



DESIGN-BUILD (DB) ADVERTISING CHECKLIST INSTRUCTIONS

6/17/2015

Items 1 – 16 are required in order to submit the final checklist to Construction and Program Finance for advertising

<p>Contact the Statewide Innovative Contracting Engineer for questions related to the check-list.</p> <p>Items 1-16 must be verified by Construction Advertising before the RFP will be placed on the Alternative Delivery Projects website or distributed to short listed bidders. Project Teams should plan to have a complete checklist <u>ten</u> Calendar days prior to the date they would like to advertise their RFP.</p> <p>All items need to be uploaded to ProjectWise (PW) in PDF format, properly named, and marked for advertisement. In order to simplify the process, no other documents except checklist items should be marked for advertisement in PW. The instruction item numbering below corresponds to the checklist item numbering.</p>	
1.	<p>Project Goals and Selection Criteria PW Name: "PIN_ProjectGoals_Mtg"</p> <p>Set up a Leadership Goals, Selection Criteria and Scope Presentation date prior to submitting the completed checklist. This is the date the Project Team meets with the Selection Committee, Selection Official, and UDOT Executive Director and Deputy Director to obtain concurrence with the goals, selection criteria, and scope of the DB project. Place PDF copy of agenda or appointment in PW.</p>
2.	<p>Right-of-Way Consent PW Name: "PIN_ROW_Consent"</p> <p>The UDOT Right-of-Way Director or designee gives consent that language in the RFP is consistent with applicable ROW laws and policies. Central ROW needs to give consent that ROW has been properly dictated in the RFP (i.e. ROW performance specification meets ROW standards).</p>
3.	<p>Utilities Consent PW Name: "PIN_Util_Consent"</p> <p>The Region Utilities Coordinator/Engineer needs to give consent that utility language has been included in the RFP that meets applicable policy, laws, etc.</p>
4.	<p>Traffic Consent PW Name: "PIN_TS_Consent"</p> <p>The Region Traffic Engineer has given consent that the performance specifications require all safety features to meet current standards such as striping, signing, signals, lighting, barriers, attenuators, and traffic control.</p>
5.	<p>Bridge Design Consent PW Name: "PIN_Struc_Consent"</p> <p>UDOT Chief Structural Engineer or designee reviews RFP to make sure language relating to Structures meets Department requirements.</p>
6.	<p>Engineer's Estimate and Certification PW Name: "PIN_EngEst" and "PIN_EngEst_Cert"</p> <p>Copy of the Engineer's Estimate and an email from estimate reviewer stating independent QC of the Engineer's Estimate was done.</p>
7.	<p>Betterments PW Name: "PIN_Local_Govt_Betterment"</p> <p>Funding must include all non-participating funding sources including Local Governments betterments if applicable. Check "yes" or "no" on the checklist. If "yes" then include applicable copies of betterments in PW. Betterment agreements need to be executed prior to completion of the advertising checklist.</p>
8.	<p>Assignment Order Form C-050 PW Name: "PIN_Assign_Order"</p> <p>Include the completed and signed Assignment Order Form C-050. Each project is under the direct supervision of a Resident Engineer assigned by the Department prior to advertising.</p>

9.	<p>Civil Rights Memo PW Name: "PIN_Civil_Rights_Memo" Fill out the DBE Request Form located at the following link: http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:443,54517 Allow one week for Civil Rights to issue a memo outlining the DBE goal percent, OJT training hours required, and Davis-Bacon wages that apply. You should receive a confirmation e-mail after <u>five</u> Working days, at which time you should verify that the form is in PW and marked for advertisement. Contact the Civil Rights Division at (801) 965-4102 for any questions/concerns.</p>
10.	<p>Risk Assessment Checklist and Memo PW Name: "PIN_Risk_Checklist" and "PIN_Risk_Memo" Obtain the Risk Assessment checklist from UDOT website, http://www.udot.utah.gov/main/f?p=100:pg:::V,T:,3706, e-mail to Tim Rodriguez timrodriguez@utah.gov, and Cheryl Benner cbenner@utah.gov. Allow <u>five</u> Working days for a project risk analysis to be completed and returned with the recommended coverage. Include Risk Management's recommendations in the RFP.</p> <p>A Note about OCIP: OCIP is required on projects over \$75M. OCIP requirement need to be included in the RFP on those projects.</p>
11.	<p>Project Design Criteria (PDC) PW Name: "PIN_PDC" A copy of the completed and signed PDC is required. http://www.udot.utah.gov/main/f?p=100:pg:::V,T:,1560</p>
12.	<p>Short-listed Design-Build Teams PW Name: "PIN_Shortlist" Verify that the list of short-listed companies with their contact information has been uploaded to PW. If there is no short-list, write n/a in this box.</p>
13.	<p>Additive Work Bidding PW Name: "PIN_Additive_Bid_Detail" Calculate the budget amount available for construction and enter in the Engineer's Estimate Setup as the Available Award Funds. Get final approval for additive bidding via e-mail from the UDOT Director of Construction and place email in PW.</p>
14.	<p>RFP Cover Sheet PW Name: "PIN_RFP_CoverSheet" Upload the final RFP Cover Sheet.</p>
15.	<p>Environmental Documentation PW Name: "PIN_Environmental_Signatures" Environmental Study front page and signature page.</p>
16.	<p>Project Documentation Verification Project #, Name, Concept, and County match in 710 Screen in ePM, PDBS, and RFP Cover Sheet. Bid Item Numbers and Names are accurate. All project files are in ProjectWise. Contact Construction Advertising and Systems Planning and Programming with any changes.</p>

Upload completed checklist and associated checklist documentation to PW and then send a notification e-mail to the Central Advertising email box at advertiseconstruction@utah.gov and "cc" programfinance@utah.gov to begin funding approval.

Funding Authorization is needed prior to advertising but will be obtained after items 1-16 on the checklist have been submitted:

<p>The following item does not need to be in PW prior to submitting the final checklist, it will be completed by Systems Planning and Programming when the checklist is submitted for final review.</p>	
Note:	<p>State or Federal Funding Authorization – T-725 / R-709 form required for funding. Project Team uploads the completed checklist and checklist items into PW and sends a notification e-mail to Construction Advertising and Program Finance <u>ten</u> Calendar days prior to the RFP advertisement date. The T-725 is created from ePM and Engineer's Estimate by Systems Planning and Programming. The R-709 is created and entered into the Federal System. FHWA approves the R-709 and it is attached to the T-725 and Estimate Approval and sent to the Deputy Director for signature then returned to Systems Planning and Programming. Contact programfinance@utah.gov for answers to questions.</p>