

Building Design and Construction Manual

CHAPTER 4a - PROCUREMENT OF ALTERNATIVE PROJECT DELIVERY BUILDING CONSTRUCTION

- 1.0 Eligibility Requirements and Procedures for Alternative Project Delivery Building Construction
 - 1.1 A state agency, after evaluating the type of project contemplated and the alternative project delivery method desired for building construction, shall submit a written request including justification to the State Building Advisory Commission (SBAC) for review and approval.
 - 1.2 To be eligible to use an alternative project delivery method ([K.S.A. 75-37,141 et seq.](#)) for a state building construction project, the state agency requesting such delivery must demonstrate the project is appropriate for either a construction management at-risk or a design-build delivery method. The SBAC will consider the following factors:
 - 1.2.1 The likelihood that the alternative project delivery method of procurement selected will serve the public interest by providing substantial savings of time or money over the traditional design-bid-build delivery process.
 - 1.2.2 The ability to overlap design and construction phases is required to meet the needs of the end-user.
 - 1.2.3 The use of an accelerated schedule is required to make repairs resulting from an emergency.
 - 1.2.4 The project presents significant phasing or technical complexities, or both, requiring the use of an integrated team of designers and constructors to solve project challenges during the design or preconstruction phase.
 - 1.2.5 The use of an alternative project delivery method will not encourage favoritism in awarding the public contract or substantially diminish competition for the public contract.
 - 1.2.6 The ability of the state agency to fund the stipend offered to qualified design-build proposers.
 - 1.3 Eligibility requirements for construction management at-risk services are dependent upon the scope of the project.
 - 1.4 To be eligible for design-build services, a contractor must be pre-qualified by OFPM to do construction work for the State of Kansas. If the project requires architectural and/or engineering services, a professional, with general liability insurance, licensed by the Kansas Board of Technical Professions, must be part of the team.
- 2.0 Annual Statement of Qualifications
 - 2.1 The Secretary of Administration by statute annually requests firms engaged in the lawful practice construction management at-risk or design-build services to submit a statement of qualifications (SOQ) and performance data.
 - 2.1.2 A request for annual qualification statements shall be published in the Kansas Register at the end of each year.
 - 2.2 The State of Kansas Professional Qualifications DCC Form 050 is to be used. It is available at www.da.ks.gov/fp/. The following minimum information is required. Supplemental information regarding each firm may also accompany the form.
 - 2.2.1 The firm's capacity and general experience, including specific roles on similar or related projects.

- 2.2.2 The capabilities and other qualifications of the firm's personnel.
 - 2.3 For completing Form 050 use the information in Chapter 4, Section 4, plus adjustments necessary to accurately and adequately state the qualifications of the design build team or the construction management at-risk firm.
 - 2.4 Each completed Professional Qualifications DCC Form 050 and supplemental information, including photographs and letters of reference related to each firm's work, should be delivered to OFPM as described in the annual advertisement. By statute, SOQs are required to be filed and made available to the State Building Advisory Commission (SBAC) and Procurement Negotiating Committees.
 - 2.5 Eligible firms, which have never sought State work, are encouraged to contact OFPM regarding the State's eligibility, qualification, nomination and selection procedures and policies.
- 3.0 Announcement of Public Hearing for Proposed Alternative Project Delivery Building Construction
- 3.1 When a written program statement and draft advertisement from a state agency for a capital improvement project, which has been funded and approved by the Kansas Legislature, is received from a state agency, a public hearing to consider comments on the request will be held by the SBAC.
 - 3.1.1 OFPM will notify the SBAC and schedule a date for a public hearing.
 - 3.1.2 OFPM will publish a notice in the Kansas Register at least 15 days prior to the hearing.
 - 3.2 If the SBAC determines the eligibility criteria for use of an alternative project delivery method is not met and the project does not qualify, the agency will be notified to use the traditional design-bid-build delivery method.
 - 3.3 If the SBAC determines the eligibility criteria for use of an alternative project delivery method is met, the agency will be notified to proceed with the proposed alternative method of project delivery.
- 4.0 Announcement of Alternative Project Delivery Building Construction
- 4.1 Upon the SBAC's approval of the use of an alternative project delivery method, OFPM will submit an advertisement to be published in the Kansas Register requesting proposals for the approved method from construction management at-risk or design-build firms interested in the project.
 - 4.1.1 The Kansas Register is the **official** publication where all requests for alternative delivery methods for building construction projects funded by state tax dollars are announced.
 - 4.1.2 Capital improvement projects funded by other means may also elect to use the above methods.
 - 4.2 The *Kansas Register* is published every Thursday by the Kansas Secretary of State. The *Register* is available on line at http://www.kssos.org/pubs/pubs_kansas_register.asp and is available in many libraries throughout the state.
 - 4.2.1 Subscriptions to the *Kansas Register* may be obtained by contacting the Kansas Secretary of State on the internet at <http://www.kssos.org>, by e-mail at kansasregister@kssos.org or by telephone at 785-296-3489.

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- 5.0 SBAC Guidelines for Proposal Submittals
- 5.1 When a request for an alternative project delivery service is advertised in the Kansas Register, all eligible firms may submit a proposal to the SBAC indicating their interest in being nominated by the SBAC for the advertised services.
- 5.1.1 Should there be any conflicts between the Kansas Register advertisement and the requirements listed below or anywhere else, firms shall follow the requirements listed in the Kansas Register advertisement.
- 5.2 Each proposal for advertised services shall contain the following information in the order provided below.
- 5.2.1 A one-page letter of interest including a synopsis of qualifications; completed State of Kansas Capital Improvement Project Qualifications DCC Forms 051, 052, 053, and 054; any photographs or supplemental information, including letters of reference related firm's work relevant to the advertised services; and information specifically requested in the advertisement. Kansas Capital Improvement Project Qualifications DCC Forms 051, 052, 053, and 054 can be altered to accommodate each firm's qualifications.
- 5.2.2 A maximum of forty (40) pages of **readable** surfaces, which may be double-sided. Double-sided proposals do **not** increase the forty (40) page readable surfaces limit. Covers, separation tabs and the Professional Qualifications DCC Form(s) 050 do not count toward the forty (40) page readable surface limit.
- 5.2.2.1 Covers and separation tabs with firm information, including photographs, will be counted in the 40-page readable-surface limit.
- 5.2.3 An **updated** State of Kansas Professional Qualifications DCC Form 050, for each proposing firm and each consulting firm should be included at the end of each proposal.
- 5.3 Each proposal shall be submitted in the following format(s):
- 5.3.1 A .PDF less than 5 MB, delivered to OFPM by as described in the advertisement. .ZIP files will not be accepted.
- 5.3.2 Paper copies, if requested, shall be a duplicate of the .PDF document, submitted in a loose-leaf binder, bound together or stapled.
- 5.4 For completing DCC Forms 051, 052, 053, and 054, use the information in Chapter 4, Section 4.
- 5.5 OFPM will receive and deliver to the SBAC all submittals that are delivered by the advertised deadline.
- 5.5.1 Firms interested in tracking the delivery of their submittal should do so through the firm's delivery service, not OFPM.
- 5.5.2 In order to assist OFPM with receipt of all proposals, firms are encouraged to e-mail OFPM their intent to propose, the date the proposal is sent out, and the method of delivery.
- 5.5.3 Improper submittals will be noted and delivered to the SBAC but may not receive consideration.
- 5.5.4 Late proposals will not be delivered to the SBAC.

- 6.0 Construction Management At-Risk Project Delivery Procedures
 - 6.1 General Information
 - 6.1.1 OFPM, with the advice of the SBAC, shall determine the scope and level of detail required to permit qualified construction managers or general contractors to submit construction management at-risk proposals in accordance with the agency's proposal.
 - 6.1.2 Construction manager at-risk or general contractor shall be selected as early as during the schematic design phase and prior to completion of the construction documents phase.
 - 6.1.3 The project design professional may be employed or retained by the agency to assist in the construction manager at-risk selection process. The design professional shall be selected and contracted separately ([K.S.A. 75-1257](#)).
 - 6.2 OFPM shall solicit proposals on behalf of the agency in a three-stage qualifications-based selection process.
 - 6.2.1 Phase I shall be the solicitation of qualifications for consideration by the SBAC which will nominate a minimum of three but not more five construction managers at risk or general contractors to advance to Phase II.
 - 6.2.2 Phase II shall be the solicitation of a Request for Proposal (RFP) for the project from the SBAC nominated firms.
 - 6.2.3 Phase III shall include an interview with each proposer to present their qualifications and to answer questions.
 - 6.3 Phase I Requirements. Submit proposals as detailed in Section 5, including the following minimum information.
 - 6.3.1 Similar project experience.
 - 6.3.2 Experience in this type of project delivery system.
 - 6.3.3 Reference from design professionals and owners from previous projects.
 - 6.3.4 Description of the construction manager or general contractor project management approach.
 - 6.3.5 Financial statements may be required by the selected firm, pursuant to [K.S.A. 45-221\(a\)\(33\)](#).
 - 6.3.5.1 Financial information requested during any phase of the process should be sealed in an envelope and labeled CONFIDENTIAL.
 - 6.3.6 Bonding capacity, including the ability of providing a public works bond ([K.S.A. 60-1111](#)) and evidence of such bonding capacity submitted to SBAC with the SOQ. Failure to present such evidence will deem the firm as unqualified for selection under this subsection.
 - 6.4 Phase II Process. Firms nominated by the SBAC in Phase I shall receive a Request for Proposal (RFP) requiring a more in-depth response including the following minimum information.

- 6.4.1 Company overview.
 - 6.4.2 Experience or references, or both, relative to the project under consideration.
 - 6.4.3 Resumes of proposed project personnel.
 - 6.4.4 Overview of pre-construction services.
 - 6.4.5 Overview of construction planning.
 - 6.4.6 Proposed safety plan.
 - 6.4.7 Fees, including fees for pre-construction services, fees for general conditions, fees for overhead and profit, and fees for self-performed work.
 - 6.4.8 Five (5) paper copies and one .PDF document on CD/DVD of the nominated firm's in-depth response.
- 6.5 Phase III Process
- 6.5.1 Upon receipt of all proposals from firms nominated by the SBAC, the PNC shall interview all proposers, allowing firms to present their proposed team members, qualifications, project plan, and to answer questions. Interview scores shall not account for more than 50% of the total possible score.
 - 6.5.2 The PNC shall select the firm providing the best value based on the proposal criteria and weighting factors identified by the agency in the RFP instructions to proposers to emphasize important elements of the project.
 - 6.5.3 The PNC shall proceed to negotiate with and to enter into contract with the firm receiving the best total score to provide the construction management at-risk services.
 - 6.5.3.1 Negotiations procedure shall be the same process undertaken to contract with design professionals ([K.S.A. 75-1250](#)).
 - 6.5.3.2 Should the PNC be unable to negotiate a satisfactory contract with the firm with the best score, negotiations with that firm will terminate and the committee will begin negotiations with the firm with next best score.
 - 6.5.4 If the PNC determines that it is not in the best interest of the agency to proceed with the project pursuant to the proposals offered, the committee shall reject all proposals. If all proposals are rejected, OFPM may solicit new proposals using different design criteria, budget constraints, or qualifications.
 - 6.5.5 The contract to perform construction management at-risk (CMAR) services shall be prepared by the secretary of administration and entered into between the agency and the firm performing the services. A contract utilizing a cost-plus guaranteed maximum price shall return all savings under the guaranteed maximum to the agency.
- 6.6 Record of Selection Process
- 6.6.1 The selection of the CMAR firm will be reported to the SBAC.
 - 6.6.2 All firms nominated by the SBAC and the selected firm will be announced at www.da.ks.gov/fp/ after the contract has been signed by all parties.

6.7 Construction Phase Process

- 6.7.1 OFPM shall publish a construction services bid notice in the *Kansas Register* and in such other appropriate manner for the construction manager as may be determined by the state agency.
 - 6.7.1.1 Each bid notice shall include the request for bids and other bidding information prepared by the CMAR and the agency with the assistance of OFPM.
 - 6.7.1.2 Current statements of qualifications and performance data, along with all information and evaluations developed by the secretary of administration under K.S.A. 75-3783 of firms submitting bid proposals shall be made available to the construction manager and the agency. If a firm submitting a bid proposal fails to submit the requested information, such firm will be deemed unqualified for selection.
 - 6.7.1.3 The agency may allow the CMAR to self-perform construction services provided the CMAR submits a bid proposal under the same conditions as all other competing firms.
 - 6.7.1.4 The CMAR shall evaluate the bids to determine the lowest responsible bidder, except the agency and OFPM shall determine the lowest responsible bidder for self-performed work.
 - 6.7.1.5 The CMAR will enter into a contract with each firm performing construction services for the project and make a public announcement of each firm selected.
- 6.7.2 The CMAR will be required to provide appropriate bonds and insurance to OFPM after the award of each bid package when the construction contract amendment for the bid package is signed by all parties.

7.0 Design-Build Project Delivery Procedures

7.1 General Information

- 7.1.1 OFPM, with the advice of the SBAC, shall determine the scope and level of detail required to permit eligible firms to submit design-build proposals in accordance with the agency's RFP.
- 7.1.2 OFPM on behalf of the agency shall publish a notice to interested proposers announcing the required project services in the *Kansas Register* at least 15 days prior to the closing deadline.
- 7.1.3 The notice shall include a description of the project, the procedures for submittal, the selection criteria to be used, the time and place and other specific instructions for the receipt of the proposals.
 - 7.1.3.1 Proposals not submitted in strict accordance with such instructions shall be subject to rejection.
- 7.1.4 Prior to the notice published in the *Kansas Register*, a RFP shall be prepared by the agency containing the following minimum information.

- 7.1.4.1 Procedures to be followed for submitting proposals, the criteria for evaluation of proposals and their relative weight, and the procedures for making awards.
 - 7.1.4.2 Proposed terms and conditions of the design-build contract.
 - 7.1.4.3 Design criteria package.
 - 7.1.4.4 Description of drawings, specifications, or other information to be submitted with the proposal, with guidance as to the form and level of completeness of the submittal that will be acceptable.
 - 7.1.4.5 Schedule for planned commencement and completion of the design-build contract.
 - 7.1.4.6 Budget limits for the design-build contract.
 - 7.1.4.7 Requirements, including any available ratings for security (bid) bonds, performance bonds, payment bonds, and insurance.
 - 7.1.4.8 Other information the agency chooses to supply, such as surveys, soil reports, drawings of existing structures, environmental studies, photographs, or references to public records.
- 7.2 OFPM shall solicit proposals in a three-stage qualifications-based selection process.
- 7.2.1 Phase I shall be the solicitation of qualifications for consideration by the SBAC which will nominate a minimum of three but not more five design-build teams to advance to Phase II.
 - 7.2.2 Phase II shall be the solicitation of a technical proposal, including a conceptual design for the project, from the SBAC nominated firms.
 - 7.2.3 Phase III shall be the solicitation of a cost proposal from the SBAC nominated firms.
- 7.3 Phase I Requirements. Submit proposals as detailed in Section 5, including the following minimum information.
- 7.3.1 Demonstrate ability to perform projects comparable in design, scope, and complexity.
 - 7.3.2 References from owners for whom building-design projects have been performed.
 - 7.3.3 Qualifications of personnel who will manage the design and the construction aspects of the project.
 - 7.3.4 Names and qualifications of the primary design consultants and contractors with whom the design-builder proposes to (sub) contract. Identified consultants or contractors may not be replaced without the written approval of the agency.
 - 7.3.5 Bonding capacity, including providing a public works bond ([K.S.A. 60-1111](#)) and evidence of such bonding capacity. Failure to present such evidence will deem the firm as unqualified for selection under this subsection.
- 7.4 SBAC shall evaluate submitted proposals in accordance with the requirements of the notice and as follows.

- 7.4.1 Assign points to each proposal in accordance with the instructions of the RFP.
- 7.4.2 SBAC shall have discretion to disqualify any proposer that lacks the minimum qualifications required to perform the work.
- 7.4.3 Qualified proposers selected will proceed to Phase II of the selection process.
- 7.4.4 Proposers lacking the necessary qualifications shall not proceed to Phase II.
- 7.4.5 If three qualified proposers cannot be identified, the contracting process shall cease.
- 7.4.6 Price or fee shall not be considered as part of the Phase I prequalification criteria.
- 7.4.7 Designers shall be evaluated in accordance with the requirements of [K.S.A. 74-7003](#).
- 7.4.8 Points assigned in the Phase I evaluation process shall not carry forward to Phase II of the process.
- 7.5 Proposers nominated by the SBAC shall advance to Phase II and be ranked on points given by the PNC in Phases II and III only. The two-phase evaluation and scoring process shall be combined to determine the greatest value to the state agency.
- 7.6 Phase II Process. Pre-qualified firms selected in Phase I shall receive a RFP requiring their technical proposal and conceptual design for the project
 - 7.6.1 Proposals for Phase II and Phase III (cost of construction) shall be submitted concurrently in separate submittals.
 - 7.6.2 Proposers shall submit their design for the project to the level of detail required in the RFP.
 - 7.6.3 Design submittal shall be evaluated and assigned points in accordance with the requirements of the RFP.
 - 7.6.4 Maximum of 20% of the points awarded in Phase II may be based on proposer's qualifications and ability to design, construct, and deliver the project on time and within budget.
 - 7.6.5 Design proposal shall not contain any reference to cost of the proposal. Cost proposals shall be opened only after the design proposals have been evaluated and assigned points.
- 7.7 Phase III Process.
 - 7.7.1 Proposal for a firm fixed cost of construction shall be accompanied by bid security and any other submittals as required by the RFP.
 - 7.7.2 Upon receipt of all proposals from firms nominated by the SBAC, the PNC shall interview all proposers, allowing firms to present their proposed team members, qualifications and conceptual plan. The team members will also answer questions of the committee.
 - 7.7.3 Proposed contract time, in calendar days, for completing the project as designed by the proposer shall be considered as an element of evaluation. The RFP shall establish any acceptable alternates to the design and corresponding contract time criteria. The RFP shall establish a user delay value for each calendar day.

- 7.7.4 Cost and schedule proposals shall be submitted in accordance with the RFP. Failure to submit a cost proposal on time shall be cause to reject the proposal.
- 7.7.5 Cost and schedule shall be opened and read aloud at the time and place specified in the RFP. Evaluation team shall make public its scoring of Phase II at the opening.
- 7.8 Selection Process
 - 7.8.1 Cost proposals shall be evaluated in accordance with the RFP. Each proposer's adjusted score shall be determined by adding Phase III cost proposal to the product of the proposed contract time and the user delay cost, and dividing that sum by the Phase II score.
 - 7.8.2 Responsive proposer with the lowest total number of points shall be awarded the contract.
 - 7.8.3 If OFPM determines that it is not in the best interest of the agency to proceed with the project pursuant to the proposals offered by the proposer with the lowest total number of points, OFPM shall reject all proposals. If all proposals are rejected, all qualified proposers with higher point totals shall receive a stipend and the proposer with the lowest number of points shall receive an amount equal to two times such stipend.
 - 7.8.4 If all proposals are rejected, OFPM may solicit new proposals using different design criteria, budget constraints, or qualifications.
- 7.9 Stipend
 - 7.9.1 Agency shall pay a stipend as an inducement to qualified proposers for design-build proposals, to each proposer nominated by the SBAC whose proposal is responsive but not accepted.
 - 7.9.2 Stipend amount shall be established in the RFP.
 - 7.9.3 Upon payment of the stipend to an unsuccessful design-build proposer, the state shall acquire a nonexclusive right to use the design submitted by the proposer. The proposer shall have no further liability for its use by the state in any manner.
 - 7.9.4 If proposer desires to retain all rights and interest in the design proposed, the proposer shall forfeit the stipend.
- 7.10 Record of Selection Process
 - 7.10.1 Bids conforming to the terms of the advertisement for design-build services, together with the name of the bidders and with the successful bidder indicated, shall be recorded and made available to public inspection upon request after the letting of the bid.
 - 7.10.2 OFPM shall, within five days after award of the contract, publish the name of the successful bidder. The public notice shall show the phase II and III scores and the adjusted final score.
 - 7.10.3 OFPM shall, within five days after award of contract, have the names of all proposers whose bids were not selected, together with phase II and III scores and the final adjusted score for each, available for public review.
 - 7.10.4 The selection of the design build firm will be reported to the SBAC.

8.0 Kansas Open Records Act

- 8.1 Requests for copies of public records should be addressed in writing to the Director of Office of Facilities and Property Management, 900 Jackson, Room 600, Topeka, Kansas 66612, in accordance with the Kansas Open Records Act. ([K.S.A. 45-215 et seq.](#))
- 8.2 Advance payment of a fee is required to receive copies of public records.
- 8.3 When copies of project proposals received by OFPM are requested, firms will be able to purchase paper copies or a CD / DVD from the State's contracted printing company after paying in advance.
- 8.4 Copies of the proposals can be obtained after a contract with the selected firm is signed by all parties.

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9.0 Approval and Selection Process Outlines

9.1 Construction Management At-Risk

	Activity	Time Sequence / Requirements	Target Week	Days Allocated	Actual Project Time Example
	Annual Statement of Qualifications (submit annually or for specific project)	January of each year	-	-	
PRE-PHASE - Project Approval/Disapproval (5 weeks / 35 days)	Agency submits to OFPM written program and request to utilize Alt. Delivery Method	Minimum 1 week prior to SBAC meeting	-1	7	
	OFPM / Agency drafts advertisement for public hearing regarding using CM At-Risk	Complete prior to SBAC meeting	-	-	
	SBAC establishes a date/time for public hearing at next scheduled meeting	Once a month	0	0	
	OFPM submits advertisement to <i>Kansas Register</i>	NLT Wednesday of each week	-	-	
	Kansas Register published	Thursday following the Wednesday deadline	1	8	
	SBAC conducts public hearing (typically on date of and prior to next meeting)	Minimum 15 days after advertisement	4	20	
	SBAC determines if project meets criteria	Process continues - Yes/No	-	-	
PHASE I - SOQ & Nominations (6 weeks / 40 days)	OFPM / Agency drafts advertisement for SOQ from CM At-Risk firms	Complete prior to ad submittal date	5	7	
	OFPM / Agency drafts RFP for CM At-Risk firms	RFP can be written prior to SBAC nominations	-	-	
	OFPM submits advertisement to <i>Kansas Register</i> to request SOQ	NLT Wednesday of each week	-	-	
	Kansas Register published	Thursday following the Wednesday deadline	6	8	
	Firms submit SOQ	Minimum 15 days after advertisement	8	15	
	SBAC receives proposals for review and nominations at next meeting	Minimum 10 days before 2nd Wednesday of month	10	10	
	Firms notified of selection	After meeting	-	-	
PHASE II - RFP (4 weeks / 30 days)	OFPM / Agency prepares final RFP	RFP can be finalized earlier	-	-	
	OFPM distributes RFP to nominated firms	Approved RFP available	-	-	
	Firms submit RFP	Minimum 30 days after advertisement	14	30	
PHASE III - Selection, Negotiation & Contract (5 weeks / 35 days)	PNC receives RFQ for review, interviews and selection	Time required depends on project complexity	15	7	
	PNC establishes interview dates and conducts interviews	Time required depends on availability of PNC & firms	16	7	
	PNC selects best value proposal and negotiates final contract	Time required depends on project complexity	17	7	
	OFPM prepares contract		18	7	
	CM At-Risk & Agency sign contract	End of Process	19	7	
	CM At-Risk starts work		(20)	140	

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9.2 Design Build

	Activity	Time Sequence / Requirements	Target Week	Days Allocated	Example Actual Project Time
	Annual Statement of Qualifications (submit annually or for specific project)	January of each year	-	-	
PRE-PHASE - Project Approval/Disapproval (5 weeks / 35 days)	Agency submits to OFPM written program and request to utilize Alt. Delivery Method	Minimum 1 week prior to SBAC meeting	-1	7	
	OFPM / Agency drafts advertisement for public hearing regarding using Design-Build	Complete prior to SBAC meeting	-	-	
	SBAC establishes a date / time for public hearing at next scheduled meeting	Meet once a month	0	0	
	OFPM submits advertisement to <i>Kansas Register</i>	NLT Wednesday of each week	-	-	
	Kansas Register published	Thursday following the Wednesday deadline	1	8	
	SBAC conducts public hearing (typically on date of and prior to next meeting)	Minimum 15 days after advertisement	4	20	
	SBAC determines if project meets criteria	Process continues - Yes/No	-	-	
PHASE I - SOQ & Nominations (6 weeks / 40 days)	OFPM / Agency drafts advertisement for SOQ from Design-Build firms	Complete prior to ad submittal date	5	7	
	OFPM / Agency drafts RFP for Design-Build firms	FRP can be written prior to SBAC nominations	-	-	
	OFPM submits advertisement to <i>Kansas Register</i> to request SOQ	NLT Wednesday of each week	-	-	
	Kansas Register published	Thursday following the Wednesday deadline	6	8	
	Firms submit SOQ	Minimum 15 days after advertisement	8	15	
	SBAC receives proposals for review and nominations at next meeting	Minimum 10 days before 2nd Wednesday of month	10	10	
	Firms notified of selection	After meeting	-	-	
PHASE II - RFP (6 weeks / 45 days)	OFPM / Agency prepare final RFP	RFP can be finalized earlier	-	-	
	OFPM distributes RFP to nominated firms	Approved RFP available	-	-	
	Firms submit RFP	Minimum 45 days after advertisement	16	45	
PHASE III - Selection, Negotiation & Contract (5 weeks / 35 days)	PNC receive RFQ for interviews and selection	Time required depends on project complexity	17	7	
	PNC establishes interview dates and conducts interviews	Time required depends on availability of PNC & firms	18	7	
	PNC selects best value proposal and negotiates final contract	Time required depends on project complexity	19	7	
	OFPM prepares contract		20	7	
	Design-Builder & Agency sign contract	End of Process	21	7	
	Design-Builder starts work	NTP issued	(22)	155	

END OF CHAPTER 4a