

Guidance for Locally Administered Design- Build Projects

Roles and Responsibilities



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INTRODUCTION

The following Chapter outlines requirements and guidance for localities delivering federal-aid projects via design-build contracts. The scope of this document is limited to procurement of design-build contracts.

Design-build project delivery is an alternative to the traditional design-bid-build method of delivering transportation projects. The design-bid-build method separates design and construction responsibilities by completing design and awarding the construction work to a private construction contractor. Thus, project delivery is separated into three distinct phases: 1) design, 2) procurement and award to the lowest responsible bidder, and 3) construction.

Design-build project delivery approaches design and construction concurrently under a single lump-sum contract. The design-build entity may be a single firm, a consortium, joint venture or other organization assembled for a particular project.

When a locality chooses to pursue a project using design-build procurement, it must adhere to state and federal laws and regulations. In accordance with State Code, Section 33.1-223.2:16, these projects may only be awarded after a written determination is made by the appropriate Chief Executive Officer of the locality, pursuant to objective criteria previously adopted by the Commonwealth Transportation Board (CTB) regarding the use of the design-build project delivery process.

VDOT will participate in the review of procurement documentation for Locally Administered design-build projects when federal funding is involved. The locality must facilitate VDOT's review by providing relevant information in a timely and coordinated manner. When a locality desires to administer a project using the design-build project delivery method in conjunction with locality administration, the locality shall contact the Residency Administrator or Urban Program Manager to get the Request to Administer (RTA) signed by VDOT's Chief Engineer.

Subsequently, a VDOT Project Coordinator will be assigned by the District Office. The VDOT Project Coordinator will contact the VDOT Alternate Project Delivery (APD) Office Assistant Director for Design-Build Program to request an APD representative VDOT-APD. **The VDOT Project Coordinator will be the point of contact for all communication to the necessary division representatives, inclusive of APD.**

The following list highlights the key personnel involved with Locally Administered design-build projects. The locality development team would typically include a Locality Project Manager, the VDOT Project Coordinator and a representative from APD. Detailed descriptions of each position are described below:

LOCALLY ADMINISTERED DESIGN-BUILD PROJECT TEAM PARTICIPANTS

Locality Development Team (LDT) - Individuals representing various disciplines at the locality, this may involve the employment of a consulting firm, versed in the development of preliminary plans and/or contract language, who will play an essential role in the development of contract documents.

Locality Project Manager (PM-Locality) - Representative of the locality who is responsible for leading development of the contract documents and contract administration. This individual should be involved in project development from beginning to end and will be an integral part of development of the Contract Documents. It is essential for the PM-Locality to maintain close coordination with the VDOT Project Coordinator throughout the development process.

VDOT Project Coordinator (VDOT-PC) - Representative from the District Office responsible for assisting the locality with the project development and design-build procurement of Locally Administered design-build projects. This individual will help with determining the proper contact points within the other VDOT disciplines including the Alternate Project Delivery Procurement Representative. This individual is involved with the project from project inception to completion:

Other functions denoted in the roles and responsibilities table are responsibilities associated with disciplines exterior to the Locality Development Team and are not explicitly defined.

- Final language determinations associated with the contract development process are at the sole discretion of the locality.

If federal funds are involved, the FHWA Area Engineer must be part of the RFP review process.

Alternate Project Delivery representative (VDOT-APD) - APD representative who assists VDOT-PC document review process and provides guidance from project inception to completion. The PM-Locality retains all responsibility for procurement of the design-build contract in accordance with State and Federal law and regulations.

DESIGN-BUILD PROCESS ACRONYMS

The following list outlines acronyms used throughout the Interim Guidance for Locally Administered design-build chapter of the Guide for Local Administration of Virginia Department of Transportation Projects:

ADA - Assistant Division Administrator (Central Office)
ADA - Assistant District Administrator
ASD - Administrative Services Division
CE - Categorical Exclusion
C-18A - Contract Performance Bond / Contract Payment Bond
C-45 - SWPPP Certification
C-73 - Certificate of Insurance
C-78 - Acknowledgement of Revision
C104 / 105 - Affidavit
C111- Minimum DBE Requirements
C-112 - Certification of Binding Agreement (DBE)
CLRP - Constrained Long Range Plan
CN - Construction
CTB - Commonwealth Transportation Board
DA - District Administrator
DA - Division Administrator (Central Office)
DBE - Disadvantaged Business Enterprise
DRPT - Department of Rail and Public Transportation
FMSII - Financial Management System
FOPI - Finding of Public Interest
EA - Environmental Assessment
EIS - Environmental Impact Statement
eVa - Electronic Procurement System
FHWA - Federal Highway Administration
FONSI - Finding of No Significant Impact
H&H Analysis - Hydraulic and Hydrologic Analysis
APD - Alternate Project Delivery Office
iPM - Integrated Project Manager
IIM - Instructional and Informational Memorandum
L&D - Location and Design Division
MOI - Materials Manual of Instruction
MOT - Maintenance of Traffic
NEPA - National Environmental Policy Act
NTP - Notice to Proceed
PCE - Programmatic Categorical Exclusion
PCES - Preliminary Cost Estimating System
PD-1 - Request to Adjust Ad Date / Project Estimate Cost
PD-4 - Funding Verification
PE - Preliminary Engineering

PEI - Preliminary Environmental Inventory
QA/QC - Quality Assurance / Quality Control
QAM - Quality Assurance Manager
RA - Resident Administrator
RFQ - Request for Qualifications
RFP - Request for Proposals
ROD - Record of Decision
RSC - Recommended Schedule Change
RW - Right of Way
SERP - State Environmental Review Process
SWPPP - Storm Water Pollution Prevention Plan
SOQ - Statement of Qualifications
S&B - Structure and Bridge Division
STIP - Statewide Transportation Improvement Plan
SYP - Six Year Improvement Program
TIP - Transportation Improvement Program
TMP - Transportation Management Plan
TS&L - Type, Size and Length
TRANSPORT - Program that assists with the development of detailed estimates broken down into individual cost items
UPM - Urban Program Manager
VE - Value Engineering

REFERENCES / LINKS

The following table highlights laws and regulations that pertain explicitly to design-build projects. Both state and federal regulations have been provided along with the parties responsible for specified sub-tasks.

Procurement Type	State Regulations		Responsible Public Entity	Offeror Responsible Party	Federal Regulations		Responsible public Entity	Offeror Responsible Party
	Code of Virginia				United States Code			
	CTB Policy				Code of Federal Regulations			
Design-Build	§ 33.1-12	General Powers and Duties of the Board	x		23 CFR 636 23 CFR 635	Design-Build Contracting	x	
	2.2-4301	Definitions	x		119 STAT 1238 Section 1503	Design-Build	x	x
	2.2-4308	Design-Build or Construction Management for public bodies other than the Commonwealth	x					
	2.2-4317	Pre-qualification for Construction	x					
	33.1-223.2:16	Localities May use Design-Build Contracts						
	54.1-406	License Required	x	x				

References: VDOT has developed and obtained FHWA approval of the following documents which are available on VDOT's website at the following location: <http://www.virginiadot.org/business/design-build.asp>.

- [VDOT Design-Build Standard Template Documents \(Parts 3, 4 and 5\), revised July 2013](#)
- [Lump Sum Agreement - Exhibit 1](#)
- [Quality Assurance and Quality Control for Design-Build Projects, January 2012](#)

**LOCAL GOVERNMENT RESPONSIBILITIES /SUBMITTALS -
VDOT RESPONSIBILITIES /APPROVALS**

The following section delineates VDOT and locality responsibilities with respect to design-build project delivery. Locality responsibilities have been noted in **bold**. VDOT responsibilities have been noted in *italics*. **All communication with the Department will flow through the VDOT Project Coordinator to the necessary division representatives, inclusive of APD.** The process has been broken down into a step-by-step analysis. Tasks that differ from the typical design-bid-build process have been highlighted to assist with clarity. There are many steps that are similar to the design-bid-build process; however, the timing may differ.

As a result of knowledge gained through project experiences, some of the steps noted below are best practices as opposed to requirements. Requirements may include legal requirements as well as those that VDOT requires in its oversight role.

Responsible Individual	Tasks
PRELIMINARY PROJECT DELIVERY TASKS	
PM-Locality and VDOT-PC	1. Ensure the Request to Administer (RTA) has been developed and signed by VDOT’s Chief Engineer prior to initiating any work on the project.
VDOT-RA / UPM	2. Begin working with the locality to prepare the project administration agreement.
PM-Locality, RA / UPM, and VDOT-PC	3. Ensure the project is identified and included in VDOT’s SYP, which indicates local and regional support for a project. The locality is responsible for coordinating with VDOT to ensure the project is included in the State Transportation Improvement Plan (STIP), Metropolitan Planning Organization (MPO) Constrained Long Range Plan (CLRP) and/or the MPO’s Transportation Improvement Program. Ensure PE phase is open to charges to allow for development of preliminary plans and procurement documentation.
PM-Locality	4. Confirm funding for design, right-of-way and construction has been identified and programmed before initiating procurement of a design-build contract. Design-build Projects require the identification and programming of funding for all three phases prior to inception. <u>VDOT best practice - funding must be secured prior to release of the RFP given right of way acquisition and construction may transpire concurrently immediately following Notice to Proceed (NTP).</u>

PM-Locality	<p>5. Check the status of the environmental document. Note: Prior to release of the RFP, the NEPA decision document must be issued for Federally Funded Projects and VDOT Public Involvement requirements must be met. Further information regarding environmental documentation for locally administered projects can be found at the following location: http://www.virginiadot.org/business/bu-environmentalRequirements.asp. (VDOT best practice - NEPA process is always complete for VDOT administered Design-build projects prior to release of the RFP)</p>
PM-Locality	<p>6. Coordinate with the LDT to determine/establish the “Foot Print” of the project so NEPA can be initiated.</p>
PM-Locality	<p>7. <u>Identify plausible risks:</u></p> <p>7a. Environmental – Identify all environmental requirements/ commitments from State Environmental Review Process (SERP), NEPA, etc. prior to proceeding with the project and ensure they are assigned to appropriate party (locality or design-builder) for implementation.</p>
PM-Locality	<p>7b. Right-of-Way/Utilities - Determine the number of utility relocations and quantity/type of right-of-way to be acquired. What is the anticipated duration for completion of the acquisition / relocation process? Does it involve utilities, businesses and/or homes?</p>
PM-Locality and VDOT-PC	<p>7c. Geotechnical – Complete site characterization in order to understand what to build and what you are building on. This will assist with the development of a geotechnical program for the project and with the mitigation of risk.</p>
PM-Locality	<p>7d. Railroad – Agreements with the railroad typically require a longer period of time to obtain and pose a high risk to the development process. If railroads are involved, the DRPT should be contacted to identify any potential risk associated with the project.</p>
(PM-Locality / VDOT-PC)	<p>7e. Agreements – Identify all responsible parties from which agreements need to be obtained (i.e. Virginia Port Authority, Richmond Metropolitan Authority and Federal or State Agencies) and time associated with obtaining agreements.</p>
PM-Locality	<p>8. Draft FOPI for VDOT review. Allow a minimum of one week for review. Submit to VDOT-PC for conveyance to VDOT-APD. If the locality has not established its own criteria for choosing design-build delivery it may consider the Objective Criteria established for VDOT by the CTB.</p> <p>Items that VDOT includes are:</p> <ul style="list-style-type: none"> • Location Map • Aerial Photographs (if available)

	<ul style="list-style-type: none"> • Risk Outline • Cover Letter
(VDOT-PC / VDOT-APD)	9. Review FOPI and provide comments to VDOT-PC.
PM-Locality	10. Obtain decision on FOPI from CEO of town/locality.
PM-Locality	11. If approved, provide signed FOPI to VDOT and FHWA.
PM-Locality	<p>12. Assemble the project development team. This team will include the PM-Locality, and its representatives from various project disciplines including S&B, L&D, Materials, Environmental, and Right-of-Way / Utilities Divisions.</p> <p>Locality disciplines should coordinate any questions/concerns with the PM-Locality.</p>
PM-Locality/LDT	13. Complete a quantitative risk assessment, a Risk Allocation Matrix and develop a Risk Management Plan after completing the FOPI. The Risk Management Plan should be completed before drafting the RFP and project technical requirements. (VDOT best practice - development of a Risk Allocation Matrix facilitates identification of risks and coordination of the RFP evaluation criteria and contract language with the allocation of risks. The responsible public entity will, ideally, allocate each risk to the party best suited to manage it).
(VDOT-APD)	14. The VDOT-APD may, upon availability and request, assist with review of the risk allocation matrix and risk management plan. Allow a minimum of two weeks for review.
PM-Locality	15. Provide a preliminary schedule of project activities. Coordinate iPM schedule updates with the VDOT Project Coordinator as applicable. Report any scheduling changes to the VDOT Project Coordinator immediately. Advise VDOT-APD of the proposed review and advertisement schedules.
PM-Locality w/ (LDT Assistance)	16. Identify and assemble the RFQ / RFP Evaluation Team, which should include the PM-Locality and members of the LDT.
PM-Locality	17. Develop detailed procurement schedule. Depending on project complexity a single-phase or two-phase procurement process may be employed.
(VDOT-APD)	18. VDOT-APD may, upon availability and request, review procurement schedule and advise on its viability based on VDOT practices and experiences..

PRELIMINARY PLAN REQUIREMENTS

Preliminary Plans are a project requirement specific to Design-build projects. These plans differ from the design-plans developed for design-bid-build projects, for which, 100% design plans are typically developed. Design-build plans are developed to the 30% level for solicitation.

PM-Locality w/
(LDT Assistance)

1. The Preliminary Plans for design-build projects will be included in the RFQ and / or RFP to aid the Offeror in preparing proposal documents. The preliminary plans include project design to the approximate thirty-percent level. Unless otherwise stated, once the project is awarded, the successful Offeror will perform a detailed study to determine the most desirable and cost effective plan to advance to final design. (VDOT best practice - The items listed below outline VDOT's current practices. The RFP plans are intended to convey minimum scope requirements and a level basis for industry proposals). Requirements, by discipline, to develop Design-build Preliminary Plans and RFP include, but are not limited to, the following:

1a. Environmental

- State Environmental Review Process (SERP)
 - VDOT completes SERP coordination/ Preliminary Environmental Inventory (PEI). Include in RFP information package.
- Section 106 of the National Historic Preservation Act (Cultural Resources)
 - Locality obtains effect determination; executes Memorandum of Agreement if appropriate. Include in RFP information package.
 - Determine responsible party (Locality or DESIGN-BUILDER) for any design/construction commitments. Include in RFP information package.
- Section 4(f)
 - Locality provides information to VDOT, VDOT coordinates with FHWA on applicability.
 - If applicable, locality completes 4(f) Evaluation or 4(f) de minimus finding for VDOT/FHWA. Include in RFP information package.
 - Determine responsible party (locality or design-builder) and include in RFP.
- Threatened and Endangered Species
 - Locality determines presence/absence of T&E species in coordination with resource agencies and the need for further studies.
 - If required, habitat assessments may be completed by locality prior to release of RFP; or the task may be assigned to the design-builder.

- If suitable habitat is present, responsible party (locality or design-builder) coordinates with regulatory agencies. If this occurs prior to RFP, commitments (i.e. Time of Year restrictions) are included in the RFP.
- If habitat assessments or T&E species surveys are performed by the design-builder, locality is responsible for oversight of coordination with regulatory agencies.
- **Hazardous Materials**
 - Locality performs corridor-level screening to determine potential for hazmat issues.
 - If potential exists and as time allows, Locality performs Phase I and II Environmental Site Assessments prior to RFP.
 - Technical reports provided to design-builder in RFP information package.
 - If demolition of structures is likely to be included in the scope of work the following documents shall be included as design-builder requirements in RFP (unless otherwise agreed):
 - Special Provisions for Asbestos Removal for Road Construction Projects
 - Special Provision for the Demolition of Structures Containing Non-Friable Asbestos Containing Materials
 - VDOT Asbestos Inspection Procedures
 - VDOT Asbestos Monitoring Procedures
 - The Special Provision for the Removal or Connection of Asbestos-Cement Pipe and the Special Provision for Asbestos Soil shall be included in all RFP documents and as appropriate.
- **Water Quality Permits**
 - Locality determines whether water quality permits will be required based on preliminary plans.
 - If permits are required, Locality assigns responsibility in RFP to either locality or design-builder:
 - Locality assigns responsibility in RFP to locality or design-builder if wetland/stream compensation required.
 - A programmatic variance for design-build projects from Specification 107.02 of VDOT's Road and Bridge Specifications 2002 (requiring acquisition of water quality permits prior to advertisement) is in effect until March 6, 2012.
- **Noise**
 - VDOT determines if Type 1 project. If a Type 1 project, locality performs noise analysis prior to release of RFP.
 - Noise analysis assesses impacts and determines if barriers are feasible / reasonable.
 - VDOT/FHWA Noise Abatement Committee (NAC) concurs on feasible / reasonable and recommends to

	<p>Chief Engineer.</p> <ul style="list-style-type: none"> ○ If barriers are required, information is provided in RFP. ○ If design changes are made by design-builder, locality updates noise analysis, coordinates with VDOT, and provides any changes in barrier quantity and/or design to design-builder. <ul style="list-style-type: none"> • <u>Air</u> <ul style="list-style-type: none"> ○ Ensure project is listed in approved Constrained Long Range Plan (CLRP), Statewide Transportation Improvement Plan (STIP), Transportation Improvement Program (TIP), as appropriate. • <u>National Environmental Policy Act (NEPA)</u> <ul style="list-style-type: none"> ○ NEPA approval obtained from FHWA (PCE, CE, FONSI, or ROD). Include NEPA documentation and supporting technical studies in RFP information package. ○ VDOT completes R/W Re-evaluation, PS&E Re-evaluation, and Environmental Certification prior to release of RFP. Distributes to VDOT Project Coordinator and locality. Include in RFP information package. ○ Identify environmental commitments and assign responsibility in RFP (locality or Design-builder). Outstanding items require completion prior to written release of ground disturbing activities (i.e. water quality permits must be obtained). ○ When the outstanding issues (e.g. permits are obtained) are addressed, locality provides information to VDOT, VDOT updates the Re-evaluation and Environmental Certification and distributes to VDOT Project Coordinator and locality. Design-builder should be provided copies. ○ If design changes are made by design-builder: <ul style="list-style-type: none"> • Design-builder provides any technical studies to support NEPA document re-evaluation. • Locality prepares NEPA document re-evaluation and submits to VDOT for coordination with FHWA. • Locality responsible to provide design-builder with any additional environmental commitments for implementation. •
<p>PM-Locality w/ (LDT Assistance)</p>	<p>1b. <u>L&D – Survey</u></p> <ul style="list-style-type: none"> • Complete the route survey by accurately depicting the topographic, planimetric, property and facilities information within a corridor prescribed at the scoping. • Secure Class I bridge situations if necessary. • Secure cross-sections necessary for performing hydrologic & hydraulic analysis if necessary.

<p>PM-Locality w/ (LDT Assistance)</p>	<p>1c. <u>L&D – Design</u></p> <ul style="list-style-type: none"> • Refer to LD-436 • Develop and provide Scoping Report (if locally admin, a formal approved scoping doc may not be available.) • Identify possible design exceptions. • Establish the preliminary horizontal and vertical alignment. • Identify the proposed typical section. • Apply typical section and plot construction limits. • Plot proposed R/W & Limited Access limits and anticipated easements. • Plot proposed entrances, determining grade and plot limits. • Identify roundabout requirements. • Identify retaining wall locations. • Identify potential noise barrier locations along with top and bottom wall elevations (survey information). • Identify aesthetic and landscaping requirements. • Identify possible guardrail/barrier locations. • Identify areas that cannot be impacted during construction operations and clearly delineate on the plans along with any necessary documentation. • Establish preliminary intersection(s) and interchange(s) configuration. • Identify possible staging areas for construction if appropriate. • Identify railroad requirements. • Review preliminary bridge plans to ensure they are consistent with the preliminary road plans. • Provide input for the RFP technical requirements development. • Develop preliminary estimate. • Identify pedestrian and bikeway requirements.
<p>PM-Locality w/ (LDT Assistance)</p>	<p>1d. <u>Landscaping</u></p> <ul style="list-style-type: none"> • For projects with “Streetscape” elements of design: provide preliminary layout of streetscape items; identify anticipated use of textured / paver x-walks, other specialty hardscape features (paver walks, medians, etc.), planting underdrain systems, preliminary planting plan (labels not necessary at this stage but a legend would be helpful) and preliminary planting pallet. • Check sight distance at un-signalized intersections and clear zone for preliminary placement of trees. • Provide input for the RFP technical requirements development.
<p>PM-Locality w/ (LDT Assistance)</p>	<p>1e. <u>L&D – Hydraulics</u></p> <ul style="list-style-type: none"> • Determine if existing major drainage structures (48” dia. or equivalent and larger) can be utilized as a part of the proposed drainage system.

	<ul style="list-style-type: none"> ○ Determine the structural adequacy of the existing structures based on visual field observations only. ○ Perform preliminary hydrology and hydraulic calculations to determine hydraulic adequacy of any existing structures that are planned to be utilized as part of the proposed design. ○ Perform preliminary hydrology and hydraulic calculations to determine any new or supplemental structure requirements. ○ Determine any off-site improvements needed in order to meet the requirements of Minimum Standard 19 of the Virginia Erosion and Sediment Control Regulations. ● For minor drainage structures (less than 48” dia. or equivalent) any hydraulic analysis required to determine hydraulic adequacy of existing structures or to size new drainage facilities, such as at new interchange locations, locations where enclosed systems will be required or where the roadway will be on new location, should be confined to the bare minimum needed to determine cost estimates, right of way requirements or environmental impacts. ● For erosion and sediment control, identify those areas where temporary sediment basins may be required. <ul style="list-style-type: none"> ○ Determine if they can be located inside the existing right of way or identify areas where they may have to be located outside of the existing right of way. ○ Perform preliminary hydrology calculations to determine the approximate size of the temporary sediment basin required and any right-of-way requirements. ○ For all other erosion and sediment items, assume token quantities for the purposes of cost estimates. ● Identify those areas where stormwater management facilities may be needed based on new impervious areas of one acre or greater draining to any one individual or common outfall. <ul style="list-style-type: none"> ○ Determine if they can be located inside the existing right of way such as interchange infield areas or median areas between the existing lanes or identify areas where they may be located outside of the existing right of way. ○ Perform preliminary hydrology calculations to determine the approximate size of the stormwater management facility required and any right of way requirements. ● Provide preliminary H&H analysis to determine minimum hydraulic opening requirements for preliminary bridge plans or drainage structures and verify the TS&Ls developed by S&B representative corresponds to the same arrangement in H&H analysis. ● Perform scour analysis for preliminary bridge plans.
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<p style="text-align: center;">PM-Locality w/ (LDT Assistance)</p>	<p>1f. <u>Structure and Bridge</u></p> <ul style="list-style-type: none"> ● Provide a plan and elevation view showing approximate location of proposed structure identifying approximate length of structure and identify the proposed typical section. The Design-build Team may recommend that the location of the structure be adjusted if the analysis indicates that it is cost effective to do so. All plans shall be
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	<p>developed in accordance with federal and state regulations. Plan and elevation view may follow the guidelines for preliminary plans for Title Sheet as shown in the VDOT Manual of the S&B Division Volume V-Part 2 (Design Aids–Typical Details) File No. 02.01.</p> <ul style="list-style-type: none"> ○ Identify required width, medians, sidewalks, pedestrian fencing, sound walls, cross slopes and barrier types if specified. ○ Show girder type if the Department establishes a specific type. ○ Show railing type if the Department establishes a specific type. ○ Show approach slabs if required. ○ Provide a preliminary transverse section with a feasible superstructure type shown. ○ Identify utilities to be carried by the structure(s). ○ Identify retaining wall requirements. ○ Identify rehabilitation and widening requirements of an existing structure. ○ Show aesthetic requirements. <ul style="list-style-type: none"> ● All plans shall be developed in accordance with federal and state regulations. Locality may provide General Notes following the guidelines for preliminary plans as shown in the VDOT Manual of the S&B Division Volume V-Part 2 (Design Aids–Typical Details) File No. 02.03. ● Provide Boring Logs for proposed bridge location from preliminary geological investigation. Boring locations should be clearly depicted on the bridge plans. ● Provide existing bridge foundation information. ● Provide existing bridge plans. ● Identify noise barrier locations for bridges/structures. ● Provide input for the RFP technical requirements development to include: <ul style="list-style-type: none"> ○ Identify the geometric conditions not acceptable by the Department (high skew angles, transverse joints, longitudinal joints etc.). ○ Identify possible design exceptions. ○ Identify allowable structural material to be used on the project. ○ Identify lighting requirements. ○ Identify whether or not Coast Guard permits will be required. ○ Identify railroad construction issues (shoring requirements). ○ Identify specific requirements shown on plans (girder type, railing type, approach slabs, aesthetics, etc.). ● Review preliminary bridge plans to ensure they are consistent with the preliminary road plans. ● Review H&HA to ensure the bridge layout is satisfactory. ● Develop preliminary estimate.
<p>PM-Locality w/ (LDT Assistance)</p>	<p>1g. <u>Materials</u></p> <ul style="list-style-type: none"> ● Taking into account scope, complexities, and existing available information, perform a geotechnical investigation to enable a preliminary assessment of the subsurface and ground water

	<p>conditions at the site for use by Bidders to assess roadway and pavement design and construction and/or foundation alternatives for support of major and minor structures. The investigation should be performed in accordance with the general guidelines included in Chapter 3 of the Materials MOI.</p> <ul style="list-style-type: none"> • Preparation of a Geotechnical Engineering Data Report of the findings of the investigation for inclusion in the RFP. • Provide input for the RFP technical requirements development • Geotechnical Engineering Report – must include both design and construction considerations. • The Geotechnical Data Report – cannot be finalized until the traffic study is complete, alignment and grade have been set and the TS&L has been developed.
<p>PM-Locality w/ (LDT Assistance)</p>	<p>1h. <u>Right of Way</u></p> <ul style="list-style-type: none"> • Provide input for the RFP technical requirements development. If the District is obtaining the Right of Way for the project, obtain the signature of the District ROW Manager indicating that all ROW has been acquired prior to commencement of construction. • Coordinate right of way work item costs for inclusion in the estimate. If there are specialty right of way personnel associated with the project, ensure they are properly accounted for.
<p>PM-Locality w/ (LDT Assistance)</p>	<p>1i. <u>Utilities</u></p> <ul style="list-style-type: none"> • Review plans and provide input, request utility designation and relocation survey.(The designer of record (Consultant or locality) has the charge with providing survey and utility designation. We request specific SUE once plans are at a stage of development where the locations of potential underground conflict can be identified) • Identify potential utilities to be carried by bridge structure(s). (Need a written request from the utility owner to include a bridge attachment) • Identify location of overhead utility lines (if applicable). • If provisions are in place within a particular town or locality requiring the relocation of utilities underground, this should be clearly delineated in the RFP. If cost sharing provisions that are typically in place in association with the relocation of aerial facilities underground are not applicable, this information should be provided to potential Offerors. (This policy requires the municipality to have an ordinance in place and to pass a Resolution requesting participation for the cost split of 50-50 to place aerial facilities underground) • Identify conflicts between existing and proposed utility relocations or proposed structure foundations. (This requires a substantial design to provide this information, there should be no issues at this point with conflicts between utilities) • Indicate disposition of existing utilities (are they to be abandoned, remain in service, temporary stoppage, relocated underground, etc.). (This requires a substantial design and at minimum a preliminary utility field inspection with impacted utility owners)

	<ul style="list-style-type: none"> • Provide input for the RFP technical requirements development.
<p>PM-Locality w/ (LDT Assistance)</p>	<p>1j. <u>Traffic/Safety</u></p> <ul style="list-style-type: none"> • Ensure traffic data is available in order for Design-build team to perform traffic analysis. • Evaluate the roadway geometry and typical sections to ensure that appropriate right of way and/or easements are provided for signs, signals, and lighting. • Provide input for the RFP technical requirements development to include: <ul style="list-style-type: none"> ○ Provide MOT requirements (number of lanes, lane widths, time of year/day restrictions, etc.). Ensure IIM-LD-241 TMP plan requirements are specified, if required. ○ Identify if signs are to be supported by bridge structure(s). ○ Ensure a warrant, capacity, and/or operational analysis of each proposed signalized intersection or roadway lighting system has been completed. ○ Indicate whether or not signal loop detectors are going to be required in bridge deck. • Identify signs that warrant replacement in association with anticipated scope of work in the Design-build contract. Language pertaining to replacement of such signs will need to be included in the RFP.
<p>PM-Locality w/ (LDT Assistance)</p>	<p>1k. <u>Construction</u></p> <ul style="list-style-type: none"> • Review general layout for constructability, providing input for all aspects. • Provide a preliminary schedule for construction. • Review section specific estimates.

RFQ DEVELOPMENT PHASE

The RFQ refers to all documents, whether attached or incorporated by reference, utilized for soliciting interested persons to apply for prequalification. The RFQ is the first phase of a two-phase selection process for the purpose of inviting interested Offerors to submit qualifications for a project.

PM-Locality	<p>1. Develop a detailed construction schedule once scope has been refined and Preliminary Plan development is under way.</p>
PM-Locality	<p>2. RFQ – This can be released prior to completion of NEPA. The release date will vary from project to project. Consider hiring a consultant experienced in managing design-build programs for public transportation agencies to prepare the Locality's RFQs and RFPs for larger projects, high risk projects, or any project with strict budget limitations.</p> <p>Provide any available information at the time of release for the RFQ information package in electronic format:</p> <ul style="list-style-type: none"> • Scoping Document • Typical Sections • Survey • DTM • Environmental Document if complete • Traffic data • Water quality Permit information • Plat showing right of way limits • Plans • Public Hearing information
PM-Locality	<p>3. Review the RFQ Information Package for inclusion of applicable items/documents. (Anticipate a minimum of one week to review and coordinate among various disciplines)</p>
PM-Locality and VDOT-PC	<p>4. Verify funding has been identified and programmed for PE, right-of-way and construction at the time of RFQ release. (VDOT best practice - funding must be secured prior to release of the RFP given right of way acquisition and construction may transpire concurrently and immediately following Notice to Proceed).</p>
PM-Locality	<p>5. The chain of communication for document review is as follows:</p> <ul style="list-style-type: none"> • PM-Locality emails RFQ to LDT. • LDT collaborates to modify the RFQ and provides revisions to PM- Locality. • PM-Locality then forwards updated document to the VDOT-POC. • PM-Locality verifies that the revisions made are appropriate.
(VDOT-PC)	<p>6. Ensure adequate time provided for VDOT review of document. The time required will depend on project complexity, familiarity with design-build processes, and other concurrent priorities. VDOT-PC will provide comments to PM-Locality for its consideration. Allow a minimum of 2 weeks review time for Final RFQ; allow more time for complex projects..</p>

PM-Locality	7. QAQC: Use "track changes" or another blackline tool to track the edits that have been made throughout the development process.
PM-Locality	8. Coordinate with locality disciplines to determine/verify the Total project Cost. Verify with VDOT Project Coordinator information provided in PCES (PE, RW & CN). Confirm type of funding (Bonds, Federal Match, etc.) and request and identify any additional funding, if necessary. Consider hiring a consultant experienced in preparing cost estimates for design-build proposals to prepare the Locality's estimate for larger projects or any project with strict budget limitations. NOTE: PCES was not developed for the purpose of preparing fixed price estimates during the schematic design phase.
PM-Locality	9. Coordinate Scope of Work information and reviews from all appropriate Disciplines in order to develop the RFQ Document.
PM-Locality and VDOT-PC	10. Conduct Value Engineering Study for the project in accordance with the Road Design Manual. Notify the Scheduling and Contract Division that VE has transpired for the said project.
VDOT-PC	11. Verify a Value Engineering Study has been conducted for the project in accordance with the Road Design Manual.

RFQ ADVERTISEMENT / RFP DEVELOPMENT PHASE

RFP refers to all documents, whether attached or incorporated by reference, utilized for soliciting proposals. The RFP is the only solicitation in a single-phase selection process. The RFP is the second phase of a two-phase selection process in which VDOT issues a written request to those Offerors, which have been short listed to submit both technical and price proposals.

PM-Locality	<p>1. Advertising the RFQ – Ensure FHWA has received a copy of the final draft of the RFQ prior to release. Although it is not required, FHWA is provided a copy of the RFQ to ensure their support of/concurrence with DB procurement.</p>
PM-Locality	<p>2. Prepare evaluation sheets for SOQ evaluation process. Meet with Evaluation Team Members and develop evaluation criteria for each question asked in the RFQ or RFP. Review evaluation process and guidelines. Best practices dictate that evaluation criteria will include indicators for scoring answers to each question for the full range of score (i.e. indicators for each whole number score 1v. 2 v. 3 v. 4 v. 5, or red v. amber v. green v. blue, etc. Stated differently, the evaluation team should document the general characteristics of a conventionally acceptable score, "3", as opposed to a superior response, "5", or a poor response, "1" for each question.)</p>
PM-Locality	<p>3. Once SOQ's are received from Offerors, hold a Pre-Evaluation Meeting and distribute SOQ's to the Evaluation Team Members and any other Technical Advisors deemed necessary. Also establish the time, date and location for the Evaluation Team Members to meet to Shortlist the Offerors (Discuss, Score and Rank).</p>
PM-Locality	<p>4. Coordinate the completion of the necessary Environmental Document, i.e. – PCE, CE, EIS and any environmental commitments and/or conditions of regulatory approval.</p> <p>Complete PS&E re-evaluation and Environmental Certification and provide in RFP Information Package. (Note: FHWA Agreement requires PS&E re-evaluation and Environmental certification be complete prior to advertisement)</p>
PM-Locality	<p>5. Develop the RFP. Keep FHWA and VDOT informed via the chain of communication noted previously.</p> <p>**Recommend the RFP not be released prior to the completion of NEPA. (VDOT best practice - NEPA process is always complete for VDOT administered Design-build projects prior to release of the RFP)</p>
PM-Locality	<p>6. Complete an independent estimate (in VDOT terms this is the "Engineer's Estimate"). Design-build projects entail Risk, which must be properly accounted for in all project estimates. Estimate should include locality costs (i.e. contingencies, CEI, right of way property costs, administrative costs, etc.)</p>

<p style="text-align: center;">PM-Locality</p>	<p>7. Provide any information [not available at the RFQ release listed above] to the PM-Locality for inclusion on the project information package CD-ROM. Any studies or other items that will help the Offeror to develop his Proposal should be provided. Please ensure coordination with all disciplines for development of Special Provisions that need to be included in the RFP information package.</p> <p>Environmental</p> <ul style="list-style-type: none"> • SERP • NEPA • PS&E • Environmental Certification • IACM time and schedule (if applicable) • IACM application (if applicable) • Water Quality Permit Manual (if applicable) • VDOT Wetland Compensation Manual (if applicable) <p>Special Provisions</p> <ul style="list-style-type: none"> • Special Provision for Density Control of Embankments and Backfill • Special Provision for the Quality Assurance/Quality Control (QA/QC) for the Construction of Deep Foundation Systems • Special Provision for Low Permeability Concrete • Special Provision for Section 301 – Clearing and Grubbing • Special Provision for Section 303 - Earthwork • VDOT-PC may obtain a current set of the Special Provisions used by VDOT-APD <p>Geotechnical</p> <ul style="list-style-type: none"> • Foundation borings • Geotechnical Data Report • Geotechnical Engineering Report • Soil Data <p>Design Files</p> <ul style="list-style-type: none"> • Preliminary Road Plans (DGN and tiff) • Preliminary Bridge Plans (DGN and tiff) • Geopak Files • Digital Terrain Model <p>Other</p> <ul style="list-style-type: none"> • Scoping Form • Resume Form • Traffic Data • H&HA and Scour Analysis • Structure Inspection Report for existing bridge • Public Hearing Comments <p>Ensure coordination with all disciplines for development of special provisions that need to be included in the RFP information package.</p>
<p style="text-align: center;">(PM-Locality/VDOT-PC)</p>	<p>8. Review the RFP Information Package for inclusion of applicable items/documents. (Allow a minimum of one week for review and coordination among the various technical disciplines)</p>

<p>PM-Locality</p>	<p>9. The chain of communication for document review is as follows:</p> <ul style="list-style-type: none"> • PM-Locality emails out RFP to LDT • LDT collaborates to modify the RFP and provides revisions to PM-Locality. • PM-Locality then forwards updated document to the VDOT-PC. • PM-Locality verifies that the revisions made are appropriate.
<p>(VDOT-PC)</p>	<p>10. Ensure adequate time provided for VDOT review of document. The time required will depend on project complexity, familiarity with design-build processes, and other concurrent priorities. VDOT-PC will provide comments to PM-Locality for its consideration. Allow a minimum of 2 weeks review time for Final RFQ; allow more time for complex projects.</p>
<p>PM-Locality</p>	<p>11. QAQC: Use "track changes" or another blackline tool to track the edits that have been made throughout the development process.</p>
<p>PM-Locality</p>	<p>12. Coordinate Scope of Work information and reviews from all appropriate Divisions in order to develop the RFP Document. Review Risk Management Plan and coordinate the Scope of Work information, the RFP plans and the technical requirements.</p>
<p>PM-Locality, RA/UPM, and VDOT-PC</p>	<p>13. Coordinate with the VDOT Federal Program Supervisor of the Central Office Programming Division, to verify that the project is in the TIP and the STIP. Verify that the project is in the correct fiscal year based on the RFP Release Date. (Federal Fiscal Year runs from October 1 – September 30. State Fiscal Year runs from July 1 – June 30). Note: FHWA views the RFP Release Date for Design-build projects the same as the Advertisement Date for design-bid-build projects.</p> <p>2 step process:</p> <p><u>1st Step - Scheduling & Contract</u></p> <ul style="list-style-type: none"> • Fill out Federal Criteria Sheet, include applicable references from RFP and attach excerpts referenced. • Ensure PCES has the latest estimate, which will be reflected in the STIP/TIP. • Submit to Scheduling & Contract the following: filled out federal criteria form and entire PCES estimate. <p>Scheduling & Contract will submit the approved federal criteria sheet to Federal Programming for funding approval and submission to FHWA. SEE APPENDIX N – LAP GUIDE</p>
<p>PM-Locality and VDOT-PC</p>	<p>14. <u>2nd Step – Location & Design - CO</u></p> <ul style="list-style-type: none"> • Send Documents outlined in the (Link) Appendix N of the Guide for LAP to Plan Coordination Group of CO-L&D. These include available plans, engineer's estimate, & mylar title sheet. • CO-L&D contacts Programming to ensure funds have been correctly programmed. <p>After this step Programming Division notifies the Federal Programming Supervisor, who notifies FHWA, who in return evaluates submission and</p>

	<p>contacts Federal Programming upon approval. Federal Programming contact APD to notify of approval to advertise SEE APPENDIX N – LAP GUIDE</p>
<p>VDOT-PC</p>	<p>15. Update Schedule in iPM to reflect Design-build dates: Design-builder to obtain RW <ul style="list-style-type: none"> (RW/Utilities – Begin Date = Date of Planned NTP, End Date = Date of Planned project Completion) VDOT/Locality to obtain RW (RW/Utilities – Begin Date = Date agreed upon by District PM, End Date = Date set forth in the RFP)</p>
<p>PM-Locality and VDOT-PC</p>	<p>16. VDOT Programming will initiate approval and processing of updated schedule. Documentation is then forwarded to the VDOT Project Management Office for processing. Approval documentation is then sent to Federal Program Supervisor for initiation of the STIP/TIP update process.</p>
<p>PM-Locality and VDOT-PC</p>	<p>17. Ensure regular contact with the Programming Division Verify the necessary parties have been contacted regarding the STIP/TIP amendment. Submittals are only presented to FHWA at certain times of the month, not on a daily basis. If the project estimate goes up from the amount reflected in the STIP ensure any necessary changes/updates are coordinated with the VDOT Programming Division.</p>
<p>PM-Locality</p>	<p>18. Ensure EQ-555 has been completed and signed. This documentation must be submitted prior to issuance of the RFP. This documentation certifies the locality has obtained all permits prior to advertisement or has plans in the RFP to obtain.</p>
<p>VDOT-PC</p>	<p>19. Review Federal Criteria Sheet to ensure information provided correlates with Department requirements. Comments to be provided directly to the PM-Locality.</p>
<p>VDOT-PC</p>	<p>20. Revise the project schedule by submitting a RSC and PD-1, if and when necessary.</p>
<p>PM-Locality</p>	<p>21. Obtain certification regarding the content of the RFP document from Discipline specific team members prior to release of the RFP documents.</p>
<p>PM-Locality</p>	<p>22. Generally anticipate that 2 weeks will be required to consider and incorporate all final comments/revisions to the RFP and all information to be included in the RFP information package prior to the RFP release date, otherwise, move the release date to the next available date.</p>
<p>PM-Locality and VDOT-PC</p>	<p>23. Complete RFP checklists and ensure QA has been completed prior to release of the RFP. If VDOT guidance is requested for the final RFP, allow a minimum of two weeks for review, or longer for complex projects.</p>
<p>PM-Locality</p>	<p>24. Release the RFP to Offerors in electronic format and hard copy (If two-phase, release only to those short listed - mail POC for Offeror a CD-ROM containing the RFP and RFP Information Package).</p>

PM-Locality	25. Changes to key personnel associated with the Offerors team should be conveyed to the locality within the duration noted in Part 1 of the RFP for two-phase projects. Locality must review any proposed changes to key personnel. No changes should be permitted without the locality's prior approval.
PM-Locality and VDOT-PC	26. Assist with development and delivery of a pre-proposal meeting approximately 8-10 business days after the RFP is released. This meeting will include a discussion of project scope and give a broad overview of the RFP.
PM-Locality	27. Pre-proposal meeting - Give a brief overview of the schedule, project scope, procurement process, and any other key concepts associated with the project.
PM-Locality	28. Upon receipt of questions pertaining to the RFP and associated information package, send out to LDT. The duration of time set aside for the development of responses to questions is typically 1-2 weeks.
PM-Locality	29. The PM-Locality is responsible for the coordination of responses to RFP questions pertaining to technical disciplines. He/she should compile and post responses in accordance with the schedule provided in the RFP.
(VDOT-PC)	30. If questions arise regarding the design-build project delivery method that require VDOT clarification, ensure adequate time is provided for review/response (minimum of two weeks). Send responses directly to PM-Locality.
PM-Locality	31. Once the Proposals (Technical & Price) are received from Offerors, hold a Pre-Evaluation Meeting and distribute the Proposals to the Evaluation Team Members. Establish the time, date and location for the Evaluation Team Members to select the Design-builder.
PM-Locality	32. Complete evaluation of the Technical Proposal in accordance with the process written in the RFP and the locality's guidelines. Refer to VDOT's Guidelines for Evaluation of Design-Build Proposals, and to the AASHTO Guide for Design-Build Procurement for detailed guidance on proposal evaluation.
(VDOT-APD / PM-Locality / VDOT-PC)	33. For high risk and federal oversight projects, upon request and availability, VDOT-APD may be able to provide guidance to the VDOT-PC and PM-Locality for its proposal evaluation process. PM-Locality and VDOT-PC should refer to VDOT's Guidelines for Evaluation of Design-Build Proposals and to the AASHTO Design-Build Procurement Guide. PM-Locality and VDOT-PC shall coordinate with all evaluation team members and technical resources before completing the RFP and procurement schedule.
PM-Locality	34. Inform Offerors of technical score obtained for their proposal and date scheduled for the opening of price proposals.
PM-Locality	35. Coordinate opening of the price proposals. The date for the opening should be within a couple of days of the evaluation of technical proposals. Inform Offerors of meeting date, time and location. Members of the team exterior to the PM-Locality do not need to attend the price opening unless they would like to.

PM-Locality	<p>36. Once the price proposals are opened, complete a responsiveness check of the price proposal to ensure all required items are included.</p> <p>Following the opening of the price proposals, the technical scores and price scores will be added together. The schedule of values should be examined in association with the monthly payout curve in order to assure the values add up to the lump sum bid. The technical score will constitute a specified percentage of the score in accordance with the value denoted in the RFP (VDOT typically allocates 30% to the technical score). The technical proposal score attained by a particular Offeror is multiplied by the specified percentage denoted in the RFP.</p> <p>The lowest price proposal would receive the maximum number of points allocated to price (VDOT typically allocates 70% to the price component, so the lowest proposed price would receive 70 out of 70). Subsequent price proposals will receive a score based on the formula established in the RFP. This process will continue for each proposal that satisfies the minimum requirements provided in the RFP. The score for technical and price proposals will then be combined in accordance with the formula listed in the RFP. The highest ranked and responsive Offeror would be awarded the Contract.</p>
PM-Locality	<p>37. Once the Design-builder has been selected, request "award approval" through the VDOT-PC. Provide information as stated in Appendix N of the Guide for LAP. (Link). This is sent to the Federal Procurement Officer for inclusion on the next CTB agenda or approval by the Chief Engineer and FHWA. Post on the locality website.</p>
PM-Locality	<p>38. Ensure the website pertaining to the project is updated regularly in accordance with ongoing activities associated with project development.</p>
PM-Locality	<p>39. For those projects where a proposal payment is paid to unsuccessful Offerors, ensure payment is released within the duration specified in the contract documents. The successful Offeror will receive payment for preconstruction related activities after the project is awarded.</p>

AWARD/POST AWARD PHASE

Please note this process takes minimum sixty days to complete.

PM-Locality and VDOT-PC	<p>1. Notice of Intent to Award Letter sent to Design-builder to include (Design-builder has 15 calendar days to return enclosures):</p> <ul style="list-style-type: none"> • Contract Performance Bond Form • Contract Payment Bond Form • Certificate of Insurance Form • SWPPP Certification Permit Form • C-112 Form ** • Escrow Proposal Agreement • Lump Sum Agreement (ensure this has been completed with final dates, amounts, etc) <p>**Once C-112 is obtained forward to VDOT CRD to ensure DBE firms provided are licensed and registered with the State of Virginia Please note these are requirements for VDOT Design-build projects and may vary with locality administered projects.</p>
PM-Locality and VDOT-PC	2. If a Notice of Intent cannot be issued due to a funding concern or other extenuating circumstance, develop a formal letter indicating the apparent highest ranked Offeror.
PM-Locality and VDOT-PC	3. Post Notice of Intent to Award for at least 10 days on locality website.
PM-Locality and VDOT-PC	4. Locality awards project using process specified in their policies/procedures.
PM-Locality	5. Post Award on locality website.
PM-Locality	6. Contract Award Letter sent to Design-builder.
Federal Submission Section (Scheduling & Contract)	7. Create spreadsheet (detailed estimated summary) and send to VDOT Programming (this initiates opening of phases) for FHWA Approval.
Programming Federal Section	8. Initiate FHWA approval (FHWA has 10 days for approval after notification).
Programming Federal Section	9. Receive FHWA Approval and alert VDOT PC.
PM-Locality and VDOT-PC	10. Send Memo to Chief Executive Officer of the Locality for execution of Lump Sum Agreement (cc appropriate parties at VDOT to inform regarding award).
PM-Locality and VDOT-PC	11. Send Contract Execution Letter to Design-builder (Design-builder has 10 days to alert VDOT of any discrepancies otherwise contract stands executed). Ensure a hard copy of the completed contract documents is provided to the Design-builder for review.
PM-Locality and VDOT-PC	12. Contract is executed (receive Design-builder confirmation of contract or 10 days have lapsed).

PM-Locality	13. Send NTP letter stating Date of Commencement to Design Builder.
PM-Locality and VDOT-PC	14. Send contract documents out for mass reproduction.
PM-Locality and VDOT-PC	15. Draft project budget letter for signature by the Chief Executive of the locality – send to applicable DA.
PM-Locality and VDOT-PC	16. Schedule a meeting with Locality Development Team to run through tasks and responsibilities for the project post-procurement. Please note that it will be the responsibility of the PM-Locality to coordinate monthly progress meetings once the project is underway. All key project personnel should be present at such meetings (PM, Construction Manager, QAM, Design Manager, VDOT Environmental Manager, Key subcontractors).
PM-Locality and VDOT-PC	17. Schedule a meeting within 7 days of the Agreement Date and 7 days of the Date of Commencement in accordance with the Contract Documents. These meetings may be combined into a single meeting if deemed appropriate through discussion with the Successful Offeror.
PM-Locality and VDOT-PC	18. The Successful Offeror shall submit its QA/QC Plan at the meeting following the Date of Commencement. The QAM shall provide a presentation of the plan using project related scenarios.
PM-Locality and VDOT-PC	19. Ensure baseline schedule is submitted within 90 days of the Date of Commencement in accordance with the Contract Documents. Monthly progress narratives should be provided by the Successful Offeror. Payment shall be in accordance with the provisions of the Contract Documents.
PM-Locality and VDOT-PC	20. Coordinate with all appropriate District Divisions/Central Office personnel in resolving design, plan approvals, funding and schedule issues. Note: APD is available to assist with inquiries pertaining to the contract documents.
PM-Locality and VDOT-PC	21. Submit and coordinate any plan reviews or approvals, i.e. - R/W, Utilities, Environmental, etc. (if applicable)
PM-Locality and VDOT-PC	22. The Design-builder will submit application for payment on the 10 th of each month for locality review and approval. VDOT payment should be within 30 days of receipt per the Code of Virginia Section 2.2.
PM-Locality and VDOT-PC	23. Carefully review the submittal provided by the Design-builder to ensure it is inclusive of the components identified in Part 3. If there is an apparent question regarding a particular item identified on the application for payment, refer to the monthly narrative to obtain clarification. Further questions/clarifications should be resolved with the Design-builder.
PM-Locality	24. Ensure plan submittals shall be processed in accordance with I&IM 204.15 (or most current version thereof) Right of Way and/or Construction submittals will also include a title sheet to be signed by the Chief Executive Officer of the locality, Responsible Charge Engineer and PM-Locality for each phase prior to construction. The duration of time for the acquisition of

	the applicable signatures is consistent with the defined timeframes in the contract documents. As-Built title sheet mylar (and bridge front sheet as applicable) shall be submitted to VDOT-PC for a complete set of signatures.
VDOT-PC	25. A copy of the signed mylar (right of way, construction submittal and/or original title sheet) shall be stored in the plan file room. The bridge front sheet shall be stored in the bridge file room.
PM-Locality	26. The PM-Locality will be responsible for: <ul style="list-style-type: none"> • Issuing the NTP for RW acquisition / utility relocations, notifying programming that NTP has been issued and request appropriate FMS II activities are open for charges. • Notifying the iPM scheduler of planned beginning and ending dates, all date changes as a result of an addendum. • Actual beginning and ending dates.
PM-Locality	27. Ensure that updates are made to the applicable project website on a monthly basis. Pictures should be added (1-2 every few months) to show the progression of the project. (VDOT Best Practice)
PM-Locality	28. Send original work orders to VDOT-PC. VDOT-PC will distribute to the appropriate parties.

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