SOQ S 101	Finalize Internal Technical Proposals and ATC Evaluation and Scoring Documents and Dates coring Process Assemble Draft Final RFQ Package	A	C	R				l	l			ı		
RFQ Advertisement and SOQ Process	102 103 104	Submit Draft Final RFQ Package to OPO Draft Final RFQ Package Review Revise Draft Final RFQ Package With OPO Approved Changes	R A	С	A R										E
- - -	105 106 107	Provide Draft Final RFQ Package with OPO Approved Changes Provide Draft Final RFQ Package to DOJ and FHWA for Review DOJ and FHWA Review of Draft Final RFQ Package Review DOJ and FHWA Comments and Revise Finalize RFQ Package as Needed	A A A	I C	I R	R				R					E
 - -	108 109 110	DOJ Review and Approval of Final RFQ Package FHWA Review and Approval of Final RFQ Package Submit RFQ Ad (Business Tribune and DLC)	A A A	C	C	R				R					Ė
 - -	111 112	Southin Ard, Au (Business Thouse and DIC) Release (Advertise) Approved RFQ Package Pre-SOQ, Meeting Draft RFQ Addendums & Letters of Clarification to Bidder Questions Chapter 6 of ODOT's	A R	1	I										E
-	113 114	Draft RFQ Addendums & Letters of Clarification to Bioder Questions Chapter 6 of ODOT'S Construction Manual Review and Approve RFQ Addendums & Letters Clarification to Bidder Questions Post OPO and DOJ Approved RFQ Addendums & Letters Clarification to Bidder Questions	A	1	R C	R									L
-	115 116 117	SOQ Evaluation Committee Training SOQ Submittals Due	A A	C	R				С						L
-	117 118 119	Evaluate Responsiveness of SOQs Received Upload SOQs and Following Documents for Scoring Member Access	A		1										E
		RFQ Package, Addendums, Letters Clarifications, Responses to Bidder Questions, SOQ Scoring Worksheets, SOQ Evaluation Scoring Plan - Email Evaluators When Documents are Available with "Read Receipt"	Α		- 1										
-	120 121 122	Evaluate & Score SOQs OPO Address Questions from SOQ Evaluators Submit SOQ Scoring Worksheets to OPO	A A A		R R R										F
-	123 124	OPO Compile SOQ Scoring Worksheets for Consensus Meeting SOQ Consensus Meeting / Finalize SOQ Scores (Review Scoring) and Identify Shortlisted Contractors	A	-	R										
-	125 126 127	Prepare Summary of SOQ Consensus/Final Scoring for Procurement Official Scoring Official Concurrence with SOQ Consensus/Final Scoring Notify Proposers of Shortlist	A A	- 1	1										Ė
Optional Per Proposer Reque RFQ Debriefing Meeting	128 st) RFQ Debrie 129	Shortlist Protest Period and Protest Resolution fing Meeting Process (After Completion of Notice of Shortlist Protest Period) Upon Written Proposer Request, Coordinate with Proposer to Establish RFQ Debriefing	A		С	R									
-	130 131	Meeting Purpose and Items to be Discussed Determine Who From ODOT Needs to Participate (Region and ADS) Schedule RFO Debriefing Meeting with Proposer and Required ODOT Participants	A A	С	С										E
-	132 133	Prep Required Documents and Information and Disseminate to RFQ Debriefing Meeting Participants (As Needed, Region, PCO and ADS Participate) Conduct RFQ Debriefing Meeting (As Needed, Region and ADS Participate)	A	C	C										
	134	Prepare RFQ Debriefing Meeting Outcomes in a Summary Report and Disseminate to RFQ Debriefing Meeting Participants (As Needed to, Region and ADS Participate)	Α	- 1	-1										
roject Specific Development Develop Project-Specific Contract Documents(DB agreement and Exhibits, DB General Provisions and Attachments)	135	Obtain Proper Authorization for DOJ Legal Assistance For Legal Sufficiency Review of Project Specific Contract Documents (DB Agreement & Exhibits, DB General Provisions & Attachments, DB Standard Technical Specifications, and DB Special Provisions). See ODOT Guidance for Working with the DOJ. Reference ODOT DOJ Guidance Webpage: http://transnet.odol.state.or.us/odot/home/Pages/DOJ_Guidance.aspx	-	А		R									
-		Update Contract Documents Base Templates; DB Agreement & Exhibits, DB General Provisions & Attachments Contract Documents Base Templates with Project-Specific Information, including:													
	136	DB Agreement DB Agreement Exhibits, as applicable (Reference DB Procurement DB General Provisions, Except DB141 Series		С	A										
-		DB General Provisions Attachment A - Engineering Data Documents and TOC DB General Provisions Attachment C - Reference Documents and TOC													
		Establish Work Locations in Contract Documents and Price Centers (Form SP) Develop DB Special Provisions Establish Liquidated Damages Daily Rates Add Refrequent to Applicable DB Standard Technical Specifications and DB Special		C C	A A									R R	E
	137	Add References to Applicable DB Standard Technical Specifications and DB Special Provisions Region Specifications Writer QC and Refine Project-Specific DB Contract Documents; DB		С	A										H
-	138	Agreement & Exhibits, General Provisions & Attachments Coordinate with ADS Specification Engineer on Proposed Changes to Contract Documents Base Template Language ADS Specification Engineer Concurrence of Proposed Changes to Contract Documents Base		R	А										L
	139	ADS Specification Engineer Concurrence of Proposed Changes to Contract Documents Base Template Language Provide ADS Specification Engineer Draft Project-Specific Contract Documents for Review	Disseminate to RFQ A I I I lency Review of Project- rovisions & rovisions S. rovisions). See ODOT Webpage: is, DB General Project-Specific C A ists and TOC TOC ToC ToC To C												
-	141	and Commenting ADS Specifications Engineer Draft Project-Specific Contract Documents Review and Approval		Α	R										
	142	Update Draft Project-Specific Contract Documents with ADS Approved Changes Provide ADS Specification Engineer Revised Draft Project-Specific Contract Documents for DOI Review and Approval		C R	A										L
-	144 145 146	Provide DOJ Draft Project-Specific Contract Documents for Review and Approval DOJ Review and Approval of Draft Project-Specific Contract Documents Review DOJ Comments on Draft Project-Specific Contract Documents and Updating as		A A	I I R	R									F
FP Advertisement and Propo	147	Needed Finalize Project-Specific Contract Documents for Inclusion in RFP Package d Price Opening Process		С	A										L
Finalize RFP, RFP Advertisement and Proposal Evaluations	148	(According to ORS 279C.350 and ORS 183.484) Per PCO Request, Verify 60 Day Period for Jurisdiction - Public Review of the Exemption Order Completed Before RFP is Advertised	A	С	1	1									
-	149 150 151	Assemble Draft RFP Package (RFP, Forms and Contract Documents) Submit Draft RFP package to OPO Draft RFP Package Review	R A	I R	A A R										E
-	152 153	Finalize Draft RFP Package With OPO Approved Changes Provide Final Draft RFP Package to DOJ and FHWA for Review	A	- 1	R I	 	 		 						t

Project Development and Delivery Milestones	STEPS	TASKS	000	Altenati: (Opo) Office	(sollow) Series	The strong of th	to month of the policy of the	Poles	Office of C	Rights (OCO)	Program of Highway Program of Hi	Anning Copy (May)	Saremies Chief	Contract Spottiery	Figure Unit (Cott)
	154 155	DOJ and FHWA Review and Approval of Final Draft RFP Package Review DOJ and FHWA Comments on Final Draft RFP Package and Update as Needed	A	С	С	R				R					
E	156 157 158	Finalized RFP Package DOJ Review and Approval of Final RFP Package for Release FHWA Review and Approval of Final RFP Package for Release	A A			R				R					
-	159 160	Release (Advertise) RFP Package to Shortlisted Proposers Pre-Proposal Meeting Draft RFP Addendums & Letters of Clarification to Bidder Questions Chapter 6 of ODOT's	A R	1	A										
	161 162 163	Construction Manual (Contract related addendums and questions go to ADS) Review RFP Addendums & Letters Clarification to Bidder Questions	A A	C R	R				-					1	
-	164	Provide RFP Addendums & Letters of Clarifications to DOJ Review and Approval DOJ Review and Approval of RFP Addendums & Letters of Clarifications Post OPO and DOJ Approved RFP Addendums & Letters Clarification to Bidder Questions	A			R									
Optional ATC Process (Currently With Addendums	166 167	Proposers Request ATC One-on-One Meetings Schedule ATC One-on-One Meetings	A	C	R R										С
& Letters of Clarification)	168 169 170	Conduct Pre-ATC Evaluation Training ATC Proposer One-on-One Meetings Proposers Submit Pre-ATCS	A R A	C C	R A R										C
	171 172	Determine if Pre-ATC Meet ATC Qualifying Criteria Notify Proposers if their Pre-ATCs Meet ATC Qualifying Criteria and Can Be Submitted as Formal ATCs	R A	C C	A R										ı
	173 174	Proposers Submit Formal ATCs Review and Approve/Disapprove of Formal ATCs For Proposer Optional Inclusion in	A C	l C	I A										l C
Technical Proposal	175 176	Proposals Notify Proposers of Formal ATC Approval/Disapproval For Inclusion in Proposal Technical Proposals Technical Support Evaluators and Evaluation Committee Training	A	I C	R										ı
Evaluation and Scoring	177 178	Technical Proposals Due and Opening Pass/Fail Responsiveness Check of Technical Proposals Submittals	A	1	1										
	179	Upload Technical Proposals Submittals and Following Documents for Scoring Member Access RFP Package, Addendums, Letters Clarifications, Responses to Bidder Questions, Scoring Sheets, Evaluation Scoring Plan - Email Evaluators When Documents are Available with "Read Receipt"	A		1										
	180 181	Evaluate & Score Technical Proposals Submittals Address Questions from Evaluators	A		R R										
-	182 183 184	Submit Technical Proposals Scoring Worksheets Compile Scoring Sheets for Consensus Meeting Technical Proposal Consensus Meeting / Finalize Technical Proposals Scores	A A	ı	R I R										
Price Proposal Opening	185 186	Scoring Official Concurrence with Consensus / Final Scoring Submittal Price Proposals Due and Public Opening Announce Proposers' Prices and Technical Proposals Final Consensus Scores	A A A	I	1										
		Evaluate Proposers' Prices Reasonableness Review Calculate Proposers' Combined Total Price Amount for Award, Per Formula Stated in RFP ITP	A		-	-									
		Announce Apparent Successful Proposer (Highest Combined Total Score) Audit and Confirm Price Proposal Opening and Best Value Results	A												
Price Proposal Opening Validation, Negotiations.	187 188	Review and Post Confirmed Price Proposal Opening Results Price Reasonableness Review	A A	1	1										
Award and Execution, Notice to Proceed	189 190 191	Project Engineer's Estimate Reconciliation Issue Notice of Competitive Range (NOCR) NOCR Protest Period and Protest Resolution	A A	l C	A I C	D									
	192	Negotiation with Best Value Proposer (Topped Ranked Best Value Score) (OPTIONAL) If Negotiate Fail with Best Value Proposer Start Negotiations With 2nd Highest	A	С	R	,									
	194	Best Value Proposer Conform Contract Documents With Changes by Addenda and Negotiations, Selected Proposer's Proposals that Meet or Exceed Minimal RFP Contractual Requirements and DOJ Approved Changes (Concurrent with Tasks Prior to Task 203)	A	С	R										
-	195 196 197 198	Provide Final Conformed Contract Documents to DOJ for Review and Approval DOJ Review and Approval of Conformed Contract Documents Issue Notice of Intent to Award (NOIA) NOIA Protest Period and Protest Resolution	A A A	I C	l C	R R			ı					ı	
	199 200 201	Release Proposers' Best Value Consensus Scores and Technical Proposers Stipend Payment to Qualified Un-Successful Proposers Contract Assembly	A A A	С	С										
-	202 203 204	Contract Review and Sign-off by Design-Builder Provide Contract for DOJ Award Concurrence DOJ Contract Review and Award Concurrence	A A A	I	1	R									
	205 206 207	Send Contract Award Concurrence to FHWA OTC Award Approval, if applicable FHWA Award Concurrence	A C A		A					R					
	208 209 210	Agency Award Concurrence Issue Award Recommendation Letter Issue Award Letter to Design-Builder	A A		ı										
	211	Send Contract to Design-Builder for Signature Design-Builder review and signature for execution of Contract documents (15 Calendar	A												
	213	Days) Per ORS 279A.161 (HB2375), as Contract Administrator Roll (Verify all collected DOJ advice and recommendations. Process and Submit Contract Verification Form)	R	А											
	214 215	Document Verification (Contract, DBE From 2, Bonds and Insurance Certifications, etc) Agency Contract Signature Routings	A		1										
-	216 217	Contract Execution Issue Notice to Proceed (NTP)	A A	1	i				ı					ı	
Optional Per Proposer Reques Optional RFP Debriefing	218 st) RFP Debrief 219	Award Contract and Send Executed Contract Documents to Contractor and CAU ing Meeting Process (After Completion of Notice of Instant to Award Protest Period) Upon Proposer Request for Optional RFP Debriefing Meeting, Coordinate Requirements and	A											С	
Meeting	220 221	Timeline with Proposer Determine Who Needs to Participate in the RFP Debriefing Meeting Schedule RFP Debriefing Meeting with Meeting Participants	A A	С	С										
-	222 223 224	Prepare Draft RFP Debriefing Meeting Agenda Review Draft RFP Debriefing Meeting Agenda Revise Draft RFP Debriefing Meeting Agenda With any Approved Region Changes	A A A	C	C										
	225 226	Finalize RFP Debriefing Meeting Agenda Prep Required Documents and Information and Disseminate with Agenda to RFP Debriefing Meeting Participants	A	C	C										
	227	Prepare RFP Debriefing Meeting Prepare RFP Debriefing Meeting Summary Report and Disseminate to Meeting Participants	A A	С	С										
Design and Construction		T Internal Procurement to Construction Hand-Off Meeting (Takes Place After Issuance of NTI Coordinate Scheduling Optional Procurement to Construction Hand-Off Meeting	P)	C	R				ı						
Management Transition (Optional Hand-Off Meeting)	230 231	Determine Who Needs to Participate in the Procurement to Construction Hand-Off Meeting Draft Procurement to Construction Hand-Off Meeting Agenda	A A	C C	R C				С					С	
	232 233	Review Procurement to Construction Hand-Off Meeting Agenda Revise Draft Procurement to Construction Hand-Off Meeting Agenda With any Approved Region Changes	A	С	С				С					С	
	234	Region Changes Finalize and Disseminate Procurement to Construction Hand-Off Meeting Agenda to Meeting Particinants Conduct Procurement to Construction Hand-Off Meeting	A	С	R R				I C					I C	
	236	Prepare and Disseminate Procurement to Construction Hand-Off Meeting Summary to Meeting Participants	Α	1	- 1				ı					ı	
Optional Post-Procurement Les Optional Post-Procurement Lessons Learned Meeting	237 238	<u>Meeting (Takes Place After Optional Contractor Debrief, If Debrief is Not Held, Takes Place</u> Coordinate Need for Conducting Post-Procurement Lessons Learned Meeting Determine Who From ODOT Needs to Participate (Region and ADS)	A	C C	C C										
F	239 240 241	Schedule Post-Procurement Lessons Learned Meeting Draft Post-Procurement Lessons Learned Meeting Agenda Review Draft Post-Procurement Lessons Learned Meeting Agenda	A A A	C C	C C										
	242	Revise Draft Post-Procurement Lessons Learned Meeting Agenda With any Approved Region Changes Finalize Post-Procurement Lessons Learned Meeting Agenda	A	С											
-	244 245 246	Prepare and Disseminate Post-Procurement Lessons Learned Meeting Participants Conduct Post-Procurement Lessons Learned Meeting Prepare and Disseminate Post-Procurement Lessons Learned Meeting	A A A	I C	l C										
Design and Construction Design Compliance Reviews	n Managem 247	Design Development Meeting (Prior to the Commencement of Design)			A				С					С	
and Acceptance (For more information on the design review process, see	248	Design Mobilization Meeting (Within (45) Calendar Days of NTP) Over-the Shoulder Reviews (As Necessary to Ensure Continued and Uniform Consistency in the Quality and Effective Incorporation of Design Revisions into Design Documents)			A										С
Appendix 2 - Design Review Process Flow Chart in the Design-Build Contract	250	Definitive Design Review and Commenting and Acceptance Design Exceptions, Design Deviations, and Operations Approvals Review and Commenting			A					С					C
Administration Manual)	251 252	Design Exceptions, Design Deviations, and Operations Approvals Neview and Commenting Interim Design Review and Commenting and Acceptance Readiness-for-Construction Design Review and Commenting and Acceptance Design Exceptions, Design Deviations, and Operations Approvals Review and Commenting			A				ı					ı	C
			1		R					R			l		Α
-	253 254	and Approval Design Non-Conformance Report (NCR) and Resolution Working Plans or Working Drawings or 3D Construction Model Design Review and Commenting **Constructed Plans and Design Builder Specifications Payious and Commenting and Commenting Conformation Conformatio			A					ı					C C
		Design Non-Conformance Report (NCR) and Resolution Working Plans or Working Drawings or 3D Construction Model Design Review and								1					
Construction Compliance Reviews and Acceptance	254 255 256	Design Non-Conformance Report (NCR) and Resolution Working Plans or Working Drawings or 3D Construction Model Design Review and Commenting As-Constructed Plans and Design-Builder Specifications Review and Commenting and			Α				R	1				R	С
Construction Compliance Reviews and Acceptance	254 255 256	Design Non-Conformance Report (NCR) and Resolution Working Plans or Working Drawings or 3D Construction Model Design Review and Commenting As-Constructed Plans and Design-Builder Specifications Review and Commenting and Acceptance Contract - Construction Administration and Oversight		I A	A				R	-				R	С

Project Development and Delivery Milestones	STEPS	TASKS	000/0	Allement (Opo) Office	Politica Section	Orego.	Junio Department of Pro-	Pole Onto Office	Office of the management	Rights October	Pogram (Party)	Copy of the copy o	Saremit Cheire	Contract Spariery	Figine of the Columbia of the
ost-Construction Closeout	260	Track When ODOT Issues Third Notice and Final Payment		- 1	Α										- 1
	261	Provide Region FFE Post-Construction Evaluation Report Base Documents		Α	R										
FE Post-Construction Evalua	tion Report Pro	cess (Completed and Posted No Later Than 30 Calendar Days After Third Notification)													
ost-Construction Closeout	262	Draft FFE Post-Construction Evaluation Report		Α	R										
Report	263	Region Provide ADS Project EA		R	Α										
	264	Obtain Proper Authorization for DOJ Legal Assistance For Legal Sufficiency Review. See ODOT Guidance for Working with the Department of Justice Intranet Webpage: http:///arnanet.odoi.state.or.us/odot/home/Pages/DOJ_Guidance.aspx		A		R									
	265	Review of Draft FFE Post-Construction Evaluation Report		Α	R										
	266	Revise Draft FFE Post-Construction Evaluation Report With ADS Approved Changes		Α	R								Î		
	267	Provide DOJ Draft FFE Post-Construction Evaluation Report for Review		Α	_										
	268	DOJ Review of Draft FFE Post-Construction Evaluation Report		Α		R									
		Revise and Finalize Draft FFE Post-Construction Evaluation Report With ADS Approved DOJ													
	269	Changes		Α	R										
	270	Develop and Email Advanced Notification Email for the FFE Post-Construction Evaluation Report to ODOT Director (Per ODOT Document Guidelines for Sending Requests to ODOT Director and Assistant Directors) Wiscodata(7002 DSSInnovative Delivery Services)1-IDS Program Doc/Program		Α											
	271	Processes\Dos to Director Guidelines Submit Final FFE Post-Construction Evaluation Report and supporting documentation to ODOT Director as information only (Per ODOT Document Guidelines for Sending Requests to ODOT Director and Assistant Directors) \(\scale{\text{NSC}}\) \(\		А	1							С			
	272	Provide OPO Copy of Final FFE Post-Construction Evaluation Report for Posting on OPO Website	R	Α											
	273	Post Final FFE Post-Construction Evaluation Report on OPO Website Under the "Alternative Contracting" Section For Public Inspection	Α	- 1	- 1										
st-Construction Lessons Le	arned Meeting	Process (Held After Any Litigation or Claims are Completed)													
st-Construction Closeout	274	Draft Lessons Learned Follow Up Items List		Α	R				С					С	
Lessons Learned	275	Schedule Lessons Learned Meeting (As needed OPO and PCO Participate)	_	Α	R		-		-					-	
	276	Review of Draft Lessons Learned Follow Up Items List (As needed OPO and PCO Participate)	- 1	Α	R		- 1		R					R	
	277	Revise and Finalize Draft Lessons Learned Items List with Approved Changes (As needed OPO and PCO Participate)	- 1	Α	R		- 1								
	278	Send Attendees Final Lessons Learned Items List		Α	R										
ļ	279	Conduct Lessons Learned Follow Up (As needed OPO and PCO Participate)	1	Α	R		1		С					С	
	280	Draft Lessons Learned Follow Up Summary Report		Α	R								1		
	281	Review of Draft Lessons Learned Follow Up Summary Report (As needed OPO and PCO Participate)	- 1	Α	R		- 1		R					R	
	282	Revise and Finalize Draft Lessons Learned Meeting Summary Report with Redline Changes		Α	R										
	283	Send Attendees Final Lessons Learned Meeting Summary Report (As needed OPO and PCO Participate)	- 1	Α	R		- 1		-1					-1	