

ALTERNATE PROJECT DELIVERY OFFICE

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: DESIGN-BUILD CANDIDATE PROJECTS	NUMBER: IIM-APD-3
SPECIFIC SUBJECT: SELECTION PROCESS FOR CANDIDATE DESIGN-BUILD PROJECTS	DATE: FEBRUARY 14, 2013
	SUPERSEDES:
APPROVED:	Mohammad Mirshahi, P.E Deputy Chief Engineer Approved February 14, 2013

EFFECTIVE DATE

- This Memorandum is effective upon receipt. It outlines the process for identifying candidate design-build projects.
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INTRODUCTION

- The Alternate Project Delivery Office (APDO) in the Central Office oversees VDOT's design-build program. Each year the District, in conjunction with Central Office Preliminary Engineering Divisions, should review the approved Six Year Improvement Plan (SYIP) and develop a prioritized list of potential design-build projects utilizing the criteria included herein to identify candidate design-build projects.
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CRITERIA FOR SELECTION OF DESIGN-BUILD PROJECTS

- Candidate projects for design-build procurement must have:
 - An expedited schedule that will reduce the overall project completion time as compared to the traditional design-bid-build method, and
 - In accordance with the Code of Virginia §33.1.12 (b), "that it is not in the public interest to comply with the design and construction contracting procedures normally followed."

The following criteria should also be considered in the selection of candidate projects for design-build procurement.

Established Budget – The project has an established budget that can be completed at or near the established cost without significant overruns.

Well-defined scope - The project has a well-defined scope and performance requirements. There is a clear understanding of the project scope that is not subject to change once the design-build procurement process has started or after award. The scope is defined to achieve desired results with room for innovation in the design and construction efforts. Also, the project objectives are clearly identified and can be attained through design-build project delivery.

Project Risk - The project has a limited number of project risks that can be reasonably mitigated such as utility conflicts, unknown geotechnical conditions, hazardous materials, potential issues with right-of-way acquisitions, wetlands and/or environmental concerns, lack of stakeholder support or any other such issues that can impact the project scope of work, schedule, and cost.

Railroad and Other Third Party Involvement – It is preferred the project has no railroad crossings. Projects with railroad crossings should have existing easements and agreements already in place or can have them in place by VDOT prior to award. Requirements and/or agreements for other third party involvement have been clearly identified with little to no risk of impacts on the project schedule, cost, and scope of work.

REQUIRED SUBMITTALS FOR CANDIDATE DESIGN-BUILD PROJECTS

- The following information shall be submitted to APDO for use in determining the selection and approval of a design-build project:
 - Provide a location plan and project description to include general scope of work (i.e. widening, new alignment, reconstruction, etc.) and any major features or considerations that need to be taken into account by the Design-Builder.
 - Submit a copy of the funding information shown in iPM for preliminary engineering (PE), right-of-way (RW) and construction (CN).
 - Submit both a design-build and design-bid-build project schedule from preliminary engineering to completion of construction. The project schedule should also include the procurement duration as well as time for in-house design staff and/or consultant to perform the preliminary engineering design for development of the RFP and/or solicitation documents (RFQ), if applicable. It is suggested the tracking log included as an attachment to IIM-APDO-1 be used to help facilitate development of the design-build schedule.

- Provide a list of identified risks and the potential impacts these risks will have on the project scope of work, schedule and cost.
- Provide a description of the status of the NEPA document.
- Provide documentation showing District Administrator's concurrence and other stakeholder (i.e. localities) support to procure the project through design-build contracting.
- After receipt of the information listed above, APDO staff will seek concurrence from appropriate Central Office Divisions. Based on the review of the submittal, the APDO Director, will recommend to the Deputy Chief Engineer candidate projects that are suitable for design-build along with an appropriate procurement method (i.e. two-phase/best value, two-phase/low bid, or single-phase/low bid) for the projects. The Deputy Chief Engineer will review the APDO Director's recommendation and make a final determination whether to proceed with the design-build procurement of the project.