# STATE OF LOUISIANA INTERSTATE-12 WIDENING DESIGN-BUILD PROJECT

AMITE RIVER BRIDGE TO JUBAN ROAD (WB)

**AND** 

PETE'S HIGHWAY TO JUBAN ROAD (EB)

LIVINGSTON PARISH STATE PROJECT NO. 454-02-0071 FEDERAL AID PROJECT NO. ARR-3209(505)

# **REQUEST FOR PROPOSALS**

# INSTRUCTIONS TO PROPOSERS

# APPENDIX A TECHNICAL PROPOSAL INSTRUCTIONS





# TABLE OF CONTENTS

A1.0	GENER	AL INSTRUCTIONS	1	
A2.0	<b>LEGAL</b>	PASS/FAIL EVALUATION FACTOR	2	
A2.1	OBJECT	IVES	2	
A2.2	LEGAL 1	INFORMATION FOR SECTION 1 OF THE TECHNICAL PROPOSAL	2	
A3.0	FINANC	CIAL PASS/FAIL EVALUATION FACTOR	3	
A3.1		IVES		
A3.2	FINANC	IAL INFORMATION FOR SECTION 1 OF THE TECHNICAL PROPOSAL.	4	
A4.0	TECHNICAL SOLUTIONS TECHNICAL EVALUATION FACTOR			
A4.1	OBJECT	IVES	4	
A4.2	<b>TECHNI</b>	CAL SOLUTIONS INFORMATION FOR SECTION 2 OF THE TECHNICAL	L	
PROP	OSAL		5	
	A4.2.1	Maintenance of Traffic and Traffic Control Subfactor	5	
	A4.2.2	4-H Club Road and Range Avenue Bridge Structures Subfactor	5	
	A4.2.3	Pavement Design Subfactor	6	
	A4.2.4	Roadway Geometry and Drainage Subfactor	6	
	A4.2.5	Grey's Creek Bridge Structure Subfactor	6	
	A4.2.6	Added Value Subfactor		
	A4.2.7	Miscellaneous Project Elements Subfactor	7	
	A4.2.8	Project Coordination Subfactor		
A5.0	KEY PE	RSONNEL AND EXPERIENCE TECHNICAL EVALUATION FACTOR	<b>28</b>	
A5.1		IVES		
A5.2		RSONNEL AND EXPERIENCE INFORMATION FOR SECTION 3 OF THE		
		OPOSAL		
A6.0	MANAG	SEMENT APPROACH TECHNICAL EVALUATION FACTOR	8	
A6.1		IVES		
A6.2		EMENT APPROACH INFORMATION FOR SECTION 4 OF THE TECHNIC		
PROP	OSAL			
	A6.2.1	Project Management Plan Subfactor		
	A6.2.2	Project Controls Subfactor		
	A6.2.3	Organization Charts and Staff and Office Locations Subfactor		
A7.0	FORMA	T AND ORGANIZATION OF THE TECHNICAL PROPOSAL	13	

#### A1.0 GENERAL INSTRUCTIONS

This Appendix A – Technical Proposal Instructions to the Instructions to Proposers (ITP) describes the specific instructions for preparing the Technical Proposals.

The Proposer shall submit the information required by this Appendix A – Technical Proposal Instructions in the organization and format, and using the forms, specified herein. Failure to provide the requested information on the forms and in the format specified may result in the Louisiana Department of Transportation and Development (LA DOTD) declaring the Technical Proposal non-responsive. Failure to provide all the information requested in this Appendix A – Technical Proposal Instructions may result in the LA DOTD declaring the Technical Proposal non-responsive.

Upon Award, the Technical Proposal of the selected Proposer will be incorporated into the Contract in Contract Documents Part 6 – Design-Builder's Proposal.

Technical Proposals must be submitted in separate volumes (see Table A – Outline for Submission of the Technical Proposal) containing the following information:

- A) Legal;
- B) Financial;
- C) Technical Solutions:
- D) Key Personnel and Experience; and
- E) Management Approach.

All Proposal Information submitted in the Technical Proposal will be used for evaluating the Proposals.

All forms named herein are found in Appendix C – Proposal Forms unless otherwise noted.

Text must be in English in a standard font, a minimum of 12 points in height, single-spaced. Pages must be 8½ inch by 11 inch white paper, with simple lettered/numbered dividers for each section/subsection. Single-sided pages must be used except for pre-printed information, such as corporate brochures.

Drawings or sketches must be submitted on 11 inch by 17 inch and/or 8 ½ inch by 11 inch white paper.

Schedule plots must be submitted on 24 inch by 36 inch or 22 inch by 34 inch paper, folded and inserted in an envelope or similar holder that is incorporated into the volume.

The Proposer shall number each page in each section consecutively (i.e., 1-1, 1-2; 2-1, 2-2). The Proposer shall include page numbers centered at the bottom of each page.

The Proposer shall present information clearly and concisely. Documentation that is illegible may be rejected and may lead to disqualification.

The information must be easily reproducible by normal black and white photocopying machines. Color photographs, renderings, and brochures must be adequately bound and suitably protected for handling and circulation during review.

The Technical Proposal is limited to a total of 40 pages, exclusive of tabs and divider pages, cover letters, calculations, specifications, schedule plots, and drawings or sketches. The Quality Plan is also excluded from the page count.

The Proposer should be aware that, in accordance with Louisiana Revised Statutes Section 48:250.3(H)(1)(a)(i), the schedule and price must not be made known to the Proposal Review Committee. As such, any reference to schedule or price in the Technical Proposal, whether a direct reference or an inference, may render the Proposal non-responsive and preclude the Proposer from selection.

#### A2.0 LEGAL PASS/FAIL EVALUATION FACTOR

#### A2.1 OBJECTIVES

The objective of the Legal Pass/Fail Evaluation Factor is to identify legally constituted Proposers able to submit Proposals, enter into the Contract, and complete the Work and that have obtained all required licenses or committed to do so prior to award of the Contract.

#### A2.2 LEGAL INFORMATION FOR SECTION 1 OF THE TECHNICAL PROPOSAL

The Proposer shall submit the following legal information:

- A) The Form of Proposal that constitutes a firm offer to the LA DOTD valid for 90 calendar days after the Proposal due date. The Form of Proposal must be executed by the Proposer or by its legally authorized representative, and by each Joint Venture (JV) or Limited Liability Company (LLC) member or general partner (as applicable) by their respective legally authorized representatives;
- B) Form NS, Named Subcontractors and Suppliers, including the percentage of the proposed Lump Sum Contract Price that represents anticipated Subcontractor and Supplier participation (not specific dollar value of participation). The Proposer shall show all Major Subcontractors (Subcontractors performing ten percent or more of the value of the Work), Major Suppliers (Suppliers providing products and Material valued in excess of ten percent of the value of the Work), and the Designer and known Architectural/Engineering (A/E) subconsultants on Form NS;
- C) Evidence in the form of a Certificate of Authority issued by the Louisiana Secretary of State certifying that the Proposer is qualified and authorized to do business in the State of Louisiana, regardless of whether such certificate was submitted with the Proposer's Statement of Qualifications (SOQ);
- D) Evidence that one or more Principal Participants of the Proposer, or the Proposer itself, holds the appropriate licenses from the Louisiana Professional Engineering and Land Surveying Board and the State Licensing Board for Contractors or a commitment signed by authorized representatives of the Proposer and its Principal Participants, if relevant, to become licensed prior to award of the Contract. Not only must the Designer firm itself be appropriately licensed, but so must be any designers of record employed by the Designer firm for this Project;
- E) A notarized Power of Attorney naming the individual who signed the Proposal on the Proposer's behalf as its attorney-in-fact, with authority to execute and deliver the Proposal, any Clarifications, and the Design-Build (DB) Agreement on the Proposer's behalf and to act for and bind the Proposer in all matters relating to the Proposal. If the Proposer is a JV, LLC, or partnership, it shall also submit the following:

- 1) Evidence that each member of the JV, LLC, or partnership will be jointly and severally liable for any and all of the duties and obligations, including performance, of the Proposer assumed under the Proposal and under any Contract arising therefrom, should its Proposal be accepted by the LA DOTD; and
- A notarized Power of Attorney executed by each JV member, LLC member, or general partner, naming the individual who signed the Proposal and joint and several liability document on its behalf as its attorney-in-fact, with authority to execute the Proposal, joint and several liability document, and Contract on its behalf and to act for and bind it in all matters relating to the Proposal;
- F) The Non-Collusion Form certifying that the Proposal is not the result of, and has not been influenced by, collusion;
- G) Designation of the Proposer's single point of contact and provision of the information requested on Form C, Single Point of Contact (*see* Appendix C Proposal Forms). The single point of contact must be the Proposer's designated Project Manager. It is the preference of the LA DOTD that the Proposer grant the single point of contact, at a minimum, a limited Power of Attorney granting the single point of contact the authority to communicate with the LA DOTD during the procurement process and to make commitments on behalf of the Proposer during the procurement process. If such Power of Attorney is granted by the Proposer to its single point of contact, the Power of Attorney must be included in the Proposer's Technical Proposal;
- H) Form DBEC, Disadvantaged Business Enterprise Certification (*see* Appendix C Proposal Forms to this ITP) concerning Disadvantaged Business Enterprise (DBE) requirements;
- I) Form CRCF (*see* Appendix C Proposal Forms to this ITP), certifying that no federal appropriated funds have been or will be paid for lobbying activities and no other funds have been paid or will be paid to influence governmental decisions regarding the Project; and:
- J) A disclosure of any potential organizational conflicts of interest, as further explained at Section 1.10, including disclosure of all relevant facts concerning any past, present, or currently planned interests which may present an organizational conflict of interest. The disclosure must state how the Proposer's interests, or those of its chief executives, directors, Key Personnel, or any proposed Subcontractors may result, or could be viewed as, an organizational conflict of interest. If the LA DOTD determines that an actual or potential conflict of interest exists that cannot be avoided, neutralized, or mitigated, that Proposer will not be eligible for award of the Contract.

#### A3.0 FINANCIAL PASS/FAIL EVALUATION FACTOR

#### A3.1 OBJECTIVES

To identify Proposers with demonstrated capability to undertake the financial responsibilities associated with the Project, specifically bonding.

## A3.2 FINANCIAL INFORMATION FOR SECTION 1 OF THE TECHNICAL PROPOSAL

The Proposer shall submit letter(s) of commitment from surety(ies) meeting the requirements below to provide performance and payment bonds as per Part 2 – DB Section 100, DB Section 103-2 and Appendix 103A, Payment, Performance, and Retainage Bond Form.

Each surety must be listed on the United States (US) Department of Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register or by a Louisiana-domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide. No surety or insurance company will write a bond which is in excess of the amount indicated as approved for it by the US Department of the Treasury Financial Management Service list of approved bonding companies and a Louisiana-domiciled insurance company not on the US Department of Treasury Financial Management Service list of approved bonding companies must not write bonds exceeding ten percent of the policyholder's surplus as shown in the A.M. Best's Key Rating Guide. In addition, any bond written for the Project must be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.

#### A4.0 TECHNICAL SOLUTIONS TECHNICAL EVALUATION FACTOR

#### A4.1 OBJECTIVES

The following are the objectives for the Technical Solutions technical evaluation factor:

- A) To identify Proposers with a demonstrated understanding of the overall Project requirements through the applicable design concepts presented; and
- B) To identify the best overall proposed solution for the Project, including the following elements:
  - 1) The strategy to be used by the Proposer to ensure coordination between this Project and the initial phase of the I-12 Widening DB Project (SP# 454-01-0047);
  - 2) The plan for maintenance of traffic and traffic control;
  - 3) 4-H Club Road and Range Avenue Bridge structures;
  - 4) Pavement design;
  - 5) Roadway geometry and drainage;
  - 6) Grey's Creek Bridge structure;
  - 7) Added value; and
  - 8) Miscellaneous Project elements.

Concepts in the elements identified in Section A4.1(B)(2) through (4) and (6) will be evaluated based on long-term durability, service life, and considerations for future inspection and maintenance.

# A4.2 TECHNICAL SOLUTIONS INFORMATION FOR SECTION 2 OF THE TECHNICAL PROPOSAL

In the Technical Proposal provided in response to each of Sections A4.2.1 through A4.2.8, the Proposer shall indicate and describe features of the proposed design, construction methods, and/or Material offered by the Proposer that will accomplish the following:

- A) Provide a safe operating six-lane Interstate roadway facility;
- B) Maximize coordination and efficiencies between this Project and SP# 454-01-0047;
- C) Allow traffic to be safely maintained during construction phases while minimizing delays and inconvenience to the motoring public;
- D) Provide efficient and innovative design and/or construction solutions; and
- E) Provide a durable facility with a minimum service life of 75 years for structures and a pavement structure designed for 20 years of projected traffic.

#### A4.2.1 Maintenance of Traffic and Traffic Control Subfactor

The Proposer shall submit a summary of the proposed Maintenance of Traffic and Traffic Control Plan as specified in Contract Documents Part 3 – Design Criteria and Performance Specifications, Appendix A – Performance Specifications, organized into the following sections:

- A) Section A Construction Staging Plan, including, among other topics, the use of detours and construction sequencing with a plan and timing for closing and opening lanes to traffic;
- B) Section B Traffic Impact Plan;
- C) Section C Traffic, Liability, and Motorist Assistance Plans; and
- D) Section D Emergency Vehicle Access and Response Plan.

## A4.2.2 4-H Club Road and Range Avenue Bridge Structures Subfactor

The Proposer shall prepare and submit summary information for the bridge widening concepts at 4-H Club Road and Range Avenue that demonstrate how proposed design and construction will meet or exceed the requirements provided in the Structures Performance Specification (*see* Appendix A – Performance Specifications to Contract Documents, Part 3 – Design Criteria and Performance Specifications). Key elements that must be discussed include the following:

- A) Type, size, and location details of all structural elements;
- B) Detailed information for specific structural components, such as, bearings and expansion joints;
- C) Design methodology of the superstructure, substructure, and foundation system, including computer software proposed for the Project. The Proposer shall also include information detailing how the American Association of State Highway and Transportation Officials (AASHTO) Load and Resistance Factor Design (LRFD) Bridge

Design Code will be utilized for new and existing portions of the structure and the relative impacts to the design and cost of the Project;

- D) Construction sequencing and methodology for the bridges. Specifically, installation details and equipment required for constructing the bridges must be defined and explained. This must include details for installing the foundations, constructing the substructures, and erecting the superstructures for the bridge structures; and
- E) A description of how the bridge hydraulics and the associated scour will be analyzed (including computer software to be used) and the structural details necessary to accommodate and/or remediate the effects of scour.

## A4.2.3 Pavement Design Subfactor

The Proposer shall prepare and submit the following information:

- A) Proposed pavement design as per Contract Documents, Part 3 Design Criteria and Performance Specifications, Appendix A Performance Specifications, Pavement Structure Performance Specification; and
- B) The approach for integrating the existing pavement structure into the final design of the new pavement structure (applies only if not replaced in its entirety), including, but not limited to, load transfer/contact/joint details between new and existing pavements and/or different pavement types.

## A4.2.4 Roadway Geometry and Drainage Subfactor

The Proposer shall prepare and submit the following information:

- A) A description and geometric details of the horizontal layout proposed for the transition required to drop a lane at the Juban Road Interchange in the westbound direction. The Proposer shall provide a similar description and details for picking up the new lane at the Juban Road Interchange in the eastbound direction;
- B) A description of proposed roadway drainage construction methods and Materials types and justification of why they were chosen;
- C) A description of the computer software and methodology proposed for the drainage analysis and design of storm drains, channels, and culverts;
- D) A description of how roadside safety will be addressed (such as, barriers, guardrails, and existing drainage structures); and
- E) A description of any potential deviations from AASHTO design criteria or LA DOTD standards that may require a design exception.

#### A4.2.5 Grey's Creek Bridge Structure Subfactor

The Proposer shall prepare and submit summary information for the bridge widening concept at Grey's Creek that demonstrates how proposed design and construction will meet or exceed the requirements provided in the Structures Performance Specification (*see* Appendix A – Performance Specifications to Contract Documents, Part 3 – Design Criteria and Performance Specifications). Key elements that must be discussed include the following:

- A) Type, size, and location details of all structural elements;
- B) Detailed information for specific structural components, such as, bearings and expansion joints;
- C) Design methodology of the superstructure, substructure, and foundation system, including computer software proposed for the Project. The Proposer shall also include information detailing how the AASHTO LRFD Bridge Design Code will be utilized for new and existing portions of the structure and the relative impacts to the design and cost of the Project;
- D) Construction sequencing and methodology for the bridges. Specifically, installation details and equipment required for constructing the bridge must be defined and explained. This must include details for installing the foundation, constructing the substructure, and erecting the superstructure for the bridge structure; and
- E) A description of how the bridge hydraulics and the associated scour will be analyzed (including computer software to be used) and the structural details necessary to accommodate and/or remediate the effects of scour.

#### A4.2.6 Added Value Subfactor

The Proposer shall prepare and submit a summary describing technical elements of the Technical Proposal that provide added value to the LA DOTD by minimizing life cycle costs, including the extent to which the Technical Proposal:

- A) Provides for the Project's long term durability;
- B) Assures a better service life; and
- C) Addresses the need for future inspections and maintenance.

#### A4.2.7 Miscellaneous Project Elements Subfactor

The Proposer shall prepare and submit a description of the associated Project-wide aesthetics (i.e. bridges, roadway, lighting, and "signature element(s)") and landscaping amenities proposed for the Project.

## A4.2.8 Project Coordination Subfactor

The Project involves connection to SP# 454-01-0047, which is currently under construction. The Proposer shall prepare the following items, intended to demonstrate how the Proposer will coordinate with the current design-builder on SP# 454-01-0047:

- A) A plan demonstrating how the Proposer will approach development of construction mobilization and phasing to minimize disruptions and coordinate connection to I-12 at the Amite River (westbound) and to Pete's Highway (eastbound);
- B) A coordinated approach to Maintenance of Traffic through both projects and at the connection of the two projects, including coordination during emergency operations, including contraflow;
- C) A discussion that explains how the safety plans for this Project and SP# 454-01-0047 will be integrated to ensure that the goal stated at Section 1.1(F) of the ITP will be met and exceeded; and

D) A strategy for coordinating and solving the challenge of limited space within the Project Site (shared by this Project as well as SP# 454-01-0047), including a narrative discussion of the strategy and a graphical representation of how the site coordination will occur.

The Proposer should note that this Project Coordination Subfactor will only be rated on an "acceptable"/"unacceptable" basis.

#### A5.0 KEY PERSONNEL AND EXPERIENCE TECHNICAL EVALUATION FACTOR

#### A5.1 OBJECTIVES

The following are the objectives for the Key Personnel and Experience Technical Evaluation Factor:

- A) To identify Proposers that will effectively manage all aspects of the Contract in a quality, timely, and effective manner;
- B) To identify the best personnel for key positions with demonstrated experience and expertise in and record of producing quality work on projects of a similar nature to this Project. The Key Personnel positions for the purposes of this Request for Proposals (RFP) are identified in Contract Documents, Part 2 –DB Section 100, DB Section 108, Appendix 108C; and
- C) To avoid contracting with personnel with a history of legal and financial problems on other projects that could adversely impact this Project generally.

# A5.2 KEY PERSONNEL AND EXPERIENCE INFORMATION FOR SECTION 3 OF THE TECHNICAL PROPOSAL

The Proposer shall submit Form KP, Key Personnel Information (*see* Appendix C – Proposal Forms) and resumes of each of the identified Key Personnel, including the Principal-in-Charge (PIC), Design-Builder's Project Manager (PM), Construction Manager (CM), and Design Manager (DM). The Proposer should note that the Design-Builder's PM must not be identified to fulfill multiple Key Personnel roles. Identifying the person who is currently named at the Design-Builder's PM in additional Key Personnel roles may result in a rating of "unacceptable" for this Key Personnel and Experience Technical Evaluation Factor.

#### A6.0 MANAGEMENT APPROACH TECHNICAL EVALUATION FACTOR

#### A6.1 OBJECTIVES

The following are the objectives for the Management Approach Technical Evaluation Factor:

- A) To identify Proposers that demonstrate a clear understanding of the Project through their proposed Project approach, including, but not limited to, the construction staging plan;
- B) To identify Proposers that demonstrate sound, proven Project management techniques for design management, construction management, and the integration of both on DB projects. This will include consideration of document control techniques employed to assure the flow, storage, and archiving of information;

- C) To identify Proposers with proposed construction sequencing that demonstrates their understanding of the Work to be performed and the ability to complete the Work on schedule; and
- D) To identify Proposers that demonstrate sound, proven Quality Control (QC) and procedures for this Project.

# A6.2 MANAGEMENT APPROACH INFORMATION FOR SECTION 4 OF THE TECHNICAL PROPOSAL

#### A6.2.1 Project Management Plan Subfactor

#### **A6.2.1.1** Collaborative Management Plan

The Proposer shall submit a detailed discussion of how it will collaboratively manage the Project, including integration of the Designer(s) into the management of the Project, interaction with the LA DOTD and any appropriate stakeholders, and resolution of the disputes that arise on the Project, either informal or formal. The Proposer shall use specific examples from past projects similar in size, nature, and project delivery method to this Project (i.e., non-traditional, collaborative, integrated project delivery).

#### A6.2.1.2 Quality Plan

The Proposer shall submit the following information pertaining to the Quality Plan:

- A) An indication of the name(s), location(s), and qualifications of independent testing laboratory(ies);
- B) A summary of the Proposer's proposed Quality Plan as per Contract Documents, Part 2 DB Section 100, DB Section 113. The Proposer shall provide a Quality Plan that addresses all components described therein and in the order and format specified, including both design and construction QC programs;
- C) A narrative describing the following:
  - 1) The roles, responsibilities, and authorities of QC personnel (design and construction) over design and construction activities to ensure final product quality;
  - 2) Assurance of how the independence of QC activities from production staff influence will be accomplished;
  - 3) The relationship and relative authority within the Proposer's organization of QC staff and design and construction production staff; and
  - 4) How Quality Control will be handled for construction subcontractors; and
- D) A description of how design and construction activities performed by different firms will be coordinated to ensure consistency and quality.

#### A6.2.1.3 **Design Management**

The Proposer shall submit following pertaining to Design Management:

- Form DU, Design Unit Descriptions, (see Appendix C Proposal Forms) showing the A) Proposer's plan for dividing the Project Sections and/or Project into distinct Design Units (see Contract Documents, Part 2 – DB Section 100, DB Section 111-3);
- B) A brief narrative describing the following:
  - 1) The Proposer's design management concept;
  - The planned approach for integrating and coordinating the design and 2) construction efforts;
  - A planned approach to design integration among different firms and/or offices; 3)
  - 4) A planned approach to integrating design and construction personnel;
- C) A summary Design Review Plan outlining how the Proposer will facilitate and implement Design Reviews as set out in Contract Documents, Part 2 – DB Section 100, DB Section 111-7, including the following:
  - Identification of Design Reviews planned for each Design Unit; 1)
  - 2) A summary of the level of completion anticipated at each Design Review in terms of components designed (not just percent complete);
  - 3) A summary of how Construction Drawing and shop drawing reviews, field design changes, and As-Built Plan documentation will be accomplished; and
  - 4) A summary of Federal Highway Administration (FHWA) and LA DOTD interface that will be required to allow sufficient time for Design Reviews and the resolution of resulting design review comments; and
- D) A description of how the Designer will be involved during the construction phase.

#### A6.2.1.4 **Construction Management**

The Proposer shall submit a brief narrative description of Proposer's proposed construction management plan, including the following:

- How the Proposer plans to address unusual traffic events such as those that may be A) caused by incidents in the vicinity of the Project;
- The proposed construction staging and phasing plan indicating timing and sequencing of B) major activities for the Project. Emphasis should be placed on segmenting the Project such that all Work can be accomplished in a Work zone as expeditiously as possible;
- How the Design-Builder will approach problem solving and resolution of disputes on the C) Project; and

D) A description of schedule management, including the use of Primavera P3 or P6 software.

## A6.2.2 Project Controls Subfactor

#### **A6.2.2.1** Project Controls Approach

The Proposer shall submit a brief narrative description of the proposed Project controls approach, including the following:

- A) A description of the Proposer's system for preparing and updating the Baseline Progress Schedule; and
- B) A description of the proposed plan to integrate design and subcontract activities into its scheduling and reporting system.

#### **A6.2.2.2** Price Center Descriptions

The Proposer shall complete and submit Form PCD, Price Center Descriptions, describing the Price Centers. The Proposer shall adequately describe the physical features and activities included in the Price Center and include all Work included in the Price Center Value of each Price Center as reflected on Form SP (*see* Appendix C – Proposal Forms).

See Contract Documents, Part 2 – DB Section 100, DB Section 109-1.1, regarding instructions for describing Price Centers.

# A6.2.3 Organization Charts and Staff and Office Locations Subfactor

The Proposer shall submit the following information pertaining to organization charts and staff and office locations:

- A) An organization chart showing the Key Personnel;
- B) An organization chart depicting the roles and responsibilities of the Principal Participants and named Subcontractors (design and construction);
- C) A description of those categories of Work which the Proposer anticipates will be performed by the Proposer's own forces and subcontractor categories;
- D) An organization chart showing the proposed design organization identifying detailed responsibilities and organization of the design staff, including license numbers;
- E) An organization chart showing the proposed construction organization including detailed responsibilities and organization of the construction staff;
- F) An organization chart showing the planned QC organizations (design and construction), including names of independent sampling and testing laboratory(ies) and to whom the QC staff report within the Proposer's organization;
- G) An organization chart showing the planned safety organization and its relationship to the Proposer's organization. The Proposer shall indicate roles and responsibilities of safety staff;

- H) Address of the office(s) where Work will be done in the Project vicinity. The Project vicinity means within the proximity of, or very near, the Project;
- I) The city and state where assigned staff will be located, particularly the location(s) of design staff; and

A-12

J) Plans and procedures for management of subcontractors.

# A7.0 FORMAT AND ORGANIZATION OF THE TECHNICAL PROPOSAL

The Technical Proposal must be submitted in the following format and on the forms contained in Appendix C – Proposal Forms:

# TABLE A OUTLINE FOR SUBMISSION OF THE TECHNICAL PROPOSAL

Section/Subsection Numbering	Volume/Section title and Required Information	Reference
SECTION 1	LEGAL AND FINANCIAL PASS/FAIL EVALUATION	A2.2 and
SECTION 1	FACTOR INFORMATION	A3.2
	Form of Proposal;	A2.2(A)
	Form NS, Named Subcontractors and Suppliers;	A2.2(B)
	Certificate of Authority;	A2.2(C)
	Licensing information;	A2.2(D)
	Power(s) of Attorney;	A2.2(E)
	Non-Collusion Form;	A2.2(F)
	Form C, Single Point of Contact;	A2.2(G)
	Form DBEC, DBE Certification;	A2.2(H)
	Form CRCF, Certification Regarding Use of Contract Funds for Lobbying;	A2.2(I)
	Organizational conflict of interest disclosure; and	A2.2(J)
	Surety letter of commitment.	A3.2
SECTION 2	TECHNICAL SOLUTIONS TECHNICAL EVALUATION FACTOR INFORMATION	A4.2
Subsection 2.1	Maintenance of Traffic and Traffic Control Subfactor;	A4.2.1
Subsection 2.3	4-H Club Road and Range Avenue Bridge Structures;	A4.2.2
Subsection 2.3	Pavement Design Subfactor;	A4.2.3
Subsection 2.4	Roadway Geometry and Drainage Subfactor;	A4.2.4
Subsection 2.5	Grey's Creek Bridge Structure Subfactor;	A4.2.5
Subsection 2.6	Added Value Subfactor;	A4.2.6
Subsection 2.7	Miscellaneous Project Elements Subfactor; and	A4.2.7
Subsection 2.8	Project Coordination Subfactor.	A4.2.8
SECTION 3	KEY PERSONNEL AND EXPERIENCE TECHNICAL EVALUATION FACTOR INFORMATION	A.5.2
	Form KP, Key Personnel Information, and resumes.	A5.2
SECTION 4	MANAGEMENT APPROACH TECHNICAL EVALUATION FACTOR INFORMATION	A6.2
Subsection 4.1	Project Management Plan Subfactor	A6.2.1
Subsection 4.1.1	Collaborative Management Plan;	A6.2.1.1
Subsection 4.1.2	Quality Plan;	A6.2.1.2
Subsection 4.1.3	Design Management; and	A6.2.1.3
Subsection 4.1.4	Construction Management.	A6.2.1.4
Subsection 4.2	Project Controls Subfactor	A6.2.2
Subsection 4.2.1	Project Controls Approach; and	A6.2.2.1
Subsection 4.2.2	Form PCD, Price Center Descriptions.	A6.2.2.2
Subsection 4.3	Organization Charts and Staff and Office Locations Subfactor	A6.2.3

A-13