

DESIGN-BUILD

REQUEST FOR PROPOSALS DOCUMENTS INDEX

(TYPICAL CONTENT WITHIN EACH SECTION OF THE RFP)

Instructions to Proposers (ITP)

- General
 - Project Description and Goals
 - Changes in Proposer's organization from what was described in the SOQ
 - Estimated Cost of the project and Maximum Time Allowed
 - Disadvantaged Business Enterprise and Equal Employment Opportunity
 - Federal Lobbying Restrictions and USDOT Bid Rigging Hotline
 - Design-Builder Proof of Responsibility
- Procurement Schedule
- Procurement Process
 - Communications
 - Requests for Clarification
 - RFP Addenda
 - Alternative Technical Concepts
 - WisDOT's rights
 - Appeal Procedures
 - Pre-Accepted Elements
- Proposal Delivery, Content, and Format for both Technical Proposal and Price Proposal
- Evaluation Process
- Escrowed Proposal Documents; Contract Award and Approval; Stipends
- Proposal Forms

Book 1 (Design-Build Contract)

- Contract Components; Interpretation of Contract Documents (order of precedence, federal and state requirements, etc.)
- Design-Builder's Obligations
- Information Supplied to Design-Builder; Responsibility for Design; Disclaimer
- Time Within Which Project Shall be Completed; Scheduling
- Control of Work (safety, process to be followed for discovery of certain site conditions, quality, oversight, nonconforming work, etc.)
- Access to Site; Utility Relocations (accuracy of design/data, responsibility, betterment, etc.); Environmental Mitigation
- Equal Employment Opportunity; Subcontracts; Labor
- Surety Bonds
- Insurance
- Risk of Loss (site security, maintenance and repairs, damage to off-site property, etc.)
- Payment (contract price, invoices, limitations, deductions, final payment, disputes, etc.)
- Contract Incentives (early completion, etc.)

- Changes in the Work (circumstances in which change orders may be issued, procedure for WisDOT-initiated and Design-Builder-initiated changes, limitations, price changes, etc.)
- Suspension of Work
- Termination for Convenience
- Default (by Design-Builder or WisDOT)
- Damages
- Indemnification
- Partnering, Claims for Adjustment and Disputes
- Acceptance of Project (Substantial Completion, Final Acceptance, etc.)
- Warranties
- Documents and Records (escrowed proposal documents, subcontractor pricing documents, project records, retention of records, etc.)
- Miscellaneous Provisions (amendments, waivers, Design-Builder independence, Officials not to benefit, communications, etc.)

Book 2 (Project Requirements)

1. GENERAL

- Introduction to Books 2 and 3
- General Project Description and Project Location
- Basic Design Configuration
- Other Projects in the Vicinity of the Project

2. PROJECT MANAGEMENT

- How payments will be made (Payment Breakdowns, Invoices, Progress Reports)
- Schedule management (CPM schedule, Initial Work Plan, Schedule Updates)
- Key personnel
- Co-location and Office Facilities (Project Office, Field Office, Field Lab)
- Safety Management
- EEO and DBE requirements

3. PUBLIC INVOLVEMENT

- List of Stakeholders
- Public meeting requirements
- Media relations
- Public Involvement Plan
- Crisis/Emergency Communications
- Events
- Outreach to Traditionally Underserved Audiences
- Commercial Vehicle Access/Restrictions

4. ENVIRONMENTAL COMPLIANCE

- Training
- Permits
- Hazardous Materials (and Management Plan)

- Regulated Materials
- Impacts to Water Resources
- Erosion and Sedimentation
- Water Quality
- Septic Systems
- Monitoring Reports
- Odors, Noise and Dust
- Cultural Resources
- Environmental Notification Contact List

5. **QUALITY MANAGEMENT**

- Design-Builders responsibilities v. WisDOT's role
- Withholding of Payment and Work Suspension
- Quality Manual
- Released for Construction Submittals and Acceptance
- As-Built Documents
- Non-Conforming Products
- Working Drawings
- Materials/Testing Requirements

6. **UTILITIES**

- Utility coordination meetings
- Permits/authorizations
- Responsibilities of Design-Builder v. Utility Owners (design and construction)
- Documentation
- Out-of-Service Utilities
- Damage to Utilities

7. **RIGHT OF WAY**

- Acquisition Activities
- Temporary limited easements
- Identification of new ROW interests

8. **GEOTECHNICAL**

- Equipment/Software
- Investigations and Supplemental Investigations
- Analysis and Design Criteria
- Ground Replacement
- Ground Improvement
- Embankment (stability, deflection, settlement)
- Vibration Monitoring and Control
- Site Investigation
- Geotechnical Instrumentation and Monitoring Plan

9. **LAND SURVEYING**

- Investigations/Supplemental Work
- Survey Control

- Preservation of Monuments
- Right of Way Surveys

10. **PAVEMENTS AND ROADWAY MATERIALS**

- Roadway borings, field testing and sampling, and laboratory testing
- Borrow material
- Pavement design (concrete and/or asphalt requirements, pavement section, etc.)
- Tapers and transitions
- Excavation marsh

11. **ROADWAYS**

- Geometry (Clear zone, Vertical Curves, Grades, Intersections, Slopes, Snow Storage, Fencing, Cross Slope, Crown, Mailboxes)
- Mining, removal of miscellaneous objects, disposal of materials, building removals and protection of other facilities

12. **DRAINAGE**

- Coordination with other agencies and disciplines
- Investigations/Supplemental Work
- Stormwater Control
- Hydraulic Design Criteria
- Culverts, bridges, storm drains and sewers, roadside open channels

13. **STRUCTURES**

- Bridges, retaining walls, noise walls, culverts, sign structures
- Bridge types
- Loads and forces & load combinations
- Structural components (foundations, abutments, piers, pier caps, slope protection, joints and bearings, girders, decks, slabs, bridges barriers, pedestrian railings, approach slabs, drainage systems)
- Load Rating
- Vertical Clearance
- Temporary shoring and temporary structures
- Materials (concrete, prestressed concrete, precast concrete, prestressed steel, reinforcing steel, structural steel, timber)

14. **VEGETATION & EROSION CONTROL**

- Vegetative Assets
- Invasive Species and Noxious Weeds
- Functional and Aesthetic Planting
- Erosion Control
- Soils Management (pesticides and herbicides)
- Plant Establishment and Turf Establishment

15. **VISUAL QUALITY MANAGEMENT**

- Personnel (Visual Quality Manager and Visual Quality Advisory Committee)
- Visual Quality Elements (bridges, retaining structures, noise walls, traffic barriers, signing, pedestrian railing, slope protection, culverts, lighting, signals, and utilities)

16. SIGNING, PAVEMENT MARKING, TRAFFIC SIGNALS, AND LIGHTING

- Signing Inventory
- Photometric Analysis
- Permanent Signing, Pavement Marking, Traffic Signals, and Lighting (Temporary systems covered in Section 18)
- Electrical Service
- Operation and maintenance
- Salvaging existing equipment
- Material requirements

17. INTELLIGENT TRANSPORTATION SYSTEMS

- Materials (State-furnished materials, Salvaged materials, Qualified products)
- Communication Network (fiber optic cable, fiber optic cable assemblies, fiber optic cable connection components, coaxial cables)
- Closed Circuit Television (CCTV) Assembly
- Ramp Control Signal Systems
- System Detection
- Dynamic Message Signs (DMS)
- ITS Shelter Cabinet (conduit, wiring, lighting, duplex receptacles, cable tray)
- Control Cabinet
- Communication Vault and Pull Box
- NMC Conduit and Bored Conduit
- Electrical Service (coordination with power utility)
- Automatic Traffic Recorder (ATR)
- Project Testing and Documentation
- Maintenance and Operation of ITS components

18. MAINTENANCE OF TRAFFIC

- Design Vehicle
- Temporary Guardrail, Barrier, Attenuators, and Glare Screen
- Pedestrian Access
- Lane Rentals
- Allowable Construction Timeframes
- Temporary Signalization, Lighting, and Pavement Marking
- Incident Management (towing, contractor response time, etc.)
- Staging Areas
- Temporary Vertical Clearance
- Access to Properties
- Video Record of pre-construction conditions

19. MAINTENANCE DURING CONSTRUCTION

- Routine maintenance activities (temporary facilities, shoulder drop-offs, MOT equipment, drainage, removing construction hazards, erosion control, litter and debris, etc.)
- Snow and Ice Removal (WisDOT v. Design-Builder responsibilities)

20. **BICYCLE AND PEDESTRIAN FACILITIES**

- ADA Design Workshop
- Crosswalk Markings
- Curb Ramps

21. **RAILROADS**

- WisDOT and Railroad contact information
- Stipulation or other agreement with railroad

Book 3 (Applicable Standards)

- List of Standards to be used to design and construct project. Includes edition numbers. Note, standard hierarchy is included in the individual discipline sections of Book 2.
- Any modifications to Manuals, Technical Memoranda, Standard Specifications for Highway and Structure Construction, Special Provisions.

Reference Information Documents (RID)

- Documents provided by WisDOT for information only and not to be relied upon by the Design-Builder