

**Design-Build RFP Package Pre-Advertisement Submittal QA Checklist**

**Project Name:** \_\_\_\_\_ **Key No:** \_\_\_\_\_

**Region:** \_\_\_\_\_ **RFP Advertisement Date:** \_\_\_\_\_ **Sub-Key No:** \_\_\_\_\_

The purpose of this Design-Build (DB) Pre-Request for Proposals (RFP) Package Advertisement Submittal Quality Assurance (QA) Checklist is to provide ODOT Procurement Office (OPO) confirmation that the RFP package for the project has been checked and verified by the Region project team and management, all required RFP documents are complete, concurrences and approvals for contractual documents have been appropriately obtained and documented, and the RFP package is ready for advertising.

This RFP package is being submitted for advertisement and competitive DB procurement. It is due to OPO by \_\_\_\_\_ for advertisement on \_\_\_\_\_, technical proposal opening on \_\_\_\_\_, and price proposal opening on \_\_\_\_\_.

**RFP Package Submittal Prepared by:** \_\_\_\_\_  
Transportation Project Manager / Resident Engineer – Consultant Projects

**STATEMENT OF FUNDING SUFFICIENCY:**

Sufficient eligible funding is committed and obligation is approved to cover project costs, including design and construction services.

\_\_\_\_\_ Date: \_\_\_\_\_  
ODOT Area Manager/Funding and Program Manager

**STATEMENT OF TECHNICAL SUFFICIENCY AND VALIDATION OF REQUIRED APPROVALS:**

Region technical reviews have been conducted that are appropriate to the level of risk and complexity inherent in the project and all required concurrences and approvals have been appropriately obtained.

\_\_\_\_\_ Date: \_\_\_\_\_  
ODOT Region Technical Center Manager

<p><b>OPO Only</b></p> <p>RFP Package QA completed by: _____ OPO - Procurement/OPO Operations &amp; Construction</p> <p>Approved for advertisement: _____ OPO - Procurement/OPO Operations &amp; Construction</p>
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Section 1: Final Exemption and RFP ITP and Forms		Completed			Format
		Yes	No	NA	
a.	Final Findings of Fact for Exemption (FFE) Approved by DOJ and ODOT Director <ul style="list-style-type: none"> <li>• DOJ Approval</li> <li>• Director Approval</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		PDF copies
b.	Approved Final Project-Specific RFP ITP <ul style="list-style-type: none"> <li>• OPO Approval</li> <li>• DOJ Approval</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		PDF copy
	Office of Equity and Civil Rights (OECR) approved Assigned DBE Contract Goals for design and construction included in RFP ITP	<input type="checkbox"/>	<input type="checkbox"/>		
	Stipend Amount included in RFP ITP	<input type="checkbox"/>	<input type="checkbox"/>		
c.	Approved Final Project-Specific RFP ITP Forms: <ul style="list-style-type: none"> <li>• Technical Proposal Forms: <ul style="list-style-type: none"> <li>○ Acknowledgement of Receipt</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		Word copy
	<ul style="list-style-type: none"> <li>○ Form BT – Bridge Table</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Word copy
	<ul style="list-style-type: none"> <li>○ Form COI – Proposer/Major Subcontractor Conflict of Interest Disclosures</li> <li>○ Form DU – Design Unit Descriptions</li> <li>○ Form ICS – Certificate Regarding Ineligible Contractors and Subcontractors</li> <li>○ Form KP – Key Personnel Information</li> <li>○ Form LC – Lobbying Certificate</li> <li>○ Form NC – Non-Collusion Affidavit</li> <li>○ Form ND - Certificate Regarding Nondiscrimination</li> <li>○ Form PCD – Price Center Descriptions</li> <li>○ Technical Proposal Signature Page and Proposal Firm Offer</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		Word copy
	<ul style="list-style-type: none"> <li>• Price Proposal Forms: <ul style="list-style-type: none"> <li>○ Form PP – Price Proposal Cover Sheet and Signature Page</li> <li>○ Form SP – Schedule of Prices</li> </ul> </li> </ul>				
	<ul style="list-style-type: none"> <li>○ Proposal Security (If NA, provide PDF copy if approved waiver)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Word copy
	<ul style="list-style-type: none"> <li>• Successful Proposer Forms: <ul style="list-style-type: none"> <li>○ Payment Bond Form</li> <li>○ Performance Bond Form</li> <li>○ Form WC - Certification of Workers' Compensation Coverage</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		Word copy
	<ul style="list-style-type: none"> <li>• Miscellaneous Forms: <ul style="list-style-type: none"> <li>○ Form EA – Escrow Agreement</li> <li>○ Form PQ – Proposer Question Form</li> </ul> </li> </ul>				

Section 1 Continued: Final Exemption and RFP ITP and Forms		Completed			Format
		Yes	No	NA	
<b>d.</b>	DOJ and FHWA approvals to release RFP package	<input type="checkbox"/>	<input type="checkbox"/>		PDF copy
<b>e.</b>	ADS and DOJ Approved contract documents are included with RFP Package: <ul style="list-style-type: none"> <li>• Sample DB Agreement</li> <li>• Applicable DB Agreement Exhibits</li> <li>• Applicable General Provisions</li> <li>• General Provisions Attachments A and C TOCs and Documents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		PDF copy
<b>f.</b>	Contract document files uploaded to eBids (General Provisions Attachments A and C files names in eBids match with file names shown in the Table of Contents)	<input type="checkbox"/>	<input type="checkbox"/>		

Section 2: Final Approved RFP Package Supporting Documentation		Completed			Located in ProjectWise or Other Electronic Project File
		Yes	No	NA	
a.	If a full STIP amendment is required, has FHWA approval been obtained? (FHWA approval of full STIP amendments is required before RFP package submittal for advertisement, per <a href="#">ODOT PDB-04.</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Region STIP Coordinator verification
b.	Completed Environmental Documentation. <ul style="list-style-type: none"> <li>If project is NEPA Class 1 or Class 3, is EA or EIS complete?</li> <li>If project is Class 2, submit CE Closeout, PCE Approval or No Ground Disturbance document.</li> </ul> If the completed environmental documentation was included in a previous amendment submittal, it may not be required again unless the documentation was rescinded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of signed ROD, FONSI, CE Closeout, PCE Approval, or No Ground Disturbance forms.
c.	OECR approval of contractual goals/targets/fees in the DB Agreement and Exhibits for the following: <ul style="list-style-type: none"> <li>Federal On-The-Job and Apprenticeship Training</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of OECR emails containing all applicable approved contractual goals/targets/fees
	<ul style="list-style-type: none"> <li>Indian Employment Goals and Compliance Fees</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Assigned DBE Contract Goals for Design and Construction Services</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Project Cost Estimate				
	<ul style="list-style-type: none"> <li>Preliminary Project Estimate</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy
	<ul style="list-style-type: none"> <li>ICE Estimate for Design and Construction and Quality Management</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy
e.	Insurance Risk Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of Risk Coordinator email concurrence
f.	Right-of-Way (ROW) Certifications signed by the Region ROW Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of signed ROW Certification
g.	FHWA Approved Buy America waiver (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of waiver

Section 2 Continued: Final Approved RFP Package Supporting Documentation		Completed			Located in ProjectWise or Other Electronic Project File
		Yes	No	NA	
<b>h.</b>	Approved Conceptual Project Mobility Considerations Checklist (with ODOT Statewide Mobility Services approval emails attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of approved Conceptual Mobility Checklist and ODOT Statewide Mobility Services' approval emails
<b>i.</b>	Updated Project Risk Register (In accordance with ODOT Highway Directive DES 01-02, Complete Probabilistic Risk-Based Estimating (PRBE) for projects with a total cost of \$25 million or more)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy PDF copy of output document from Risk Register Tool
<b>j.</b>	FHWA approval of Final Interchange Modification Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Approved final Interchange Modification Request and FHWA Approval
<b>k.</b>	Preliminary Concurrences Roadway Design Exceptions Request (State Roadway Engineer and FHWA Concurrences)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of ODOT State Roadway Engineer and FHWA Concurrences
<b>l.</b>	Preliminary Concurrences for Design Deviations Requests				
	Bridge Preliminary Design Deviations Request (State Bridge Engineer and FHWA Concurrences)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of ODOT State Bridge Engineer and FHWA Concurrences
	Geotechnical Preliminary Design Deviations Request (State Geotechnical Engineer and FHWA Concurrences)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of ODOT State Geotechnical Engineer and FHWA Concurrences
	Hydraulic Preliminary Design Deviations Request (State Hydraulic Engineer and FHWA Concurrences)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of ODOT State Hydraulic Engineer and FHWA Concurrences

Section 2 Continued: Final Approved RFP Package Supporting Documentation		Completed			Located in ProjectWise or Other Electronic Project File
		Yes	No	NA	
<b>m.</b>	Preliminary Concurrences for Traffic Operations Approval Requests (State Traffic Roadway Engineer Concurrence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the ODOT State Traffic Roadway Engineer Concurrence
<b>n.</b>	Letters of Public Interest Findings (LPIF's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of approved LPIF's
<b>o.</b>	Concurrences for modifications to project DB Special Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of required technical resource concurrences
<b>p.</b>	Signed and fully executed Intergovernmental Agreements (IGA), if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of executed IGAs
<b>q.</b>	Signed and fully executed Utility Cooperative Improvement Agreements (CIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Located at OPO Agreements) Copy of executed CIAs
<b>r.</b>	Signed and fully executed Personal Services Contract for Contract Administration / Construction Engineering-Inspection (CA/CEI) services, if applicable (If Procurement Support Services are Included)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of executed CA/CEI contracts
<b>s.</b>	Has project team coordinated with the Statewide Investment Management/Program & Funding Section for establishment of Construction EA	<input type="checkbox"/>	<input type="checkbox"/>		