

Selection Criteria
CUY-90-14.90
PID 85531

**STATE OF OHIO
DEPARTMENT OF TRANSPORTATION**

**CUY-90-14.90
PID 85531**

**DESIGN BUILD
SELECTION CRITERIA**

(Revised 7/6/2010)

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1.0 GENERAL

1.1 SELECTION PROCESS OVERVIEW

Selection of a Design Build Team (DBT) for this project will follow a value based process that includes an evaluation of technical qualifications and price.

The Statement of Qualifications (SOQ) presents, in general terms, the proposed DBT's qualifications, understanding and approach to the project. Specific instructions for preparing this submittal are found in Section 2.0.

Based on the recommendations of the Statement of Qualifications Advisory Group, the Department will short-list approximately three DBTs based on the evaluation criteria found in Section 2.2.

The short-listed teams will prepare a Technical Proposal and a Price Proposal. The Technical Proposal will address the design and construction of the project. The Price Proposal will include the cost of all work proposed to be completed per the contract documents and Technical Proposal. Additional information on the Technical Proposals and Price Proposals is found in Section 4.0 and Section 7.0.

Technical and Price Proposals will be evaluated by the Department's Technical Proposal Advisory Group according to the criteria contained in Section 4.0. If it is determined to be in the best interest of the Department, the Technical Proposal Advisory Group will recommend a prospective DBT to the Director for approval.

1.2 PRE-SUBMISSION MEETINGS

The Department will conduct meetings in advance of both the Statement of Qualifications and Technical/Price Proposal submissions. Attendance at the pre-Technical/Price Proposal meeting is mandatory. Attendance at the pre-Statement of Qualifications meeting is strongly suggested, but not mandatory. The timing of these meetings is addressed in the Proposal.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Requests for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

1.3 PREQUALIFICATION

DBTs shall be pre-qualified through the Department for the performance of the work. Additional information on prequalification requirements is listed in the Proposal (Notice to Bidders).

For rules governing changes in the DBT or key personnel, refer to Section 8.

1.4 RIGHTS OF THE DEPARTMENT

The Department reserves the right to reject any and all SOQs and/or Technical/Price Proposals.

The Department reserves the right to request clarification of any submittal. The DBT agrees to respond to the Department's requests with the appropriate personnel to

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answer questions necessary to provide clarification of any areas where the intent or meaning of the submittal is in doubt. Such requests will be for purposes of clarification only. Changes or modifications to the SOQ, Technical Proposal or Price Proposal will not be permitted.

1.5 ADVERTISEMENT

Initial advertisement of this project (Request for Qualifications) will include a draft version of the Document Inventory. The draft Document Inventory includes all contract and reference documents that are being developed for the Request for Proposals (RFP). The finalized Document Inventory will be distributed to all short-listed DBTs when the final RFP requirements are released.

2.0 SHORT-LISTING BASED ON QUALIFICATIONS

2.1 REQUEST FOR QUALIFICATIONS (RFQ)

The Department will evaluate submitted SOQs and determine which proposed DBTs will be short-listed to participate in development of Technical and Cost Proposals.

2.2 EVALUATION OF QUALIFICATIONS

Proposed DBTs qualifications will be evaluated based on the following criteria:

Topic	Evaluation Criteria	Maximum Points
Project Understanding and Approach	How well does the DBT demonstrate a preliminary understanding of the design and construction requirements of the project?	30
Design Build Project Team	How well do the DBT's qualifications, experience and time availability relate to the requirements of the project?	40
DBT Capabilities	How well does the DBT demonstrate their design, construction and management experience?	30
Total		100

2.3 STATEMENT OF QUALIFICATIONS (SOQ) FORMAT

To ensure a timely and consistent review, the format of the SOQ must adhere to the requirements of this section.

The following table lists the maximum number of pages that may be used by the DBT in the SOQs. Content should be organized by parts as indicated.

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Part	Content	Maximum Pages
A	Introduction	2
B	Project Understanding and Approach	38
C	Design Build Project Team (including Form C1, Form C2 and resumes of key personnel)	
D	DBT Capabilities (including form D1)	
E	Supplemental Information	10
F	Addenda	
	Total	50

A page shall be 8 ½" x 11", printed on one side only. Font shall be at least 12 point in Times New Roman. Margins shall be at least 1" all around.

If dividers are used and contain project information, they will be counted towards the maximum number of pages. Foldout pages are not allowed.

Submissions exceeding the page limitations or failing to follow the section format instructions outlined above will be rejected.

Graphics are allowed, provided they conform to the other format requirements listed.

2.4 STATEMENT OF QUALIFICATIONS (SOQ) SUBMISSION REQUIREMENTS

Submit twenty-five (25) sequentially numbered paper copies (one of which shall be unbound) of the SOQ and two (2) identical CDs/DVDs containing the SOQ in electronic format (TIF or PDF).

2.5 STATEMENT OF QUALIFICATIONS (SOQ) CONTENT

SOQs shall contain all information as detailed in this section.

PART A – INTRODUCTION

The introduction shall contain the following information:

1. A statement that the DBT members are pre-qualified with the Department in accordance with the requirements of this Contract or a statement that the members will become prequalified prior to submission of Technical/Price Proposal.
2. A statement warranting that no members of the DBT have a personal conflict of interest or an organizational conflict of interest as defined in the Proposal.
3. A statement confirming the commitment of the key personnel identified in the submittal to the extent necessary to meet ODOT's quality and schedule expectations.
4. The name and Registration number of the principal or officer, properly registered with the Ohio State Board of Registration for Professional Engineers and

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Surveyors at the time of submittal, who will be responsible for the design work included in this contract. If individual is not registered in the State of Ohio, indicate a commitment to become registered prior to contract award.

5. A statement that the DBT will comply with the Department's policy on DBE requirements for this Contract and the Department's Nondiscrimination policy.

PART B – PROJECT UNDERSTANDING AND APPROACH

Describe the DBT's project understanding and anticipated approach to the project; including the following:

1. General approach to the project.
2. Description of how project goals will be met.
3. Description of the major tasks involved with the project.
4. General schedule.
5. Potential risks and methods of addressing.
6. Areas of opportunity for innovation.
7. Approach to public information/public relations.
8. Approach to achieving high quality design and construction.
9. Approach to ensuring safety of the travelling public and construction personnel.

PART C - DESIGN BUILD TEAM PERSONNEL

Identify the legal structure of the DBT. Describe the business experience of the firms that are part of the DBT. Focus on experience that relates to carrying out the proposed project. Distinguish between past experience on DB projects and experience on Design Bid Build projects.

Complete Forms C1 and C2 located in the Appendix. Provide an organizational chart showing the interrelationship of the DBT.

Identify the following key staff as well as any other pertinent members of the DBT.

KEY STAFF	DUTIES
DB Project Manager	Ultimately responsible for the DBT's performance. Ensures that personnel and other resources are made available. Handles contractual matters
DB Designer Project Manager	Actively manages the overall design of the project.
DB Contractor Project Manager/Engineer	Actively manages the overall construction of the project.
Chief Bridge Engineer	Responsible for all bridge design on the project.
Independent Quality Manager	Responsible for overall management of all quality elements (e.g., design reviews, construction inspection and testing) of the project.

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For all key personnel, provide the following information:

1. The individual's position and authority within the DBT.
2. Previous projects, similar in nature to the proposed project, for which the individual has performed a similar function.
3. Identify all projects that the individual will be involved with concurrently with the proposed project and the anticipated time commitment to each.
4. Relevant experience, professional registrations, education and other components of qualifications applicable to this project.
5. Any unique qualifications.
6. A resume.
7. A statement indicating that the individual is currently employed by a member of the DBT.

Duties may be performed by more than one person. If this is the case, provide information for each person and clarify who is performing what duties.

PART D - DESIGN BUILD TEAM CAPABILITIES

Provide specific information as it relates to previous project experience, available resources and anticipated design/construction methods.

Past Projects:

1. Discuss recent relevant experience of the DBT. Projects listed should be similar in nature to the current project and to the extent possible involve team members proposed for this project.
2. List all major projects designed and/or constructed by the DBT, DB Contractor or DBT Designer that have resulted in the assessment of liquidated damages against any participant in the last five years.
3. Furnish examples of projects in which proposed DBT members have completed their tasks ahead of schedule and/or below budget. Include an explanation of how this was accomplished.
4. Describe total project costs, claims and contractor evaluation forms (similar to ODOT C-95's) on like or similar type projects.
5. Complete the Work History information in Form D1. The form requires the DBT to list at least five projects completed by the DB Contractor and at least five projects completed by the DB Designer with a brief description of each project. An Owner's reference shall be included for each project listed. As a minimum, the reference shall include an individual's name and current telephone number.

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Resources:

1. Indicate the resources that will be made available, and from what source, to perform the work for the proposed project. Demonstrate that appropriate resources will be committed to perform the work.
2. Discuss quantitatively how this Project would impact the current and anticipated workload of the DBT's office(s) that will perform this work. If additional staff will be necessary, describe how this will be addressed.
3. Describe any equipment or other resources the firm has which will enhance their ability to accomplish this project.
4. Describe any notable expertise or other special capabilities of members of DB project team that are critical to your proposal.

Project Management Methodologies:

1. Describe the DBT's internal procedures for developing, monitoring and maintaining project schedules.
2. Describe how the DBT will monitor the use of resources (personnel, equipment, etc.) available to perform the work.
3. Describe how the DBT will monitor the quality of the work.

PART E – SUPPLEMENTAL INFORMATION

The DBT has total discretion as to the contents of this section, provided the page limit and other formatting requirements are maintained.

PART F - ADDENDA

Receipt of Addenda issued prior to submission of the SOQ shall be acknowledged by inserting a copy of the cover sheet of the Addenda in the SOQ.

2.6 SOQ REVIEW AND SHORT-LISTING PROCESS

SOQs will be evaluated by a five-member Statement of Qualifications Advisory Group; anticipated to consist of Department representatives in the following areas:

1. Chief Engineer
2. District 12
3. Division of Construction Management
4. Division of Highway Operations
5. Division of Production Management

The Statement of Qualifications Advisory Group may be assisted by any number of Technical subgroups and/or subject matter experts within the Department, City of Cleveland, FHWA, other involved agencies, and/or contracted by the Department.

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For each of the three rating Topics, the Statement of Qualifications Advisory Group will determine the highest ranked DBT within each rating Topic, with the highest ranked DBT receiving the maximum number of points. Lower ranked DBTs will receive commensurately lower scores based on a relative comparison to the highest ranked DBT. The rankings and scores will be based on the information provided by the DBT and evaluation information obtained from the owners of previous projects.

The Department will typically short-list approximately three highest rated DBTs.

The Director has final authority to determine the best interests of the Department in selection of the short-listed DBTs.

3.0 VALUE BASED SELECTION

SELECTION PROCEDURE

The selection of a DBT will be based upon the technical quality of its Technical Proposal as well as the price contained in its Price Proposal.

After Technical and Price Proposals are submitted, the Technical Proposals will be sent to the Technical Proposal Advisory Group for evaluation. Price Proposals will be retained, unopened, until after the Technical Proposals have been scored.

The Technical Proposal Advisory Group will review the submitted Technical Proposals to determine if they are responsive to the requirements of the RFP. Each DBT submitting a proposal will be notified of the responsiveness/ non-responsiveness of its proposal.

Failure to attend the Technical Proposal Pre-Submittal meeting may be considered sufficient for a determination that a proposal is non-responsive.

Failure to meet any criteria identified as pass/fail is also considered non-responsive.

Each responsive Technical Proposal will be evaluated and scored by the members of the Technical Proposal Advisory Group on the basis of the criteria provided in this Selection Criteria. The Technical Proposal Advisory Group is anticipated to consist of Departmental representatives in the following areas:

1. Chief Engineer
2. District 12
3. Division of Construction Management
4. Division of Highway Operations
5. Division of Production Management

The Technical Proposal Advisory Group may be assisted by any number of subgroups and/or subject matter experts within the Department, City of Cleveland, FHWA, other involved agencies, and/or contracted by the Department.

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Failure to achieve a total Technical Proposal Score of at least 70 points (not including bonus points for I-90 Viaduct Bridge Aesthetics) will render a Technical Proposal non-responsive.

A score of less than 70 percent in any of the Evaluation Criteria listed in Section 4.1 (not including bonus points for I-90 Viaduct Bridge Aesthetics) will render a Technical Proposal non-responsive, except a Technical Proposal which achieves:

- a score between 60 and 70 percent in a single category,
- a 70 percent or above in all other categories, and
- at least 70 points overall

will be considered responsive.

A Technical Proposal will also be declared non-responsive if it fails to meet any criteria listed in the Proposal Package as being:

- an absolute minimum requirement,
- a pass/fail requirement,
- a requirement for responsiveness, or
- a statement similar to the previous three examples.

Bonus points for I-90 Viaduct Bridge Aesthetics will be awarded on a scale of 0-5 points, to the nearest tenth of a point, and added to the total of the Technical Proposal points. A Technical Proposal which receives no bonus points will still be considered responsive provided that all other criteria herein are met.

The Price Proposals will be publicly opened on the date indicated the Proposal. The Price Proposal will reflect the requirements of the Project Scope and the prospective DBTs Technical Proposal. The Technical Proposal Score will be announced prior to the opening of the Price Proposals.

Scoring of the Technical and Price Proposals will be combined using a normalized weighted formula as follows:

$$S_B = 100 [c (T_B/T_H) + (1-c) (P_L/P_B)]$$

Where

$$c = 0.30$$

P_B = Bidder's Price Proposal

P_L = Lowest Price Proposal (all bidders)

S_B = Bidder's Overall Score (Technical Proposal and Price Proposal)

T_B = Bidder's Technical Proposal Score

T_H = Highest Technical Proposal Score (all bidders)

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T_B and T_H both include any bonus points awarded for I-90 Viaduct Bridge Aesthetics. Final score (S_B) will be rounded to a tenth of a point. Rounding of Scores to the nearest tenth of a point will be accomplished by the round-up method: e.g. - 75.45, 75.46, 75.47, 75.48, and 75.49 would be rounded up to 75.5; and 75.41, 75.42, 75.43, and 75.44 will be rounded to 75.4.

In the event that two or more DBTs achieve the same rounded final score (S_B), the "tied" DBT with the lowest price proposal will be recommended to the Director for contract award. If both the rounded final score and the price proposal are "tied" a coin toss will be used to determine the recommendation to the Director.

The Director has final authority to determine the best interests of the Department in awarding (or not awarding) the contract.

4.0 TECHNICAL PROPOSALS

4.1 TECHNICAL PROPOSAL EVALUATION

The Technical Proposal shall be developed using narratives, tables, charts, plots, drawings and sketches as appropriate. The purpose of the Technical Proposal is to document the proposed DBT's understanding of the project, its selection of appropriate design criteria and its approach for completing all design, quality management and construction activities.

The Technical Proposal will be evaluated on how well each of the following items is addressed:

Part	Evaluation Criteria	Maximum Points
A	Sustainability and Green Initiatives	5
B	Design Management	5
C	Proposed Design	30
D	Construction Management	10
E	Construction	15
F	Quality Management	10
G	Schedule	10
H	Community Relations	10
I	On the Job Training	5
J	Prequalification	Not scored
TOTAL – Technical Proposal		100
K	I-90 Viaduct Bridge Aesthetics - Bonus Points	5
TOTAL (Including Bonus Points)		105

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The Technical Proposal will be organized in Parts as indicated.

Technical Proposal content requirements are found in the following sections as well as within the Project Scope.

4.2 SUSTAINABILITY AND GREEN INITIATIVES (PART A)

Submit a Sustainability Plan in accordance with the Project Scope that describes the DBT's approach and commitment to sustainable design and construction practices.

	Component of Sustainability and Green Initiatives	Percentage of Sustainability Points
A.1	Sustainability Plan	100

Proposals that do not include a Sustainability Plan will be deemed non-responsive. All technical proposals that include a Sustainability Plan that minimally addresses the requirements of the Project Scope (Section 1.10, Sustainability Guidelines) will receive a score of no less than 70 for this category.

The Sustainability Plan will be evaluated for higher scoring on the basis of clearly demonstrating advantages, benefits or added value to the Project relative to the Sustainability Guidelines in the Project Scope. The evaluation of the Sustainability Plan will give priority to the following (in no order of precedence):

- Sustainability initiatives that result in permanent benefits vs. temporary benefits.
- Sustainability initiatives that result in benefits that can be easily verified and quantified.
- Sustainability initiatives that can clearly be enforced, maintained throughout the Project, and documented.
- Sustainability initiatives that clearly demonstrate return on investment.

4.3 DESIGN MANAGEMENT (PART B)

Describe the DBT's concept of design management. Identify a staffing plan including specific responsible personnel and organizational units. Provide a design organization chart for the project, showing the relationships between functions shown on the chart and the functional relationships with subconsultants.

At a minimum, address personnel assigned to manage design development in the following areas:

1. DB Project Manager*
2. DB Designer Project Manager*
3. Chief Bridge Engineer*
4. Geotechnical Engineering
5. Roadway Engineering
6. Drainage Engineering

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7. Maintenance of Traffic Engineering
8. Traffic Control Engineering
9. Lighting Engineering
10. Environmental Permitting Specialist
11. Right of Way Acquisition Specialist (If Technical Proposal anticipates R/W acquisition by the DBT).
12. Aesthetic and Enhancement Manager

* Must be the same as the previously submitted SOQs.

Describe the qualifications and experience of the individuals assigned to these tasks and describe the specific management tasks they will perform. Include information relative to each individual's familiarity with the proposed design.

Individuals must be currently employed by a member of the DBT.

Provide a narrative description of the proposed plan for developing and furnishing the design work for the project. This plan shall include at least the following items:

1. Description of how the designs developed by different firms and offices will be integrated into overall design development.
2. Description of how design personnel will interface with construction personnel.
3. Description of the DBT's internal design checking process (separate from the Department's review process and reviews by the Independent Quality Firm as defined by the Project Scope).

The Department will use the following criteria to distribute Design Management points:

	Component of Design Management	Percentage of Proposed Design Points
B.1	Design Management Staffing	60
B.2	Integration of Management Team (e.g., location, interface with construction, etc.)	20
B.3	Design Checking	20

4.4 PROPOSED DESIGN (PART C)

The Technical Proposal shall address the following issues:

1. Demonstrate an understanding of the Project Scope.
2. Demonstrate that the proposed design meets the Department's general and project specific criteria.
3. Demonstrate that the proposed design meets project goals.
4. Demonstrate that the proposed design is in keeping with the environmental commitments listed in the Project Scope.

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5. Describe any specific design features that would reduce the need for maintenance or would make inspection/maintenance procedures more efficient, safer and/or less costly.
6. Discuss solutions to manage the risks associated with proposals based on limited design information.
 - a. Demonstrate proposed design minimizes utility impacts.(temporary or permanent relocations)
7. For the I-90 Viaduct Bridge (Item C.1 in the following table), including approaches:
 - a. Describe how the proposed structure will minimize the long term costs to the Department in the following areas:
 - i. Corrosion protection of the structural steel.
 - ii. Protective coatings of the reinforced concrete.
 - iii. Placement/Replacement of a rigid overlay on the deck using part width construction.
 - iv. Deck replacement using part width construction.
 - b. Describe how the proposed structure will accommodate the following maintenance functions:
 - i. Control roadway drainage on the structure in order to minimize the damage to the structure caused by roadway drainage.
 - ii. Replacement of the deck joints and seals.
 - iii. Replacement of the bearings.
 - c. Describe how the proposed structure will minimize the resources necessary to perform the annual inspections required by the National Bridge Inspection Standards (NBIS).
8. For all other bridge structures and all retaining walls (Item C.2 in the following table):
 - a. Describe how the proposed structure will minimize the long term costs to the Department in the following areas:
 - i. Corrosion protection of the structural steel.
 - ii. Protective coatings of the reinforced concrete.
 - iii. Placement/replacement of a rigid overlay on the deck using part width construction.
 - iv. Deck replacement using part width construction.
 - b. Describe how the proposed structure will accommodate the following maintenance functions:

- i. Control roadway drainage on the structure and around the retaining walls in order to minimize the damage caused by roadway drainage.
 - ii. Replacement of the bridge deck joints and seals.
 - iii. Replacement of the bridge bearings.
 - c. Describe how the proposed structure will minimize the resources necessary to perform the annual inspections required by the National Bridge Inspection Standards (NBIS).
- 9. For the Maintenance of Traffic and Construction Access (Item C.4 in the table) provide the following for all affected transportation facilities, including, but not limited to, Interstate mainline, ramps, local streets, transit facilities, freight rail facilities and shipping channel.
 - a. Sequence of operations.
 - b. Phase drawings showing construction by phase and method of maintaining traffic for each phase.
 - c. Section details for maintaining traffic, showing: existing pavement widths, pavement for maintaining traffic widths (including guardrail offset and grading), lateral construction limits, placement of channeling devices (barriers, drums, etc.) and work zone lane widths.
 - d. Detour routes for any total closures.

10. A listing of all utility facilities required to be relocated by the DBT's proposed work.

- e-a. [This listing will be provided in an appendix to the technical proposal. The required format of this listing shall be based on the Utility Impact Matrices provided in Appendices UT-07, UT-08, UT-09, UT-10 and UT-13. The DBT is required to indicate either "yes" or "no" under the column heading of "Facility Impacted".](#)

Comment [dr11]: Addendum No.4

The Department will use the following criteria to distribute Proposed Design points:

	Component of Proposed Design	Percentage of Proposed Design Points
C.1	I-90 Viaduct bridge and associated foundations	50
C.2	All other bridge structures and all retaining walls	5
C.3	General Roadway, Roadway Drainage and Post Construction Storm Water Structural Best Management Practices (BMPs)	20
C.4	Maintenance of Traffic and Construction Access	20
C.5	Other (including Utility Coordination and Relocation)	5

4.5 CONSTRUCTION MANAGEMENT (PART D)

Describe the DBT's concept of the project construction management organization and how it interrelates with the other elements of the DBT's organization for the project.

Provide a construction organization chart for the project, showing the relationships between functions shown on the chart and the functional relationships with subcontractors. The chart shall indicate how the DBT intends to divide the project into work segments to enable optimum construction performance.

Identify a staffing plan including specific responsible personnel and organizational units that cover the following work areas and or specialties. At a minimum, identify individuals responsible for the following areas:

1. DB Project Manager*
2. DB Contractor Project Manager/Engineer*
3. Foundation Construction
4. Superstructure Construction
5. Drainage & Environmental Construction
6. Maintenance of Traffic
7. Public Safety
8. Project Safety
9. Utility and Railroad Coordination

* Must be the same as the previously submitted SOQs.

Specifically address each individual's familiarity with construction and construction management of similar projects.

The Department will use the following criteria to distribute Construction Management points:

	Component of Construction Management	Percentage of Proposed Construction Management Points
D.1	Construction Management Staffing	50
D.2	Construction Management Plan	50

4.6 CONSTRUCTION (PART E)

Address the following construction issues:

1. Provide a brief narrative description of the DBT's plan for constructing the project. Describe the construction concept that will be used for each construction phase. Specifically describe how traffic will be maintained, and how

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access to businesses/residents will be maintained. Describe in general the anticipated construction work for each phase.

2. Provide a brief narrative description of the DBT's approach to the utilization of the DBT's own workforce and expertise and the expertise of proposed subcontractors for critical and/or significant work categories.
3. Describe the relationship between the construction and inspection functions.
4. Describe the safety considerations specific to this project. Discuss the firm's overall approach to safety.
5. Describe the proposed coordination with owners of utility facilities and railroads. Demonstrate that the DBT has considered utilities, railroads, permitting, constructability, and maintenance of traffic activities in determining the proposed construction schedule.
6. Describe the DBT's plans and procedures to ensure timely deliveries of materials to achieve the project schedule. Include information with respect to anticipated fabrication times.

The Department will use the following criteria to distribute Construction points:

	Component of Construction	Percentage of Construction Points
E.1	Construction Sequencing and Logistics	60
E.2	Subcontracting	10
E.3	Safety	20
E.4	Utility and Railroad Coordination	10

4.7 QUALITY MANAGEMENT (PART F)

Describe how the DBT intends to fulfill the requirements for Quality Assurance/Quality Control as defined by the Project Scope.

Identify the Independent Quality Firm (IQF) and the following key quality personnel:

1. Independent Quality Manager*
2. Independent Construction Quality Manager
3. Independent Design Quality Manager

* Must be the same as the previously submitted SOQs.

Specifically address these individuals' familiarity with design, design review, construction, inspection and/or testing on similar projects, their professional registrations, and professional certifications.

The Department will use the following criteria to distribute Quality Management points:

	Component of Quality Management	Percentage of Quality Management Points
--	--	--

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F.1	Overall Quality Management Approach	25
F.2	Design Quality/Reviews	25
F.3	Construction Quality/Inspection	25
F.4	Materials Testing	25

4.8 SCHEDULE (PART G)

Provide a schedule for the project including both design and construction. The schedule shall show the sequence and continuity of operations, as well as the month of delivery of usable segments. Use the same software as required by the CPM schedule note in the Proposal.

The schedule should be general in nature and shall include the proposed final completion date of the project. The time scale should not be smaller than 1-month increments.

State the date on which the new I-90 and all ramps will be open to traffic.

State the number calendar days that the Westbound Alternative Route Plan (WARP), as defined in the Project Scope, will be in effect.

The Department will use the following criteria to distribute Schedule points:

	Schedule Components	Percentage of Schedule Points															
G.1	Based on Opening to Traffic including I-90, all structures, ramps and local streets:	60% Distributed as per the table to the left.															
	<table border="1"> <thead> <tr> <th>Substantial Completion Date</th> <th>Percentage of opening to traffic points</th> <th>Overall points</th> </tr> </thead> <tbody> <tr> <td>6/30/2014</td> <td>70</td> <td>4.2</td> </tr> <tr> <td>3/31/2014</td> <td>80</td> <td>4.8</td> </tr> <tr> <td>12/31/2013</td> <td>90</td> <td>5.4</td> </tr> <tr> <td>9/30/2013</td> <td>100</td> <td>6.0</td> </tr> </tbody> </table>		Substantial Completion Date	Percentage of opening to traffic points	Overall points	6/30/2014	70	4.2	3/31/2014	80	4.8	12/31/2013	90	5.4	9/30/2013	100	6.0
	Substantial Completion Date		Percentage of opening to traffic points	Overall points													
	6/30/2014		70	4.2													
	3/31/2014		80	4.8													
12/31/2013	90	5.4															
9/30/2013	100	6.0															

G.2	Based on the number of days the Westbound Alternative Route Plan (WARP), as defined in the Project Scope, is in effect:		40% Distributed as per the table to the left.	
	WARP Timeframe	Percentage of WARP timeline points		Overall points
	720 Days	70		2.8
	600 Days	80		3.2
	480 Days	90		3.6
360 Days	100	4.0		

4.9 COMMUNITY RELATIONS (PART H)

Describe the DBT's plan to employ an independent Diversity and Inclusion Consultant including a narrative of their qualifications for both outreach and compliance monitoring/reporting for both DBE and EEO Program administration. Describe how the Diversity and Inclusion Consultant will have management responsibility for implementing, managing and reporting on achievement of the DBE goals, reviewing and communicating subcontracting opportunities, designing business development and supportive services activity for all tiers, and ensuring compliance with the non-discrimination provisions and the affirmative action and equal employment opportunity provisions. Describe how the Diversity and Inclusion Consultant plans to maintain all documentation of good faith efforts for each subcontract/procurement solicited after the award and execution of the contract between the DBT and ODOT and serve as the liaison.

Comment [apg2]: Addendum No. 7

Describe the DBT's plan to inform the public with respect to the status of the project.

Describe the DBT's plan to establish and maintain a positive relationship with residents, businesses, institutions, organizations and others inconvenienced by the construction for the project.

Describe the DBT's plan to minimize the inconvenience to the travelers, residents, businesses, institutions, organizations, motorists and others.

Submit the Aesthetics and Enhancement Management Plan that describes how the DBT intends to fulfill the requirements of the project scope. Summarize the DBT's approach to incorporating aesthetics and enhancements throughout project development and incorporating stakeholder and public feedback into the final design. Define the responsibilities and authority of the Aesthetics and Enhancements Manager. Describe the proposed range of options/alternatives (narrative discussion and/or sketches/graphics) that the DBT will present to the stakeholders and public for feedback and selection. At a minimum, submit day and night renderings of the proposed I-90 Viaduct Bridge that demonstrate the DBT's understanding of the aesthetic requirements in the Project Scope.

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The DBE goal for this project is set at 15%. ~~The DBT should s~~Submit a DBE plan that clearly articulates the methods ~~it~~the DBT intends to employ to meet the goal or make good faith efforts to meet the goal. Include innovative and aggressive strategies including the use of the Diversity and Inclusion Consultant. Describe the DBT's efforts that will be utilized to reach out to DBEs and potential DBEs eligible for certification that may be impacted by, or benefit from, the project.

Comment [apg3]: Addendum No. 7

The Department will use the following criteria to distribute Community Relations points:

	Community Relation & DBE Goal Achievement Components	Percentage of Community Relation Points
H.1	Public Information Approach	25
H.2	Community Relations Approach (including DBE Program and various initiatives)	25
H.3	Aesthetics and Enhancement Management Plan	25
H.4	Plan to achieve the DBE goal of 15%	25

Comment [apg4]: Addendum No. 7

Comment [apg5]: Addendum No. 7

4.10 ON THE JOB TRAINING (PART I)

The Technical Proposal shall explain how the DBT intends to address goal attainment for the On the Job Training (OJT) Program; including the following information:

1. Minimum number of trainees:
 - a. Describe the minimum number of trainees the DBT intends to obtain. A minimum of 40 trainees must be included.
2. Describe the OJT Program including:
 - a. Recruiting & Community Outreach
 - b-c. Utilization of the DBT's Diversity and Inclusion Consultant
 - d. Retention and tenure
 - e-d. White Collar OJT
 - d-e. Blue Collar OJT, including specific crafts
 - e-f. Project/Labor Agreements
 - f-g. On-site and/or off-site training

Comment [apg6]: Addendum No. 7

The Department will use the following criteria to distribute OJT points:

	OJT Components	Percentage of OJT Points
I.1	Number of Trainees	50
I.2	Plan for Outreach, Training, Retention and Tenure	50

Comment [apg7]: Addendum No. 7

4.11 PREQUALIFICATION (PART J)

Provide the following information for all work type listed in the Proposal (see Proposal Note 090):

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Work Type Code	Work Type Description	Contractor/Subcontractor(s) to Perform the Work

Provide the following information for all designer prequalification categories listed in the Proposal.

Prequalification Category	Consultant/Subconsultant to Perform the Design Work

Alternative Technical Concepts and/or allowable options in the Project Scope may eliminate the need for an individual work type and/or prequalification category (More than one firm may be listed as performing the work.)

A Technical Proposal that fails to meet prequalification requirements will be judged non-responsive.

4.12 ADDENDA

Acknowledge receipt of all project Addenda as outlined in the Proposal.

4.13 TECHNICAL PROPOSAL SCORING

The following table provides a general indication of anticipated scoring of each evaluation criteria.

Definition	Scoring Range (percentage)
The Technical Proposal demonstrates an approach that is considered to significantly exceed the RFP requirements/objectives in a beneficial way (providing advantages, benefits, or added value to the Project) and that provides a consistently outstanding level of quality. Must have a significant strength and/or number of strengths and no weaknesses.	90-100
The Technical Proposal demonstrates an approach that is considered to exceed the RFP requirements/objectives in a beneficial way (providing advantages, benefits, or added value to the Project) and offers a generally better than acceptable quality. Must have strengths and no significant weaknesses.	80-89
The Technical Proposal demonstrates an approach that is considered to meet the RFP requirements/objectives and offers an acceptable level of quality. It has strengths even through minor and/or moderate weaknesses exist.	70-79

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The Technical Proposal demonstrates an approach which is marginally acceptable.	60-70
The Technical Proposal demonstrates an approach that contains no strengths and minor and/or significant weaknesses.	0-60

Points may be assigned to the nearest tenth of a point.

4.14 I-90 VIADUCT BRIDGE AESTHETICS - BONUS POINTS (PART K)

The day and night renderings submitted in accordance with Section 4.9 will be used to score up to 5 additional bonus points for I-90 Viaduct Bridge Aesthetics. [The renderings must illustrate the DBTs I-90 Viaduct bridge design as submitted in their Technical and Price Proposal.](#) In addition, submit a narrative and any additional graphics/sketches which further illustrate how the DBT's proposed I-90 Viaduct Bridge design addresses the design principles as developed by the project stakeholders and listed below:

1. The design should be inspired by Cleveland's civic, industrial and bridge design history, and should be the next contribution to the rich bridge architectural history of the valley. It should respect the aesthetic history of this place.
2. The new bridge should reflect consistent design themes of existing bridges in the valley, and should strive for similar attention to form and detail, while not being imitative.
3. The new bridge should advance architecture and technology of our time, not be nostalgic.
4. The design of the approaches and main spans should be consistent and coherent across the entire valley, and speak with a single design vocabulary.
5. The design should maximize the possibility to create a visual image or statement.
6. Bridge design should focus on principles of form, rhythm and scale. The scale of bridge elements should invoke and be in proper proportion with the dimensions of the overall valley.
7. Consideration of the people and environment adjacent to, and under, the bridge is important. Design should recognize the potential for future pedestrian use on the land under the bridge and consider lighting or other means to increase safety and user-friendliness.
8. The design should be sensitive to the scale and appearance of the neighborhoods where it touches down and should respect the special character of Tremont and Gateway.
9. The bridge and placement of its supports should be conducive to positive and beneficial future land use adjacent to the underside of the structure.
10. Treat side, under, and above deck views with comparable effort and attention as global views.

Comment [apg8]: Addendum No. 1 - 04/15/2010

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11. Design should incorporate opportunities for architectural lighting, including the underside of the structure, in keeping with the lighting schemes common to existing bridges in the valley.

4.15 FORMAT OF TECHNICAL PROPOSALS

Technical Proposal text shall be limited to 75 pages. An unlimited number of additional exhibits, plans, schedules and figures will be accepted as appendices. However, the DBTs are encouraged to be as concise as possible.

Additionally, the DBTs shall include, as the first appendix, an updated Form C2. This form shall note subs that are DBEs. In addition to the Responsible Principal, list key staff members for each firm. Form C2 will not count against the 75 page limit.

Comment [drl19]: Addendum No. 1 -
04/15/2010

A page shall be 11" x 17" printed on one side only. Font shall be at least 12 point in Times New Roman. Margins shall be at least 1" all around.

If dividers are used and contain project information, they will be counted towards the maximum number of pages. Foldout pages are not allowed.

Submissions exceeding the page limitations or failing to follow the section format instructions outlined above will be rejected.

Graphics shall conform to the other format requirements listed.

Submit fifty (50) sequentially numbered paper copies (one of which shall be unbound) of the Technical Proposal and two (2) identical CDs/DVDs containing the Technical Proposal in PDF or TIF format.

Submit in a separate sealed envelope titled "I-90 Viaduct Bridge Renderings" two (2) identical CDs/DVDs containing no more than three images in 11x17 pdf format of the proposed I-90 Viaduct Bridge renderings. These images shall include both day and night renderings but shall not include DBT firm identification or text. These renderings shall also be included as part of the technical proposal per Section 4.9 and 4.14. These renderings will be released by the Department to the public prior to award.

5.0 ORAL INTERVIEWS

5.1 CONTENT

All short-listed DBTs will participate in an oral interview. The oral interview will last no more than 90 minutes.

Oral interviews shall not be used to fill in missing or incomplete information in the written Technical Proposal. The Department will ask the DBTs specific questions relative to their Technical Proposals. Follow-up questions from the Department will be permitted. The DBT will not make a formal presentation.

The oral interview will not be scored separately. The interview is used solely for the Department to seek clarification of the DBT's Technical Proposal. Topics or issues not addressed in the written Technical Proposal shall not be discussed during the oral

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interview. The Price Proposal shall not be discussed. DBTs will not be permitted to ask questions of the Department.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Request for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

5.2 ATTENDEES

The following key personnel from each DBT shall attend the oral interview: DB Project Manager, DB Designer Project Manager and DB Contractor Project Manager/Engineer, Chief Bridge Engineer, Independent Quality Manager and up to five other individuals at the DBT's discretion.

All members of the Technical Proposal Advisory Group will attend each oral interview. Additional Department subject matter experts may also attend the interviews. If an individual attends one oral interview, then they must attend all of the oral interviews. Elected officials will not be permitted to attend.

Comment [apg10]: Addendum No. 1 - 04/15/2010

5.3 PROCEDURE

The Department intends to conduct all interviews on the same day. The Department will terminate the interview promptly at the end of the allocated time.

ODOT will audio tape, videotape and/or use a court reporter to document the oral interviews.

All interviews will be held at the District 12 Ohio Department of Transportation offices located at 5500 Transportation Blvd. in Garfield Heights, Ohio.

6.0 ALTERNATIVE TECHNICAL CONCEPTS (ATC)

6.1 DEFINITION

An Alternative Technical Concept is a change to the Project Scope which provides a solution that is equal to or better than what is required by the scope as determined by the Department. The ATC process allows for innovation, increased flexibility, time reductions and cost savings to ultimately obtain the best value for the public.

Deviations which require Design Exceptions or modifications to the approved Interchange Justification Study will not be approved.

Where the Contract Documents reference specific patented, proprietary material, semi finished or finished article or product or item for incorporation into the work, the DBT may submit an ATC for approval of an alternative material, article, product, or item that meets or exceeds the requirements and intent of the Contract work, provided that the material, article, product, or item is equal or better in quality, performance, and function, based upon documented engineering analysis.

ATCs are not intended to replace pre-bid questions.

6.2 ATC That Require Right-of-Way

A proposed design that requires additional right-of-way acquisition to implement is a change to the Project Scope and requires ATC approval. ATCs that require additional right-of-way acquisition may be considered, provided they meet the requirements of the environmental document and project schedule.

The Technical Proposal must include a commitment by the DBT to prepare right of way plans and perform acquisition services in accordance with Section 8.2 of the Project Scope.

6.3 SUBMISSION REQUIREMENTS

DBTs may submit ATC documents for consideration by the Department. Each ATC may include multiple issues to be considered by the Department. The DBTs shall clearly identify each individual portion of the ATC proposal that is a proposed change to the Project Scope.

One electronic copy (TIF or PDF format) on two identical DVDs and 25 paper copies (one of which shall be unbound) of each ATC are to be submitted to the Department. DBTs shall sequentially number each paper copy.

ATC proposals can be submitted on 8.5" x 11" or 11" x 17" paper. Each ATC proposal submission shall consist of either all one size or the other and not a mix of both sizes.

6.4 EVALUATION OF ATCS

ATCs are accepted by the Department at its discretion and the Department reserves the right to reject any ATC submitted.

The Department will attempt to evaluate all ATCs and ATC reconsiderations within 14 calendar days of receipt. However, this timeframe cannot be guaranteed, particularly for complex or unusual concepts.

Comment [drl11]: Addendum No.1-4/15/2010

The Department will not consider any change that would require excessive time or cost for review, evaluation or investigation.

6.5 CONTENTS

ATCs must contain the following information:

1. Description: A detailed description of the ATC including specifications and conceptual drawings and specifications.
2. Usage: A description of where and how the ATC would be used on the project.
3. Deviations: References to all requirements in the Project Scope which are inconsistent with the proposed ATC, an explanation of the nature of these deviations, and a request for approval of such deviations. Deviations that require Design Exceptions or modifications to the approved Access Modification Study will not be approved.
4. Analysis: An analysis justifying the ATC and demonstrating why modifications or revisions to requirements of the Project Scope should be allowed. Include information on how the ATC meets the project goals.
5. Compatibility: An indication of how the ATC would impact future Cleveland Innerbelt projects.
6. Traffic and Safety Impacts: A discussion of the impacts the ATC will have on vehicular traffic and safety, including an operational analysis, if relevant.
7. Maintenance of Traffic Impacts: A discussion of the impacts the ATC will have on maintenance of traffic during construction.
8. Environmental Impacts: A discussion of how the ATC is in accordance with the approved project Environmental Document and will meet environmental commitments and not cause increased community impacts.
9. Right-of-Way: A discussion of additional right-of-way acquisition needed to implement the proposed ATC, including estimated costs for right-of-way acquisition
10. Utilities: A discussion of utility (public and private) impacts.
11. Maintenance: A discussion of the long term maintenance of the proposed ATC.
12. History: A detailed description of other projects on which the proposed ATC has been used; including contact information (name, title, phone number, address and email) for project owners that can confirm ATC implementation.
13. Inspection: Any additional testing and inspection requirements.
14. Schedule: A discussion of project schedule impacts; including design, construction, right of way acquisition, utility relocation and permitting issues.

Comment [drl12]: Addendum No.1-4/15/2010

15. Public Record: A specific notation designating (where applicable and at the discretion of the DBT) that some or all of the ATC is a Trade Secret or otherwise not subject to public record disclosure (See Section 6.8).

16. Sustainability: Discuss the impacts of the proposed ATC on the sustainability of the Project.

Incomplete ATC submittal packages may be returned by the Department without review or comment.

6.6 PRE-ATC MEETINGS

Each short-listed DBT will be permitted to request one-on-one pre-ATC meetings with the Department to discuss potential ATCs. Allowable pre-ATC meeting dates are listed in the Proposal. Meetings will last no more than 60 minutes.

Short-listed DBTs must submit a request for a pre-ATC meeting at least two working days in advance of the proposed meeting date. The request must include a general description of the involved ATC concepts in enough detail for the Department to select appropriate individuals to attend the meeting. Department attendees may participate by teleconference or videoconference.

The purpose of pre-ATC meetings is to provide DBTs with a general overview of the Department's assessment of the proposed ATC's viability. No final decisions will be made. Verbal communications, including pre-ATC meetings, will be considered non-binding.

Discussions during ATC meetings will be confidential.

6.7 DEPARTMENT RESPONSE

The ATC Advisory Group will review all ATCs and respond with one of the following determinations:

1. The ATC is approved and may be included in the DBT's Technical Proposal.

Comment [drl13]: Addendum No.1-4/15/2010

2. The ATC is approved subject to conditions. The ATC may be included in the DBT's Technical Proposal provided that all approval conditions have been met. Failure to clearly demonstrate that all conditions have been met may render the DBT's Technical Proposal non-responsive.

Comment [drl14]: Addendum No.1-4/15/2010

3. The ATC is not approved in its present form, but may be resubmitted for reconsideration. The reconsideration request must address all Advisory Group comments, questions and concerns. Reconsideration requests must meet all ATC submission and content requirements.

Comment [drl15]: Addendum No.1-4/15/2010

~~2.4.~~ The ATC is not approved. Inclusion of the ATC in the Technical Proposal may render the Technical Proposal non-responsive.

Comment [drl16]: Addendum No.1-4/15/2010

3. The ATC is not approved in its present form, but may be approved if certain clarifications or modifications are met. If the ATC is included in the Technical Proposal, the Technical Proposal must list how the clarifications and/or modifications have been addressed.

Comment [drl17]: Addendum No.1-4/15/2010

4-5. The proposal is not an ATC.

The Department may, at its discretion, request additional information/clarification regarding a proposed ATC and/or conduct one-on-one meetings with DBTs to discuss their ATC. Verbal communications regarding ATC proposals will be considered non-binding.

6.8 INCORPORATION INTO TECHNICAL PROPOSAL

The DBT may incorporate zero, one or more approved ATCs (or conditionally approved ATCs, if all conditions are met) into their Technical Proposal. The Technical Proposal must clearly state which ATCs have been incorporated and indicate what, if any, conditions are met. The Price Proposal ~~shall~~ should reflect all incorporated ATCs.

Comment [drl18]: Addendum No.1-4/15/2010

DISCLOSURE

- A. If, during evaluation of an ATC proposal, the Department becomes aware of a deficiency in the Project Scope that would have an impact on the ability of DBTs to make a best value offer, the Department may, at its discretion, issue an addenda to correct this deficiency.

Other than as listed in the above paragraph, all conversations related to ATC proposals between the Department and DBTs will be kept confidential during the bidding process.

Once a project is awarded, ATC proposals may be made public.

- B. 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 release unless a statutory exception exists that exempts the documents from public release.

If any information in an ATC or Technical Proposal is to be treated as a "trade secret," the DBT must identify each and every occurrence of the information within the proposal by:

1. Listing the page numbers of every occurrence of the "trade secret" on the cover sheet submitted with the ATC or Technical Proposal.
2. Placing an asterisk before and after each line of the ATC or Technical Proposal which contains "trade secret" information.

Ohio Revised Code Section 1333.61(D) defines "trade secret" as "information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique, or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers, that satisfies both of the following:

(1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and

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(2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."

The department shall not share with, or convey to, any person the information provided by the DBT, unless disclosure is required by law or the DBT gives prior written approval for such disclosure. In the event the department is required to disclose any information the DBT considers a trade secret pursuant to applicable law, prior to disclosing such information, the department shall notify the DBT in writing. The department shall use reasonable efforts to give notice of disclosure at least three days in advance of release. However, upon award, all information provided to the Department that was used in the evaluation of the bids will be considered a public record unless the DBT refuses to accept a Payment for Preparation of Responsive Technical Proposal (non-selected DBTs) or contract award (selected DBT). 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 DBT. State law generally requires that documents which contain both confidential/trade secret and non-confidential information be disclosed with confidential information redacted.

7.0 PRICE PROPOSAL

The Price Proposal shall be submitted ~~through the Department's electronic bidding system~~ as described in the Proposal. The price will include the cost for performing all work specified in the contract.

Comment [apg19]: Addendum No. 6

The Price Proposal shall include a lump sum price for design and construction of the Enhancement Work activities as defined in the Project Scope.

All required enhancement elements in the Project Scope must be designed and constructed as part of this project. Additional enhancements may also be proposed by the DBT as part of their Technical Proposal.

8.0 INCORPORATION OF TECHNICAL PROPOSAL

8.1 TECHNICAL PROPOSAL:

All Technical Proposal elements that exceed the requirements of the bid documents (i.e., can reasonably be interpreted as offers to provide higher quality items or additional services) shall be incorporated by reference into the awarded DBT's contract requirements.

8.2 ORGANIZATIONAL STRUCTURE/PERSONNEL:

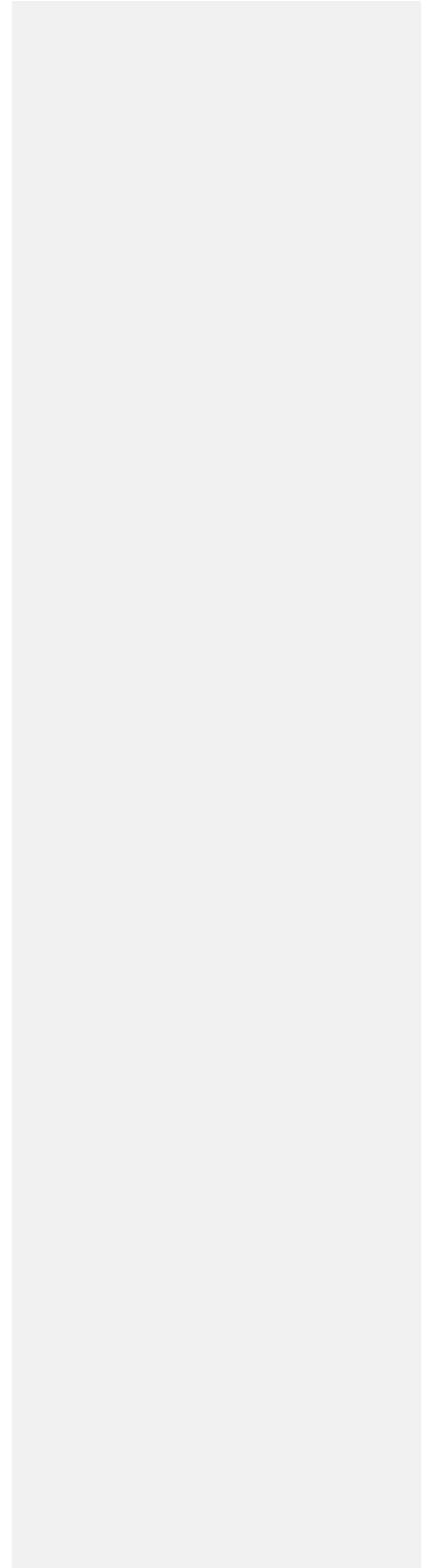
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The DBT shall not make changes to the personnel listed in the Technical Proposal in response to the minimum staffing requirements of Section 4.3 Design Management, Section 4.5 Construction Management or Section 4.7 Quality Management. The Department may revoke an awarded contract if any of any of the staff listed are removed, replaced or added to without the written approval of the Department.

If exceptional circumstances require changes to personnel, the DBT shall submit a written request to the Department. This request shall indicate why staffing changes are necessary and demonstrate that the revised staffing plan will be equal to or better than the plan listed in the Technical Proposal. The Department will evaluate the DBTs requested changes based on the same criteria as used for evaluation of the Technical Proposal.

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APPENDIX



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FORM C1

DBT INFORMATION

(Form Revised 9/9/09)

PROJECT NO. _____
COUNTY-ROUTE-SECTION _____
PID _____

DBT:	
Contact Person:	
Address:	
Telephone Number:	
Email Address:	

DB Contractor:	
Contact Person:	
Address:	
Telephone Number:	
Email Address:	

DB Designer:	
Contact Person:	
Address:	
Telephone Number:	
Email Address:	
Ohio Registration Number:	

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FORM C2

Comment [drl20]: Addendum No. 1 -
04/15/2010

DBT SUBCONSULTANT and SUBCONTRACTOR INFORMATION
(Form Revised 9/9/09)

Firm Name	Type of Work	<u>DBE</u> (Yes/ No)	Responsible Principal & Key Staff	Registration/License Number

FORM D1

WORK HISTORY FORM

(Form Revised 9/9/09)

List at least five projects completed by the DB Contractor and at least five projects completed by the DB Designer with a brief description of each project. Include work by firms or joint-venture members which best illustrates current qualifications relevant to this project. List not more than 10 projects.

PROJECT NAME AND LOCATION	NATURE OF FIRM'S RESPONSIBILITY	PROJECT OWNER'S NAME AND ADDRESS; OWNER'S PROJECT MANAGER'S NAME, PHONE NUMBER AND EMAIL	ACTUAL OR ESTIMATED COMPLETION DATE	COST OF PROJECT	COST OF WORK FOR WHICH FIRM WAS RESPONSIBLE

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PROJECT NAME AND LOCATION	NATURE OF FIRM'S RESPONSIBILITY	PROJECT OWNER'S NAME AND ADDRESS; OWNER'S PROJECT MANAGER'S NAME, PHONE NUMBER AND EMAIL	ACTUAL OR ESTIMATED COMPLETION DATE	COST OF PROJECT	COST OF WORK FOR WHICH FIRM WAS RESPONSIBLE