Design-Build Procurement Process

The PM should be familiar with the specific procurement processes. The Construction Office maintains a ***Design-Build*** website with extensive procurement information. Two processes are explained in detail in ***Procedure No. 625-020-010***, Adjusted Score Design-Build (ASDB) in Section 4, and Low Bid Design-Build (LBDB) in Section 5.

The ASDB process includes the following steps:

1. Project identification
2. Development of pre-qualification requirements
3. Development of design and construction criteria
4. Contract number assignment
5. Encumbrances
6. Development of the list of Critical Issues which D-B Firms should address in the Letter of Interest (LOI).
7. Submittal of Critical Issue list to Proposal Evaluators in advance of the LOI due date.
8. Preparation of Draft Request for Proposal (RFP)
9. Advertisement
10. Phase I LOI
11. Phase I LOI evaluation by Technical Review Committee (TRC)
12. Phase I Selection Committee Meeting
13. Stipends for unsuccessful shortlisted firms (when applicable)
14. Preparation of Final RFP
15. Pre-bid meeting for short listed firms
16. Alternative Technical Concepts
17. Phase II Technical Proposals submitted
18. TRC evaluation of Phase II Technical Proposals
19. Phase II Selection Committee Meeting
20. Award of contract by Contracting Unit
21. Preparation of contract documents

The LBDB process includes the following steps:

1. Project identification
2. Development of pre-qualification requirements
3. Development of design and construction criteria
4. Contract number assignment
5. Encumbrances
6. Advertisement
7. Pre-bid meeting for LBDB firms
8. Issue RFP package to LBDB pre-qualified firms
9. Preparation of proposals
10. Submission of proposals by D-B firms
11. Bid opening
12. TRC evaluation of responsiveness of proposals
13. Award of contract to firm with lowest responsive bid

In the ASDB case, the award is made to the “lowest adjusted score.” In the LBDB case, the award is made to the “lowest responsive bid.” The PM plays an important role in maintaining continuity and keeping communications flowing throughout the entire selection process, whichever method is used.

The concurrence-in-award package shall include the RFP/Addenda, a summary of the adjusted scores, the results of the question and answer written responses by the short-listed firms, and the FDOT’s selection committee’s decision for award of the contract, bid analysis, R/W, Utility and Railroad certifications and the Bid Price Proposal. Please refer to ***Procedure No. 625-020-010***.