

Design-Build Guidelines for Virtual Procurement Meetings

For design-build procurements:

Florida Department of Transportation (FDOT) shall continue to utilize the methods for procuring and administering Design-Build projects referenced in the Design-Build Procurement & Administration Procedure, Topic No. 625-020-010. All design-build procurement meetings (public, exempt, or staff meetings) shall be conducted as virtual meetings to provide for social distancing.

The following processes shall be followed:

- I. Pre-Bid/Pre-proposal meetings shall be held via GoToMeeting* using webcam, if held. All Design Build Firms in attendance should be accounted for in the GoToMeeting attendance log. It is incumbent upon each Design Build Firm to ensure their attendance has been noted by Procurement for mandatory pre-bid/pre-proposal meetings when attendance is confirmed at the beginning of the meeting.
- II. Alternative Technical Concept (ATC) meetings shall be held via GoToMeeting using webcam. Procurement shall designate/mark ATC meetings as private on FDOT Outlook Calendars to ensure privacy of exempt meetings.
- III. Technical Advisor Presentation meetings, if held, shall be conducted via GoToMeeting using webcam. Procurement shall designate/mark Technical Advisor Presentation meetings as private on FDOT Outlook Calendars to ensure privacy. Technical Advisor Presentation meetings are not recorded. Technical Review Committee (TRC) members are not permitted to have discussions or to ask questions of the technical advisors during the Technical Advisor Presentation meetings.
- IV. Technical Proposal Page Turn meetings shall be held via GoToMeeting using webcam. Technical Proposal Page Turn meetings shall be scheduled, facilitated, and recorded by Procurement. Procurement shall mark Page Turn meetings as private on FDOT Outlook Calendars to ensure privacy of the exempt meetings. Consultant members of a single team are not required to co-locate for the Page Turn meeting and may join the GoToMeeting from their respective remote locations.
 - o Design Build Firms will be instructed through the RFP to submit an electronic copy of the Technical Proposal, and other required submittals, if any (as referenced in the RFP), by the deadline specified in RFP. The Page Turn meeting shall not exceed the maximum time allowed in the RFP. Design Build Firm participants must have webcams to participate in Page Turn meetings. Design Build Firms will be joining a GoToMeeting established and hosted by Procurement. All Design Build Firm participants will connect to the GoToMeeting using their webcams. Design Build Firms will then call into the GoToMeeting using the dial-in number, Access Code, and audio PIN provided, in lieu of relying upon the VoIP computer audio. Design Build Firm members must remain visible to Procurement on the webcam at all times during the Page Turn meeting. After starting the GoToMeeting and just prior to the beginning of the timed Page Turn meeting, Procurement shall request the Design Build Firm participants rotate their webcams or laptops to display their full surroundings. Procurement will need to visually verify the number of Design Build Firm participants does not exceed the attendee limit specified in the Request for Proposal (RFP), and visually verify the Design Build Firm participants are not accessing or using smartphones, tablets, laptops, or other electronic devices during the Page Turn meeting. Technical Review Committee (TRC) are also not required to co-locate and may join the GoToMeeting from their respective locations. For the page-turn, the TRC members will connect to GoToMeeting using their webcams. TRC members will then call into the GoToMeeting using the dial-in number, Access Code, and audio PIN provided, in lieu of relying upon VoIP computer audio. TRC

Design-Build Guidelines for Virtual Procurement Meetings

members will turn on their webcams and remain visible on webcam throughout the meeting. Procurement staff are facilitators for the Page Turn meetings, and do not need to activate their own webcam. The Design Build Firms may be granted Presenter capabilities to advance the pages on screen during the GoToMeeting.

- V. Bid opening meetings shall be conducted via GoToMeeting using webcam, to allow for social distancing. The advertisement shall provide the GoToMeeting link for the bid opening meeting.
- VI. The GoToMeeting conference phone numbers must be noticed in the advertisement for all public meetings other than Selection meetings and TRC meetings.
- VII. Selection meetings (Phase I Selection and Final Selection) and TRC meetings shall be held as public meetings via teleconference. Procurement shall reserve a GoToMeeting* conference phone number for a selection meeting or TRC meeting teleconference. Public meetings shall be properly noticed. Members of the public shall email the applicable District or Central Office designated email account at least 24 hours in advance of the subject public meeting (Saturdays, Sundays, and state holidays shall be excluded in the computation of the 24-hour time period), to obtain the teleconference dial-in number and Access Code, to listen into the teleconference.
- VIII. Debrief meetings post-procurement shall be scheduled by the PM or the TRC, after the 72-hour posting period for selection meetings. GoToMeeting with webcam is the preferred conferencing tool for consistency, however MS Teams may be used for debrief meetings if the Design-Build firm is in agreement.
- IX. Marketing meetings may be scheduled and conducted by the FDOT Project Manager (PM) or other disciplines. Marketing meetings are only allowable prior to the current advertisement start date. GoToMeeting with webcam is the preferred conferencing tool for consistency, however MS Teams may be used for marketing meetings if the Consultant also has access to the technology.

*GoToMeeting Guidance:

GoToMeeting supported web browsers include: Google Chrome, Microsoft Edge, or Mozilla Firefox. If issues are encountered with Microsoft Internet Explorer when accessing the GoToMeeting link, please try an alternate browser.

1. Procurement staff will need to be granted authority through OIT as a **GoToMeeting Organizer**. Procurement shall submit an Automated Access Request Form (AARF) to be granted authority as a **GoToMeeting Organizer**. Justification is required; please reference the subject Procurement Process Mitigation Strategies guidance. TRC members do not require an Organizer account to participate in GoToMeetings. Consultants/contractors/vendors do not need to purchase a GoToMeeting account to participate in virtual meetings.
2. Attendees of exempt meetings are required to identify themselves to be permitted to remain in the GoToMeeting and must be authorized representatives of the Design-Build firm, or FDOT, for security reasons. Any attendees deemed by Procurement to be unauthorized will be dismissed from the meeting by the Procurement GoToMeeting Organizer. Information for Procurement on how to accomplish these steps may be found in the GoToMeeting Quick Help Training link below. Virtual attendees of public meetings are not required to identify themselves. Pre-bid/pre-proposal meeting attendees must identify themselves.
3. Procurement will record the exempt meetings using the built-in meeting audio-recorder functionality in GoToMeeting. Procurement will record the meeting by clicking the "Record" red button in GoToMeeting, before the meeting gets underway. GoToMeeting will then

Design-Build Guidelines for Virtual Procurement Meetings

capture everyone's audio recording. As a secondary backup, Procurement will also record the meeting using a hand-held digital voice-recorder, in case the GoToMeeting recorder malfunctions.

4. As a best practice, the Procurement GoToMeeting Organizer should join the GoToMeeting 15 minutes prior to the start time, to ensure proper functioning of audio/webcam.
5. A new GoToMeeting must be created for each meeting. Procurement will not retain or re-use links from prior meetings.

GoToMeeting – Quick Help Training for Creating, Navigating, and Organizing Meetings for Procurement:

<https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/procurement/pdf/gotomeetingguide.pdf>

GoToMeeting - Organizer Training - Part 2 – Hosting (4 minutes, 42 seconds):

<https://www.youtube.com/watch?v=OtgL1lIP2AY>

To log into GoToMeeting as an Organizer from the GoToMeeting website:

Go to www.gotomeeting.com

You will need to sign in with an email address and password.

If desired, check the box to enable the "Keep me signed in" option. Click Next. Enter your account password, then click Sign in. If prompted, verify your login.

FDOT staff may reach out to District or Central Office OIT for additional GoToMeeting assistance if required, by submitting an FDOT [Service Desk](#) ticket.

How to Join as an Attendee on GoToMeeting- for Consultants, Contractors, or Vendors:

<https://www.youtube.com/watch?v=95dRdnMMgbQ>