

**US-95, MP 122 to 139 BR Replacements & Weiser RV BR and Mud Creek Bridge, Adams Co.**

**Project:** A013(948) & A013(949)

March 11, 2016

**Key Number:** 13948 & 13949

Pre-SOQ Meeting

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- A. Introductions (CS)
  - a. Contracting Services Engineer: Monica Crider
    - i. Department Single Point of Contact & Procurement Facilitator
  - b. District Project Manager: Dana Weis and Daris Bruce
  
- B. RFQ (CS)
  - a. Content of RFQ
    - i. RFQ General Instructions
    - ii. Appendix A: Project Information
    - iii. Appendix B: RFQ Forms
  - b. Stipend being offered for unsuccessful short-listed proposers (RFQ.1.3)
    - i. Stipend agreement included for reference only, not required with SOQ
    - ii. Stipend amount being offered \$15,000
  - c. Contract Type (RFQ.1.4)
    - i. Best value, Lump-Sum Design-Build (likely time-adjusted)
  - d. DBE Program (RFQ.1.4.2)
    - i. ITD encourages responders to consider using DBE's.
  - e. Communication Protocol (RFQ.1.7)
    - i. Submitted electronically to the [AltContracting@itd.idaho.gov](mailto:AltContracting@itd.idaho.gov) email listed in the RFQ.
  - f. Procurement Process – two steps (RFQ.2)
    - i. Step 1 (RFQ): solicit qualifications, to establish Short-List of 3
    - ii. Step 2 (RFP): solicit proposals to select Design-Build Firm
  - g. Procurement timeframes and due dates (RFQ.2.2)
    - i. RFQ deadlines (Table RFQ-1)
      - 1. March 24<sup>th</sup>, 2:00pm – receive Proposer's questions
      - 2. March 31<sup>st</sup> – ITD issue final addendum/respond to questions
      - 3. April 7<sup>th</sup>, 4:00pm – SOQ's due
  - h. Evaluation Process (RFQ.4, RFQ-A, Table RFQ-A-1)
    - i. RFQ-A.3 -- Pass/Fail Criteria & Scored Criteria
      - 1. Cover letter, legal and financial information, and functional organization chart.
      - 2. Rating of "Fail" in any category makes submittal unresponsive
    - ii. RFQ-A.4 -- Scored Evaluation Criteria
      - 1. Key Personnel, Major Participant Experience, Past Performance, Project Understanding and Approach.
  
- C. Project Description (District PM)
  - a. Best-value (RFQ-A.1.2)
    - i. Estimated cost of \$4,100,000 (design and construction, all inclusive)
  - b. Anticipated Substantial Completion (RFQ-A.1.2)
    - i. Fall 2017
  - c. RFQ Appendix A
    - i. Project Goals (RFQ-A.1.1)
    - ii. Project Description (RFQ-A.1.2)
    - iii. Project Status (RFQ-A.1.3)
    - iv. Design-Build Firm's Responsibilities (RFQ-A.1.4)
  
- D. Conclusion (CS)
  - a. Questions should be submitted on Form Q to official email
  - b. Sign-in sheet and pre-SOQ meeting agenda will be posted
  - c. RFQ and RFP phases will use the Department's QuestCDN online advertisement system
  - d. Questions...?