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BEL-70-9.35

**Interchange Improvement**

**PID 120547**

DESIGN-BUILD

(Lowest Price & Technically Acceptable)

Instruction to Offerors for

Request for Qualifications

OCT 18, 2024

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BEL-70-9.35 Interchange Improvement

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# Project Expectations

This Instructions to Offerors (ITO) document describes the process for the submission of a Statement of Qualifications (SOQ) for the BEL-70-9.35 Interchange Improvement Design-Build Project (Project) located in Belmont County, Ohio.

This Project will reconstruct the I-70 mainline structures to enable the widening of SR-149, reconstruct and widen the ramps to and from I-70, reconstruct and widen SR-149 from a two-lanes to five (or more) lanes up to and extending beyond the existing commercial drives, and design and construct other necessary work to complete the Project.

The Department’s goals for the Project include the following actions:

* Award a Design-Build Contract within ODOT Fiscal Year 2025 (Target Award Date: May 12, 2025).
* Design and construct the most cost-effective solution which results in a final configuration that reduces long-term congestion.
* Phase design and construction to minimize delays to the completion of the Project by considering the restrictions of ROW acquisition, NEPA processes, and the final NEPA document.
* Design and construct a project which reasonably ensures ongoing unimpeded access to the existing facilities during construction.
* Successfully coordinate of utility relocations and successfully coordinate with adjacent private developers during construction.
* Complete the Project with 48 months of Award.
* Build an award-winning project with no injuries while safely and efficiently maintaining traffic.

While ROW acquisition and the NEPA/environmental processes are currently underway and anticipated to be completed prior to Final Technical Proposals & Price Due, completion may not occur until after the contract award. Until NEPA completion:

* no commitment will be made to any proposed design nor any alternative under evaluation in the NEPA process, including the no-build alternative; in the event of the no-build alternative, CMS 108.09 applies.
* the DBT may proceed only through preliminary design; detailed design may not proceed until the DBT provides written request to proceed with detailed/final design and the Department must give written authorization to proceed with detailed/final design.
* The DBT will still be required to perform all environmental and mitigation measures identified in the NEPA document and provide any information further necessary for completion of NEPA analysis (with adjustments to the Contract as appropriate).

# General

## Purpose

The Department is hereby issuing this Request of Qualifications (RFQ) & Instructions to Offerors (ITO) for Statements of Qualifications (SOQs) to those entities identified by the Department as eligible offerors to serve as the potential Design-Build Team (DBT) for the **BEL-70-9.35 Interchange Improvement Design-Build Project (Project)**.

SOQs will only be accepted from the eligible offerors. See Section 1.1.1 (DBT Selection Overview).

The offeror’s team includes the Lead Contractor (also considered the legal entity contracting with the Department to perform the work), Lead Designer, Subcontractors, Sub-Consultants, and any other entities or individuals proposed in the SOQ as required in Section 2.5 (SOQ Content, Organization and Formatting). The purpose of this RFQ is to solicit information enabling the Department to determine which offerors: are best qualified to successfully execute the design and construction of the Project; and invited to submit a Technical and Price Proposal.

### DBT Selection Overview

The Project will be procured and awarded through a Lowest Price & Technically Acceptable Design-Build process. Selection of a DBT for this Project will consist of the following three (3) phases:

Phase l – Letter of Intent

Creation of a listing of eligible offerors who are responsive to the requirements in the previously issued Instruction to Offerors for a Letter of Intent dated September 18, 2024, by the Department’s receipt of responsive LOIs prior to the October 4, 2024, deadline that met the required construction and design prequalifications.

The eligible offerors for the Project are as follows in alphabetical order:

* The Beaver Excavating Company with TRC Engineers, Inc. as the Lead Designer.
* Brayman Construction Corporation and Swank Construction Company Joint Venture with Parsons Transportation Group, Inc. as the Lead Designer.
* The Ruhlin Company with ms Consultants as the Lead Designer.
* Shelly & Sands, Inc with American Structurepoint as the Lead Designer.
* Triton Construction, Inc with E.L. Robinson Engineering of Ohio as the Lead Designer.

This Phase has been completed. References to Offerors within remaining portions of this ITO shall represent the above listing of eligible offerors.

Phase ll - Request for Qualifications (RFQ)/Statement of Qualifications (SOQ)

The Department will make a determination of the Shortlisted Offeror who will be invited to submit a Technical and Price proposal by the evaluation of a Statement of Qualifications of the Offerors. See Section 2 (Shortlisting Based on Qualifications – Phase ll) for additional information.

This RFQ initiates Phase ll.

Phase lll - Request for Proposal (RFP)/Technical & Price Proposals

Phase lll will involve the issuance of an RFP to Shortlisted Offerors, a Commercial One-on-One meeting, the submission and review of Alternative Technical Concepts, Proprietary Technical Information (PTI) discussions, the evaluation of a Shortlisted Offeror’s Technical Proposal confirming responsiveness to the requirements of the RFP (in the reasonable discretion of the Department), and receipt of a Price Proposal.

The Project will be awarded to the Shortlisted Offeror that submits a responsive Technical Proposal with the lowest Price.

See Sec 3 (Request for Proposals - Phase lll) for further information regarding Phase lll.

### Statement of Qualifications Process

This RFQ describes the activities and submittals associated with Phase II of the selection process.

The Offeror’s SOQ presents, in general terms, the Offeror’s qualifications, understanding and approach to the Project. Offerors shall prepare their SOQ in response to this RFQ and the anticipated Work as set forth in the Draft Scope of Services and its draft attachments and appendices.

The SOQ evaluation will be based upon the criteria established in this RFQ. Requirements of this RFQ generally will use the words “shall”, “will”, or “must” (or equivalent terms) to identify a required item that must be submitted with an Offeror’s SOQ.

A SOQ Evaluation Team will evaluate and rank Offerors’ SOQ. See Section 2.6 (SOQ Review and Short-Listing Process).

Offerors’ SOQs must meet the requirements established in this RFQ. Failure to meet an RFQ requirement may render an Offeror’s SOQ non-responsive. The extent to which an Offeror definitively meets or exceeds the evaluation criteria described in Section 2.2 (Evaluation of Qualifications) will be determined by the SOQ Technical Evaluation Team in its sole discretion and will be reflected in the scoring and ranking of Offeror’s SOQs. Specific formatting instructions for preparing the SOQ are found in Section 2.5 (SOQ Content, Organization and Formatting).

The Offeror shall be required to comply with the Department’s DBE and OJT goals for this Contract. These goals will be detailed in the RFP. The Project will utilize an Open-Ended DBE Performance Plan (OEPP). The draft OEPP is found within the draft documents, and the final OEPP requirements will be detailed in the RFP. The Offeror is required to comply with the Department's Nondiscrimination policy. The Offeror shall willfully withdraw from consideration if, after RFP release, they cannot comply with the goals and policies.

## Prequalification

An Offeror’s Lead Contractor and Lead Designer must remain prequalified by the Department for the Prequalifications identified below according to ORC Chapters 5525 & 5526 and the rules and regulations governing prequalification through the “Announce Shortlist” date in Section 1.5 (Schedule) unless otherwise noted below.

### Lead Designer and Sub-consultants Prequalification

The Lead Designer must remain prequalified in the **Lead Designer Prequalification Categories** listed in the table below as stated in the LOI. Failure to remain Prequalified in the **Lead Designer Prequalification Categories** isgrounds for non-responsiveness.

Part F of the SOQ shall also identify the prequalified firm (Lead Designer or named sub-consultant) anticipated to perform the work within each category listed in the **Lead Designer or Subconsultant Prequalification Categories** listed below.

Valid prequalification status for all identified categories is required at the time of SOQ submittal.

| **Lead Designer Prequalification Categories** |
| --- |
| Roadway: Complex Roadway Design |
| Level 2 Bridge Design |
| **Lead Designer or Subconsultant Prequalification Categories** |
| Bridge: Level 2 Bridge Design |
| Roadway: Complex Roadway Design |
| Complex Lighting Design |
| Traffic Signal System Design |
| Interchange Operations/Modification/Justification Study (IOS/IMS/IJS) |

### Contractor & Subcontractor Prequalification

Listed below are anticipated work types for contractors identified for the Project. This is not a comprehensive and final list. The list may be revised in the RFP.

The Lead Contractor shall remain prequalified in the work items noted as **Lead Contractor Prequalification**.

To ensure capability, the Lead Contractor or a prequalified subcontractor firm shall be named to perform the work items noted as **Lead Contractor Prequalification** shall be named in the SOQ**.** The named firm shall be prequalified prior to the “Announce Shortlist” date in Section 1.5 (Schedule) for the work types identified. Offerors who name contractors for work items noted **Lead Contractor Prequalification** who have not obtained prequalification by the “Announce Shortlist” date in Section 1.5 (Schedule) risk not being shortlisted. Upon request, the Department will provide a prequalification application, applicable rules and regulations, and other relevant information.

To ensure capability, the Offeror should name the prequalified contractor performing the work for the work types listed as **Other Prequalification Categories** if known at the time of SOQ submittal. For the work types identified within this category, firms shall be prequalified at least one week prior to Anticipated Award. Not providing a named subcontractor in the SOQ for the work types identified as **Other Prequalification Categories** will not be grounds for non-responsiveness.

Include the listing of anticipated prequalified firms (Lead Contractor or named subcontractor) anticipated to perform the work within each work type in Part F of the SOQ.

| **Work Type**  **Code** | **Work Type Description** |
| --- | --- |
|  | |
| **Lead Contractor Prequalification** | |
| 4 | Roadway Excavation and Embankment |
| 12 | Rigid Paving |
| 21 | Level 2 Bridge |
| 39 | Maintenance of Traffic |
|  | |
| **Other Prequalification Categories** | |
| 7 | Soil Stabilization |
| 8 | Temporary Soil Erosion & Sediment Control |
| 9 | Aggregate Base |
| 10 | Flexible Paving |
| 19 | Structure Removal |
| 23 | Reinforcing Steel |
| 24 | Structural Steel Erection |
| 35 | Drainage (Culverts, Misc.) |
| 36 | Guardrail/Attenuators |
| 43 | Highway Lighting |
| 44 | Traffic Signals – Standard |
| 45 | Pavement Markings |

\*This listing shall not be considered all inclusive. The Offeror shall ensure a prequalified contractor performs any Work requiring prequalification to complete the Project.

For individually named prospective firms that are not yet prequalified in those areas, furnish the Department with a properly completed prequalification application within one week after the “SOQ Submission” date in Section 1.5 (Schedule).

Refer to requirements governing changes in the Offeror’s team and Key Personnel in Section 3.1 (Requirement to Keep Team Intact).

The Lead Contractor must possess sufficient work type prequalifications and perform work equal to 50% of the total amount of the submitted bid price. The Department may, by insertion of a contract provision, reduce the 50% amount during the RFP.

## Rights of the Department

The Department reserves the right to reject any and all SOQs.

The Department reserves the right to cancel, withdraw, postpone, modify, revise, or extend any part of procurement process in whole or in part at any time prior to the Director’s execution of the Design-Build Contract, without incurring any obligations or liabilities.

The Department reserves the right, at its sole discretion, to ask written questions of the Offerors, to seek written clarifications, and to conduct discussions on the SOQs. Such requests will be for purposes of clarification only. The Offeror agrees to respond to the Department's requests with the appropriate personnel to answer questions necessary to provide clarification of any areas where the intent or meaning of the submittal is uncertain. In response to a requested clarification, changes or modifications to the SOQ will not be permitted.

The Department reserves the right to conduct an independent investigation of any information, including prior experiences, by contacting project references, accessing public information, contacting independent parties, or by any other means. The Department reserves the right to acknowledge this information and include this information within the evaluation regardless of if the Offeror’s SOQ references the noted information.

Minimum SOQ Pass/Fail requirements are listed in Appendix A. However, the Department reserves the right to deem a SOQ non-responsive at its sole discretion if found to be materially deficient, as judged by the Department, or by failing to depict a competent potential DBT.

The Department reserves the right to find clerical errors, omissions, or general errors by any party, as de minimis.

## Advertisement

Initial advertisement of this project at the RFQ stage includes a Draft Scope of Services along with other applicable documents to the Project.

Offerors should thoroughly review the information provided at the time of the issuance of this RFQ. These documents can be found at the following link:

<https://ftp.dot.state.oh.us/pub/Construction/Bel70_PID120547_RFQ_Info>

The Department may clarify, correct, or revise the information provided.

The final Scope of Services and other bid documents will be distributed through the Department’s traditional bidding process when the final RFP is released. The Draft Scope of Services and its attachments and appendices may be used in the development of the SOQ. However, these documents are provided for information only and may not be relied upon for the purposes of developing the Technical and Price Proposal during Phase III.

Any Offeror initiated questions must be issued and answered through the Department’s Pre-Bid Website.

<http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Pages/PBQs.aspx>

Project #: 253000

## Schedule

The Department currently anticipates conducting this procurement in accordance with the following list of milestones. This schedule is subject to revision and the Department reserves the right to modify this schedule as necessary.

| Milestone | Date |
| --- | --- |
| LOI Phase - Phase l (Completed – For Information Only) | |
| Posting of ITO for Letter of Intent (LOI) | Wednesday, September 18, 2024 |
| Offeror's LOI Deadline | Friday, October 4, 2024 |
| LOI Announcement | Friday, October 11, 2024 |
| Interested Entities Confirmation | Tuesday October 15, 2024 |
| RFQ/SOQ Phase – Phase ll | |
| Advertise RFQ | Friday, October 18, 2024 |
| SOQ submission | Friday, November 22, 2024 |
| Announce Shortlist | Wednesday, December 18, 2024 |
| Shortlisted Teams Response to Advancing | Tuesday, December 31, 2024 |
| RFP/Technical & Price Proposal Phase – Phase lll | |
| Request for Proposal Release | Tuesday, January 7, 2025 |
| Commercial One-on-One Meeting | Tuesday, January 28, 2025 |
| ATC Proposal Submissions | Tuesday, February 11, 2025 |
| ATC Meeting | Friday, February 21, 2025 |
| Last day for ODOT to respond to ATC | Friday, February 28, 2025 |
| PTI Documentation Submission (Intermediate Technical Proposal) | Friday, March 21, 2025 |
| PTI Discussion Meeting Date | Friday, March 28, 2025 |
| PTI Discussion Department Response | Friday, April 4, 2025 |
| Final Technical Proposals & Price Due: | Thursday, April 17, 2025 |
| Results and Price Announced | Friday, May 2, 2025 |
| Anticipated Award Date | Monday, May 12, 2025 |

# Shortlisting Based on Qualifications – Phase ll

## Statement of Qualifications (SOQ)

The Department will evaluate, and rank submitted SOQs to determine which Offerors will be shortlisted to participate in development of Technical and Price Proposals.

## Evaluation of Qualifications

The Offeror’s qualifications will be evaluated based on the following criteria:

| Ranking Topic | Evaluation Criteria | Maximum Points |
| --- | --- | --- |
| Project Management, Understanding, and Approach (Part B) | Ability of the Offeror to demonstrate the likely achievement of the Project’s goals (see Project Expectations) in response to the requirements in Section 2.5.3. | 35 |
| Design-Build Project Team  (Part C) | Demonstrated ability of the Offeror to provide a successfully integrated Design-Build Team relative to the requirements of the Project in response to Section 2.5.4. | 30 |
| Project Experience  (Part D) | Demonstrated ability of the Offeror to successfully deliver the design and/or construction of past projects with similar scope and complexity, the timely completion of similar projects, and the Key Personnel’s engagement as shown in provided Technical Experience Attachments and Evaluation Forms (Part G). | 35 |
| Total: |  | 100 |

## SOQ Purpose

Phase ll of the procurement process is intended to provide Offerors the opportunity to demonstrate their intended approach to the Project and qualifications to perform the Project. The SOQ will allow the Department to evaluate the Offeror’s approach and qualifications in order to determine a short-list. Offerors are advised that the SOQ should include specific information that will demonstrate the qualifications and experience required by this RFQ.

Offerors should note that it is not the intent of the Department to receive Project-specific design or engineering recommendations as part of the SOQ unless specifically requested within the RFQ.

If the Offeror has concerns about information included in its SOQ that may be deemed confidential, trade secret or proprietary, the Offeror shall adhere to the requirements set forth by Section 2.7.1 (Trade Secrets).

## SOQ Submission Requirements

Submit three electronic files total. All three files shall constitute the complete SOQ. Submit two of electronic files of the SOQ and one “Trade Secret Identification” file through the ODOT secured file sharing system (ODOT LiquidFiles) as follows:

SOQ Versions

* One electronic searchable single file PDF format which does not restrict printing or copying text, images, and other content.
* One electronic password protected single file PDF format which restricts modification of the file, copying of text, images, or other content. The submission must be able to be read by the Department, however the Offeror is not required to supply the password.

All information, layout, and page formatting shall be identical in the searchable and protected copies provided.

Trade Secret Notification

* A document on the Offeror’s letterhead which lists the page numbers of every occurrence of a “trade secret” within the SOQ. If there is no “trade secretes”, then provide confirmation by stating “No trade secrets with the SOQ” on the Offeror’s letterhead.

SOQs shall be submitted no later than the date and time for SOQ Submission shown in Section 1.5 (Schedule).

Additional information concerning LiquidFiles can be found here:

<https://fileshare.dot.state.oh.us/img/External-Invited-User-Guide-ODOT-LiquidFiles.pdf>

Contact the Department (Chase Wells (chase.wells@dot.ohio.gov) Phone 614-466-4789 or Eric Kahlig (eric.kahlig@dot.ohio.gov), Phone 614-387-2406) to establish a

LiquidFiles account and to submit test submissions for verification. Interested Offerors are highly encouraged to establish an account early to avoid access issues.

## SOQ Content, Organization and Formatting

SOQs shall contain all information as detailed in this section. To ensure a timely and consistent review, the format of the SOQ must adhere to the requirements of this section.

### Layout

The following table lists the maximum number of pages that may be used by the Offeror in the SOQs. Content should be organized by parts as indicated. To ensure a timely and consistent review, the SOQ response shall be organized in a format corresponding to the requested RFQ organizational structure.

| Part | Content | Maximum Pages |
| --- | --- | --- |
| A | Introduction | 2 |
| B | Project Management and Understanding and Approach | 10 |
| C | Design-Build Project Team |
| D | Project Experience | 20 |
| E | Resumes of Key Personnel | 6 |
| F | Addenda, Prequalification and Approved Conflict of Interest Waivers |  |
| G | Evaluation Forms |  |
|  | Total (not including Part F/G) | 38 |

All pages shall be 8 ½” x 11”, printed on one side only. Font shall be at least 11 point in Trebuchet MS (normal spaced lettering). All pages shall be numbered with a footer depicting, at a minimum, Offeror’s name and page number (Offeror name – Page X of XX). Margins shall be at least 1” all around.

SOQ Part divider pages which contain project information will be counted towards the maximum number of pages. Fold­out pages are not allowed.

Graphics, tables, and figures which include text to describe the graphics, tables, and figures may use a smaller font size but shall remain legible. The abuse and excessive use of graphics, tables, or figures text to unreasonably expand the content of the SOQ (as determined by the Department) may be grounds for rejection.

Submissions exceeding the page limitations, substantial deviations from formatting requirements, or failing to follow the section format instructions outlined above may be rejected.

### Part A – Introduction

Provide introduction pages on the Lead Contractor's letterhead and identify the full legal name and address (font, font size and page margins requirements may be disregarded regarding the Lead Contractor’s letterhead if the Lead Contractor’s standard blank letterhead would violate the formatting limitations). Offerors who are joint ventures may submit on any letterhead of the joint venture’s members or submit on a new letterhead depicting the joint venture.

The Introduction shall be signed (digital, scanned, or electronic representation) by an authorized representative of the Offeror's organization.

The introduction shall contain the following information:

1. Name, title, address, phone numbers, and e-mail address of an individual who will serve as the Point of Contact for the Offeror.
2. Full legal name of the Lead Contractor. The Lead Contractor is defined as the prime/general contractor responsible for overall construction of the Project and will serve as the legal entity that will execute the Contract with the Department.

Provide:

* + Company address
  + Company telephone number
  + Contact person name, contact telephone number, and contact email address (if different then Point of Contact for the Offeror)
  + Company structure (a corporation, Limited Liability Company, general partnership, joint venture, limited partnership, or other form of legal organization)

*Note:* The Department recommends that Lead Contractors who are joint ventures register their company or fictitious name with the Ohio Secretary of State.

1. Identify the full legal name of the Lead Designer for this Project.

Provide:

* + Company address
  + The firm’s registration number of the Lead Designer with the Ohio State Board of Registration for Professional Engineers and Surveyors at the time of submittal
  + Project specific contact person’s Name
  + Project specific contact person’s email
  + Project specific contact person’s telephone number

1. Description of the legal structure of the Offeror.
2. A statement that the Offeror’s Lead Contractor and Lead Designer have remained prequalified with the Department in accordance with the requirements of the Department.
3. A statement confirming the commitment of the Key Personnel and firms identified in the submittal to the extent necessary to meet the Department’s quality and project duration expectations.
4. A statement warranting that no members of the Offeror have an organizational conflict of interest. See Section 4.1 (Conflict of Interest).

### Part B – Project Management, Understanding, and Approach

Demonstrate the Offeror’s project management and understanding to the Project specifically addressing:

1. Describe the Offeror’s anticipated approach to engagement with the Department during Phase III of the procurement process in a manner that will achieve ODOT’s goals related to schedule, including approach to designated meetings/discussions and development of the Technical and Price Proposal. Reference Section 3 (Request for Proposals – Phase lll) and all its subsections for more information.
2. Describe how utility relocation, traffic operations, access to existing businesses, and limitations presented by ROW and NEPA may impact sequencing of design and construction. Describe the DBT’s approach to managing these issues and mitigating associated risks. Describe the DBT’s anticipated pre-award and post-award processes that will ensure the most cost-effective Project while potentially reducing or eliminating Project risks.
3. Describe the DBT anticipated approach to ensure acceptable quality of the Work (Design and Construction).

### Part C – Design-Build Project Team

The Offeror shall provide sufficient information to enable the Department to understand and evaluate the Offeror’s Team. Include the following:

#### Organization Chart and Narrative

1. The Offeror shall provide an organizational chart showing the “chain of command” of the required Key Personnel roles proposed for the Offeror’s organization regarding the Project. The organizational chart shall include any other roles critical to the Offeror’s approach. The organizational chart shall show Key Personnel, key subconsultants, all named firms that will be performing work including those firms identified in association with Section 1.2.1 (Lead Designer and Sub-consultants Prequalification) and Section 1.2.2 (Contractor & Subcontractor Prequalification), and other anticipated members integral to the success of the Project.
2. The Offeror may include a narrative to describe the interactions between positions, functions of shown intended roles, and other planned team integration techniques intended.

The requirements of Section 3.1 (Requirement to Keep Team Intact) and all its subsections shall apply.

Note: Font requirements on the Table of Organization will not be enforced, but Offerors are to ensure the Organization Chart is legible and clear.

#### General Offeror Experiences

Describe the general experience of the firms that are part of the Offeror. Focus on specific firm experience that relates to carrying out the proposed Project and how the experience will ensure success of the Offeror’s general approach to the Project. Describe any notable expertise or other special capabilities of identified members of DB project team that are critical to your project approach. Firms shown on the Table of Organization and/or represented in the technical experience attachments (Part D) shall be specifically addressed as to their role on the Offeror’s team.

#### Key Personnel

Identify the Key Personnel as described in the subsequent table. Provide information within the SOQ to demonstrate the abilities of all identified Key Personnel through a description of qualifications, experiences, and performance of similar tasks on previous similar recent relevant projects, background, and education. These qualifications and experience should provide confidence to the Department that the Project will be effectively managed through personal competence and accountability. This information shall be expounded through resumes provided in Part E. Resumes for individuals who are not identified in the SOQ as Key Personnel shall not be included.

| KEY PERSONNEL | DUTIES |
| --- | --- |
| DBT Project Manager | The DBT Project Manager shall be ultimately responsible for the Offeror’s performance. Ensures that personnel and other resources are made available. Responsible for contractual matters. This position is required for the duration of all design and construction-related activities on the Project. Preferred experience of seven (7) years of experience on highway construction projects. This position is required for the duration of the Project. |
| DBT Construction Project Manager | The DBT Construction Project Manager actively manages the overall construction of the project. Must be an employee of the Lead Contractor. Responsible for overall construction. The DBT Construction Manager shall have a minimum of five (5) years of similar experience on highway projects. The DBT Construction Project Manager shall be on a full-time basis for the construction duration of the Project. |
| DBT Lead Design Engineer | The DBT Lead Design Engineer shall be responsible for ensuring all key design aspects on the Project are completed and all design requirements are met. Shall have a minimum of seven (7) years of recent similar experience on highway projects. Must be an Ohio P.E. at time of award or be able to obtain licensure by award of contract. This position is required for the duration of all design-related activities on the Project. |

For all Key Personnel, provide the following information:

1. The individual’s position and authority within the Offeror.
2. Previous projects, similar in nature to the proposed project or other significant efforts for which the individual has performed a similar function.
3. Relevant experience, professional registrations, education, and other components of qualifications applicable to this project.
4. Any unique qualifications.
5. A statement indicating that the individual is currently employed by a member of the Offeror at the time of the SOQ submittal.

Duties may be performed by more than one person. If this is the case, provide information for each person and clarify individual duties. (Note: Part E page count will not be increased.)

Any person proposed as Key Personnel in a Key Personnel position requiring a Professional Engineering license who is not an Ohio P.E. at SOQ submission may be proposed if 1) the person is licensed in another state and 2) submits a commitment in the SOQ to becoming licensed in Ohio prior to Award.

### Part D – Project Experience

The section shall include Technical Experience Attachments, which shall not exceed twenty (20) pages total. Provide project information consisting of narratives of up to five (5) projects completed by the Offeror’s Lead Contractor or Subcontractors and up to five (5) projects completed by the Offeror’s Lead Designer or Sub-Consultants.

Include work by firms or joint-venture members which best illustrates the firm’s capabilities as relevant in scope, size, and complexity as compared to this specific Project.

Projects should be completed or substantially completed. Specify if noted cost of project is design cost or construction cost.

Provide no more than ten (10) projects. Technical experience attachments shall be on distinct pages and not continue across multiple pages, limited to 2 pages per project.

1. Each technical experience attachment must clearly include the following information:
2. General Description of the Overall Project.
3. Detailed description of the work or services provided, and percentage of the overall project actually performed (as relative to costs).
4. Sponsoring/Owner Agency’s Project Name, Project Location, and contract type (e.g. DB, DBB, CMGC). Provide any commonly known industry-wide name (if applicable) and Owner’s project number (If applicable).
5. Name of the representative Firm (i.e., Offeror’s Lead Contractor, Subcontractors, Lead Designer or Sub-Consultants) and the firm’s responsibility.
6. Overall Project contract value. Provide represented firms contract value for which firm was directly responsible (excluding subcontracted values).
7. The sponsor/owner’s contact information (project manager name, phone number, e-mail address). If the owner’s project manager is no longer with the owner, provide an alternate contact at the agency that is familiar with the project. The alternate contact must have played a leadership role for the owner during the project.
8. Dates of design (if applicable to the Designer) and construction (if applicable to the Contractor).
9. Description of original scheduled completion deadlines and actual completion dates, as applicable to the Designer and/or Contractor. Describe reasons for completing the project in advance of the contract completion deadline. Describe reasons for completing the projects later than the contract completion deadline specified within the original contract. Provide the value of any liquidated damages and/or penalties, and reasons for assessed liquidated damages and/or penalties, if applicable.
10. Provide evaluation forms for each project, for contractor and consultant similar to ODOT C-95’s and CES. Include this information in only Part G (Note: C-95 and CES forms for ODOT projects do not need to be provided).
11. The narratives should demonstrate successful experiences in the following areas:
12. Construction of projects of similar scope, size, and complexity, as applicable to the Contractor
13. Design of projects of similar scope, size, and complexity, as applicable to the Designer
14. Timely completion of projects of similar scope, size, and complexity
15. Proposed Key Personnel members’ roles (if applicable) and/or firms’ role with the project, and the ability to function in a coordinated high performing team
16. Mitigation efforts utilized by the Offeror to overcome unexpected project challenges which may translate to the proposed project.

The Department values project experiences sequencing design and construction activities in a manner that successfully:

⦁ reduces potential utility relocation impacts,

⦁ reduces adjacent site construction conflicts,

⦁ maximizes traffic efficiency and

⦁ considers outstanding ROW limitations and NEPA processes.

### Part E – Resumes of Key Personnel

This section shall include resumes of Key Personnel. Resumes shall be limited to no more than two (2) pages per individual. Resumes for individuals shall be on separate and distinct pages.

### Part F – Addenda, Prequalification and Approved Conflict-of-Interest Waivers

Provide:

1. A cover sheet of each Addenda issued by ODOT prior to submission of the SOQ. Inclusion is the acknowledgement by the Offeror of receipt of the Addenda.
2. A copy of each approved Conflict of Interest waiver, if applicable and if received. Note “No Inclusion of Conflict-of-Interest Waivers” if none received.
3. A listing of
4. Lead Designer and Subconsultants Prequalification: The prequalified firm (Lead Designer or named sub-consultant) anticipated to perform the work within each category listed in the Lead Designer or Subconsultant Prequalification Categories.
5. Contractor & subcontractor Prequalification: The listing of anticipated prequalified firms (Lead Contractor or named subcontractor) anticipated to perform the work within each work type.

### Part G – Evaluation Forms

Include evaluation forms as described in Section 2.5.5 1 i (PART D – Project Experience).

## SOQ Review and Short-Listing Process

SOQs will be evaluated by a SOQ Technical Evaluation Team consisting of Department representatives from ODOT District 11 and ODOT Central Office.

The SOQ Evaluation Team will consist of a Technical SOQ Evaluation Team and an Executive Level Evaluation Team. The Technical SOQ Evaluation Team will evaluate the SOQs based on the criteria established in this RFQ.

The Department’s SOQ Technical Evaluation Team will comparatively rank (at their sole discretion) the Offerors’ SOQs based upon the evaluation criteria found in this RFQ and in accordance with the Department’s internal SOQ Evaluation Guidelines.

Failure to meet critical RFQ requirements (as determined by the Department) may render a SOQ non-responsive. The extent to which an Offeror meets or exceeds evaluation criteria will be comparatively ranked by the Department SOQ Technical Evaluation Team and will be reflective of the Department SOQ Technical Evaluation Team’s rankings (in their sole discretion) of the SOQs submitted by Offerors.

The SOQ Technical Evaluation Team may be assisted by any number of Technical subgroups and/or subject matter experts within the Department, FHWA, other involved agencies, and/or contracted by the Department.

For each of the ranking topics, the SOQ Technical Evaluation Team will determine the highest ranked Offeror within each ranking topic, with the highest ranked Offeror receiving the maximum number of points. Lower ranked Offerors will receive commensurately lower rankings based on a relative comparison to the highest ranked Offeror. Evaluations and rankings will consider Department identified strengths, weaknesses, and committed betterments found within the SOQ.

The Department may request the Offeror to affirm an identified committed betterment found within the SOQ if the Department believes there may be multiple interpretations, or the SOQ is unclear. This affirmation request will be made in writing to the Offeror prior to final rankings. If an affirmation request is made by the Department, the Offeror shall respond in writing within 48 hours either confirming the Department’s understanding or clarifying the intent. Any response to the affirmation request may not expound upon the information within the SOQ.

The rankings will be based on the information provided by the Offeror within the SOQ, independent investigation of any information, prior experiences with the Offeror by the Department, existing public information, and evaluation information obtained from the owners of previous projects.

The SOQ Technical Evaluation Team will present the findings, rankings, and shall make a recommendation to the Executive Level Evaluation Team. This Executive Level Evaluation Team will consist of designees of:

* ODOT District Deputy Director
* ODOT Deputy Director of Construction Management
* ODOT Deputy Director of Engineering

The Executive Level Evaluation Team will examine the Technical Evaluation Team’s findings and will render ultimate selection of the Shortlisted Offerors with concurrence from the SOQ Technical Evaluation Team.

Based on the recommendations of the Executive Level Evaluation Team, the Department will short list no more than three (3) of the most highly qualified Offerors.

If three or less responsive SOQs are received, the Department may choose to not rank SOQs.

The Executive Level Evaluation Team, with concurrence of the Director, may, at their sole discretion, choose to reject all Offerors and reissue a revised RFQ.

The Director has final authority to determine the best interests of the Department in selection of the Shortlisted Offerors.

## The Public Records Act

1. The Department considers the RFQ/SOQ process as part of a competitive selection thereby subject to Section 9.28 of the Ohio Revised Code (Competitive Solicitation as Public Record).
2. All documents received by the Department are subject to Section 149.43 of the Ohio Revised Code, also known as The Public Records Act, and are subject to eventual release unless a statutory exception exists that exempts the documents from public release.

### Trade Secrets

If any information in a SOQ is to be treated as a “trade secret” as defined by the Ohio Revised Code Section 1333.61(D), the Offeror must identify each occurrence of the information within the SOQ by:

1. Listing the page numbers of every occurrence of the “trade secret” on the cover sheet submitted with the SOQ.
2. Placing an asterisk before and after each line of the SOQ which contains “trade secret” information.

Identify each of these locations in the Trade Secret Notification as described in Sec 2.4.

### Disclosure

The Department shall not share with, or convey to, any person trade secret information provided by the Offeror, unless disclosure is required by law, or the Offeror gives prior written approval for such disclosure. In the event the Department is required to disclose any information the Offeror considers a trade secret pursuant to applicable law, prior to disclosing such information, the Department shall notify the Offeror in writing. The Department shall use reasonable efforts to give notice of disclosure at least three days in advance of release.

The Department shall not be obligated to maintain in confidence any information that is not a trade secret including information that

1. Is already known by the State, or
2. Is or comes into the public domain through no fault of the State, or
3. Is independently developed by the State, or
4. Comes to the State from a third party in a manner not in violation of any obligation of confidentiality by such third party to the Offeror.

State law generally requires that documents which contain both confidential/trade secret and non-confidential information be disclosed with confidential information redacted.

Because of the confidential nature of the competitive selection, and to preserve the propriety of each Offeror’s SOQ, it is the Department’s intention, subject to applicable law, not to consider a request for disclosure until after Award. Submitted SOQs, any clarification requests made by the Department, any clarifications provided by an Offerors, and ranking information shall be held confidential until after Award of the Project. Offerors are on notice that once a Design-Build Contract is executed, some or all of the information submitted in the SOQ may lose its protection under the applicable Ohio law. Upon award, all information provided to the Department that was used in the evaluation of the SOQ will be considered a public record.

# Request for Proposals – Phase lll

Section 3 and all its subsections describes the Phase lll - Request for Proposal (RFP)/Technical & Price Proposals process. This information is being provided to assist Offerors in their preparation of SOQs.

All Shortlisted Offerors will be notified by the Department upon completion of Phase ll. Only Shortlisted Offerors will be invited to engage in Commercial One-on-One Meetings, Alternative Technical Concept processes, Proprietary Technical Concept Discussions, and preparation of a Technical Proposal and Price Proposal.

Within four (4) Business Days of receiving the invitation, the Shortlisted Offeror shall confirm in writing its intent to proceed with Phase lll.

The Department may eliminate a Shortlisted Offeror from the shortlist if the Offeror fails to confirm its intent to proceed in writing or notifies the Department of their intent not to proceed. The Department may modify the shortlist to include the next highest ranked Offeror.

As a condition precedent of responsiveness, Shortlisted Offerors shall be required to attend the mandatory Commercial One-on-One Meeting, ATC meetings and PTI Discussion meetings listed in the Schedule (see below).

## Requirement to Keep Team Intact

The team proposed by the Offeror, including but not limited to the Offeror’s organizational structure, Lead Contractor, the Lead Designer, Key Personnel, named sub consultant and/or subcontractor, and other individuals identified in accordance with the Offeror’s response to Section 2.5.4 (PART C – Design-Build Project Team) and all its subsections, shall remain on the Offeror’s team for the duration of the procurement process and, if the Shortlisted Offeror is awarded the Design-Build Contract, the duration of the Design-Build Contract.

### Personnel Changes Pre-Award

If extraordinary circumstances require a proposed change to the Lead Designer, Key Personnel, named subconsultant and/or subcontractor and other individuals identified pursuant to Section 2.5.4 (PART C – Design-Build Project Team) and all its subsections prior to Award, it must be submitted in writing to ODOT’s Division of Construction Management (contact: Alternative Project Delivery, 1980 W Broad St, Mail Stop 5100, Columbus OH 43223), who, with consensus of the SOQ Technical Evaluation Team, will determine whether to authorize a change.

Any proposed changes shall only be approved if they meet or exceed the qualifications of the originally submitted member as determined by the SOQ Technical Evaluation Team. Unauthorized changes to the Offeror’s team at any time during the procurement process may result in the elimination of the Offeror from further consideration or potential rejection of the Bid.

Failure to meet this requirement may result in a non-responsiveness determination.

### Personnel Changes Post-Award

If extraordinary circumstances require a proposed change to the Lead Designer, Key Personnel, named sub consultants and/or subcontractors and other individuals identified in accordance with the Offeror’s response to Section 2.5.4 (PART C – Design-Build Project Team) and all its subsections after award, it must be submitted in writing to the Project Engineer pursuant to the Contract Documents.

The Department, in its sole discretion, will determine whether to authorize a change. The Department shall be cognizant of the circumstances and the stage of the Work when considering the requested change.

## Commercial Approach One-on-One Meetings

After release of the RFP, the Shortlisted Offeror shall participate in a Commercial Approach One-on-One Meeting to be held on the date identified in Section 1.5 (Schedule).

The meeting will be the Shortlisted Offeror’s opportunity to discuss the Bidding Document’s current content and how the content impacts the Shortlisted Offeror’s intended approach to the Project, potential ATCs under consideration by the DBT (see Sec 3.3), and/or the intended approach to the Project as being presented in the upcoming PTI Information submission (see Section 3.4 (Proprietary Technical Information (PTI) Discussion)). These meetings will not favor one Shortlisted Offeror over another and will not reveal another Shortlisted Offeror’s technical solution or any information that would compromise a Shortlisted Offeror’s intellectual property to another Shortlisted Offeror.

While the topics of the Commercial Approach One-on-One Meeting are to be determined by the Shortlisted Offeror and generally not limited, the Department will not reveal any discussion with any other Shortlisted Offeror. The agenda of the Commercial Approach Meeting shall be established by the Shortlisted Offeror. The Department may include subject matter experts to participate. The Shortlisted Offeror may provide exhibits during the meeting, but any such exhibits shall be returned the Shortlisting Offeror.

The Department reserves its right to modify the Bidding Documents if during the Commercial Meeting, a Shortlisted Offeror’s approach is found unacceptable to the Department, or if a revision to the Bidding Documents would not be detrimental to the rights of the Department.

The Department may issue a Commercial Meeting Summary document if, in the judgment of the Department, a clarification is made to any one Shortlisted Offeror which is applicable to all Shortlisted Offerors. The Department will be discreet in issuing the Commercial Meeting Summary so as not to disclose any Shortlisted Offeror’s technical solution.

These meetings, at the Shortlisted Offeror's choice, may be “virtual”.

## Alternative Technical Concepts

The Department will consider ATCs in the procurement of the Project. An Alternative Technical Concept (ATC) is a preliminary design concept proposal changing the Bid documents to provide a solution that is equal to or better than what is required by the Bid documents, as determined by the Department. All Shortlisted Offerors will be given the opportunity to submit ATCs for consideration.

In general, the ATC process will consist of the following:

1. Pre-submission of a preliminary ATC Submission by the Offeror consisting of all distinct ATCs being proposed.
2. Confidential ATC One-on-One Meeting to discuss, vet, and/or review the Preliminary ATC submission.
3. Offeror prepared ATC Meeting Minutes to document the general discussion, any necessary revisions or clarifications, and the final disposition of the ATC discussion. Decisions and discussions regarding the ATC will be documented by the Offeror in ATC Meeting Minutes, as understood by the Offeror, for submission to the Department for review.
4. Department response to ATC Meeting Minutes allowing the Department to make clarifications, adjustments, additions, or deletions to the ATC Meeting minutes prepared by the Offeror. The Department will review the ATC Minutes, provide clarifications, corrections, additions, acceptance and/or rejection of the ATCs through the review of the ATC Meeting Minutes and revised ATC submittal.
5. ATC incorporation by the Offeror into its Technical Proposal.

## Proprietary Technical Information (PTI) Discussion

The Department intends to conduct a one-on-one Proprietary Technical Information (PTI) discussion with each Shortlisted Offeror.

The PTI discussion will be conducted to consider elements of the DBT’s proposed Project approach. The DBT’s project approach will be submitted to the Department in an Intermediate Technical Proposal. The Intermediate Technical Proposal is generally anticipated to consist of:

* General overall description of the Project Approach and Schedule
* Maintenance of Traffic preliminary designs
* Anticipated Roadway schematics
* Anticipated Structural design
* Anticipated Open Ended DBE Outreach Plan

The PTI discussion will enable the Department to identify and discuss elements of a Shortlisted Offeror’s Intermediate Technical Proposal that may not meet the requirements of the Bid Documents or are otherwise unacceptable to the Department. The Department will inform the DBT of elements found unacceptable.

## Technical Proposal and Price Proposal

The Shortlisted Offeror shall prepare a (final) Technical and Price Proposal.

Committed betterments made in the SOQ which can reasonably be interpreted as offers to provide higher quality items or additional services shall be incorporated into the awarded DBT’s contract requirements.

The Department anticipates the Technical Proposal’s content will be consistent with information requested and presented by the Shortlisted Offeror in its Intermediate Technical Proposal discussed during the PTI discussion.

Deviations from the information submitted in the Intermediate Technical Proposal may result in the Technical Proposal being deemed non-responsive if the deviation is material as determined by the sole discretion of the Department, was not due to a Department comment of the Intermediate Technical Proposal, is not due to reasonable furtherment of the approach, or does not meet the requirements of the Bid Documents.

The Department will evaluate the Technical Proposal for responsiveness to the Bid Documents. The Technical Proposal will be evaluated on a Pass/Fail basis. If it is determined to be in the best interest of the Department, responsive Offerors will be recommended to have respective Price Proposals opened.

Upon subsequent responsive Offeror’s Price Proposal evaluation, the responsive Offeror who submitted the lowest Price Proposal will be recommended to the Director for Award. The Project will be awarded to DBT with a responsive Technical Proposal with the lowest Price.

# Miscellaneous

## Conflict of Interest

Any SOQ received in violation of this section’s requirements may be rejected.

The Offeror’s attention is directed to 23 CFR Part 636 Subpart A and in particular Section 636.116 regarding organizational conflicts of interest. Section 636.103 defines “organizational conflict of interest” as follows:

“Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.”

Offerors are prohibited from receiving any advice or discussing any aspect relating to the Project or procurement of the Project with any person or entity with an organizational conflict of interest. The Department may disqualify an Offeror if an organizational conflict of interest exists.

The Offeror agrees that, if after award, an organizational conflict of interest is discovered, the Offeror must make an immediate and full written disclosure to the Department that includes a description of the action that the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the Department may, at its discretion, cancel the contract for this Project.

The Offeror’s attention is further directed to Ohio Administrative Code Section 4733-35-05 (C) and the requirements regarding organizational conflicts of interest.

Each Offeror shall require its proposed team members to identify potential conflicts of interest or a real or perceived competitive advantage relative to this procurement. Offerors are notified that prior or existing contractual obligations between a company and a federal or state agency relative to the Project or ODOT’s Design-Build program may present a conflict of interest or a competitive advantage.

If a potential conflict of interest or competitive advantage is identified, the Offeror shall submit in writing the pertinent information to the Department prior to the submittal of the SOQ. The Offeror may request a waiver of the conflict of interest for the Department’s consideration.

ODOT’s COI Point of Contact: Susan Stehle of the Office of Consultant Services by email (susan.stehle@dot.ohio.gov) or mailed to:

Ohio Department of Transportation, Office of Consultant Services

1980 West Broad Street, Mail Stop 4100

Columbus, Ohio 43223

Attn: Susan Stehle.

And copy:

Eric Kahlig email: [eric.kahlig@dot.ohio.gov](mailto:eric.kahlig@dot.ohio.gov)

The Department, in its sole discretion, will make a determination relative to potential organizational conflicts of interest or a real or perceived competitive advantage, and its ability to mitigate such a conflict. An organization determined to have a conflict of interest or competitive advantage relative to this procurement that cannot be mitigated, shall not be allowed to participate as a DBT member for the Project. The Department will attempt to make all reasonable efforts to make a timely response to a waiver request. Failure to abide by the Department’s determination in this matter may result in a SOQ being declared non-responsive.

Approved conflict of interest waivers shall be included in Part F of the SOQ.

Conflicts of interest and a real or perceived competitive advantage are described in state and federal law, and, for example, may include, but are not limited to the following situations:

1. An organization or individual hired by the Department to provide assistance in development of instructions to Offerors or evaluation criteria for the Project.
2. An organization or individual hired by the Department to provide assistance in development of Instructions to Offerors or evaluation criteria as part of the programmatic guidance or procurement documents for the Department’s Design-Build program, and as a result has a unique competitive advantage relative to the Project.
3. An organization or individual with a present or former contract with the Department to prepare planning, environmental, engineering, or technical work product for the Project, and has a potential competitive advantage because such work product is not available to all potential Offerors in a timely manner prior to the procurement process.
4. An organization or individual with a present contract with the Department to provide assistance in Design-Build contract administration for the Project.

The Department may, in its sole discretion, determine that a conflict of interest or a real or perceived competitive advantage may be mitigated by disclosing all or a portion of the work product produced by the organization or individual subject to review under this section. If documents have been designated as proprietary by Ohio law, the Offeror will be given the opportunity to waive this protection from protection from disclosure. If Offeror elects not to disclose, Offeror may be declared non-responsive.

The firms listed below will not be allowed to participate as an Offeror or a DBT member due to a conflict of interest:

* AECOM Technical Services, Inc.
* CTL Engineering, Inc.
* Evans, Mechwart, Hambleton & Tilton, Inc.
* Lanham Engineering, LLC
* Mead and Hunt, Inc.
* T2 UES, Inc.
* Woolpert, Inc.

Offerors are cautioned that this is not an all-inclusive listing and must determine if any potential member has a Conflict of Interest.

The Department may request additional information if a potential conflict of interest is found within a SOQ. The Department may reject a SOQ if a conflict of interest is found to exist which has not received a written waiver and approval prior to submittal.

## Escrowed Documents

It is anticipated that the Department will include PN110 - Escrow Bid Documents. In this regard, the development of the SOQ will be considered a part of the development of the Bid Documents.

## Obligated for Costs of Proposing

The Department assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFQ, or the subsequent Bid. All such costs shall be borne solely by each Offeror and its team members.

The Department intends to provide a payment currently anticipated to be $100,000 (or the Shortlisted Offeror’s actual costs, whichever is less) for preparing a responsive Technical Proposal to each unsuccessful Shortlisted Offeror. The unsuccessful Shortlisted Offerors shall provide the documentation exhibits as required per the RFP. The Department retains the right to waive deficiencies, informalities and irregularities in the exhibits and seek clarifications prior to releasing payment to the unsuccessful Shortlisted Offeror. The Department shall have sole discretion in determining sufficiency of documentation. The successful Shortlisted Offeror will not receive a separate payment.

The procedure for submitting a request for payment, as well as further terms and conditions related to this payment, will be set forth with greater specificity in the RFP.

# Appendix A

## Pass/Fail Checklist

The Department will evaluate the following items at receipt of the SOQ for general responsiveness to the RFQ. This is being provided for informational purposes to the Offerors to assist in preparation of the SOQ.

|  |  |
| --- | --- |
| Pass / Fail Criteria | Y/N |
| Statement of Qualifications received by the required deadline and transmittal method as listed in the RFQ documents, or applicable addenda? |  |
| Are general formatting and submission requirements followed (e.g.):   * two (2) SOQ files (one in electronic searchable single file PDF format and one in password protected single file PDF format), page numbers, no foldouts, 8.5”x11” sheet size, at least 11 point in Trebuchet MS font, 1” margins met, and * Trade Secret Notification document submitted? |  |
| Is the SOQ in a format generally corresponding to the required RFQ organization with content and maximum page requirements met? |  |
| Is there a completed an introductory page with   * the identity of the Point of Contact, * with the identity of the Lead Contractor, * the identity of the Lead Designer (with the Registration number of the Lead Designer and Lead Designer point of contact), * the identity of the business structure of the Offeror * a statement that the Lead Contractor and Lead Designer have remained prequalified as required, * a statement that confirming commitment of the Key personnel and firms as required, * a statement that the Offeror will comply with the DBE, OJT goals, and the Department’s Nondiscrimation requirements or that they shall willfully withdraw from consideration if, after RFP release, they cannot comply with the goals and policies, * a statement warranting no members or intended members of the Offeror have an organizational conflict of interest (or included a copy of any necessary waiver in Part F), and * a signature of an authorized representative of the Offeror’s organization? |  |
| Is Receipt of each Addenda issued prior to submission of the SOQ acknowledged by inserting a copy of the cover sheet of the Addenda(s) in the SOQ? |  |