

**District Project Manager (PM-D)** – Representative of the District who is responsible for project management of the preliminary plan development, contract administration, and project communication with the Innovative Project Delivery Contract Manager (CM-IPD). Ideally, the individual performing this job function should have extensive experience in both preliminary engineering and construction. However, two individuals can perform this role together, one from preliminary engineering (supporting the CM-IPD during the procurement phase of project delivery) and one from construction (the lead during the post award phase of project delivery). This individual(s) should be involved in project development from beginning to end and should be an integral part of development of the technical requirements of the RFP and other contract documents.

**Major Items Detailed Estimate** – Project estimation of major items (earthwork, bridges, detours, retaining walls etc.) utilizing a spreadsheet approach and incorporating the pricing data available in the TransPort program or other comparable alternative database. Minor items (drainage, incidental, E&S etc.) can be estimated by category as a lump sum or individually at the project estimator's discretion.

**Offeror or Bidder** – Any individual, partnership, corporation, or joint venture that formally submits a Statement of Qualification and/or Design-Build Proposal in response to the solicitation for the work contemplated, or for any portion thereof, acting directly or through a duly authorized representative. Typically "Offeror" and/or "Bidder" terms are used prior to the award of a contract.

**Preliminary Plans** – Plans developed by the Department or Department's consultant to provide potential Offerors with the general project configuration and right of way footprint for bidding purposes.

**Request for Proposals (RFP)** – All documents, whether attached or incorporated by reference, utilized for soliciting proposals. The RFP is the only solicitation in a single-phase selection process. The RFP is the second phase in a two-phase selection process (RFQ/RFP) where VDOT issues a written request to those Offerors, which have been short-listed to submit both technical and price proposals.

**Request for Qualifications (RFQ)** – All documents, whether attached or incorporated by reference, utilized for soliciting Statements of Qualifications from Offerors. The RFQ is the first phase of a two-phase selection process for the purpose of inviting interested Offerors to submit qualifications for a project. Qualified Offerors shortlisted in the RFQ phase are then asked to respond to the project RFP.

**Statement of Qualifications (SOQ)** – The documents submitted by an Offeror in response to an RFQ. SOQ's contain information that allows VDOT to short list qualified Design-Builders for the RFP phase of procurement.