

Design-Build Subcommittee

May 11, 2011 minutes

Attendees:

Claude Ipock	SCDOT
Mark Monreal	UIG
Tad Kitowicz	FHWA
Barry Bowers	SCDOT
Fred kicklighter	LPA
Greg Schuch	F&H
David Glenn	SCDOT
Barbara Wessinger	SCDOT
Matt Lifsey	SCDOT
George Hassfurter	Lane Construction
Richard Nichols	Carolina Bridge
David Kinard	SCDOT
Danny Shealy	CAGC

Claude opened meeting with introductions.

RFQ/RFP Procurement Elements

Confidential Meetings – Draft some language to insert into Advertisement to allow one on one meetings. **Action Item:** David Kinard’s group to draft language.

Draft RFPs - Issue the draft RFP to the list of firms that were short listed for comments.

ATCs - Firms may submit confidential questions to SCDOT to see if they are acceptable.

RFQs – Revise draft RFQ process seeking top 3 or 4 teams. Not all firms will be short listed, not a pass/fail, Need language to limit the number of qualifying teams to 3 or 4. **Action Item:** David Kinard’s group to propose language.

Evaluation Process

Technical scores – how to incorporate and determine the best value. Use the two step process when allowable.

1 – RFQ scoring for determining a short list of firms

2 – RFP scoring for technical scores with bids to determine the best value.

Reduce the close door process and scoring process, reduce some of the subjectivity, define how the RFP will be scored showing the point values relating to each area of scoring. RFP opening of bids and read the technical scores, bids and adjusted price.

Best and final offer process (BAFO). **Action Item:** Tad and DOT to work on language.

Legal/Financial/Insurance

General Liability Insurance : \$2 to \$4 million seems to be the upper limit and then obtain an umbrella policy. (no further action required on this item)

Financial Statements : Further research is needed on this item in the RFQ process. **Action Item:** Barbara to research is a letter from the bonding company would be sufficient in lieu of financial statements.

Design Elements

Hierarchy of Documents - Claude has submitted changes to legal and will send to FHWA and committee.

RFP Preliminary Data - Freddie's group submitted handout. (copy attached). **Action Item:** Freddie's group to add bullets in the Geotech section for temporary pavement design and ground modifications if DOT desires.

Quality Assurance Procedures

Claude and Barbara are drafting language to further define QC/QA functions.

Risk Allocations

Price Adjustments - unleaded gasoline, diesel fuel and AC binder will be decided on a case by case bases to see if any of these items warrant indexes in the contracts.

Next Meeting July 13, 2011 9:00 a.m. at LPA's office.