

**FREQUENTLY ASKED QUESTIONS  
LOCALLY ADMINISTERED DESIGN-BUILD  
PROJECT DELIVERY  
SEPTEMBER 24, 2010**

1. What is the difference between a design-bid-build and a design-build project?

*In a design-bid-build project design is completed separately from construction. VDOT approves the completed design then solicits contractors to construct the project in accordance with the approved design.*

*Design-build procurements streamline projects by placing responsibility for the design and construction of a project on a single entity. The design-build team constructs the project while design is still underway, greatly reducing the overall time necessary for completion of the project.*

*Additionally, design-build projects are typically lump sum projects with a guaranteed price and completion date established at the start of the project. Since design and construction are the responsibility of a single entity, the cost of any design or construction errors is borne by the design-build team. Design-build procurements transfer a significant portion of the risk for cost overruns to the design-build contractor.*

2. Are there presently guidelines available specifically tailored to Locally Administered Design-build Projects?

*Guidelines have been developed for Design-build Projects administered by VDOT. The Innovative Project Delivery Division (IPD) is currently working with Central Office Local Assistance Division (LAD) to develop guidelines specific to Locally Administered Design-build Projects. This documentation will be a separate posting from updates to the Guide for VDOT Projects Administered by Localities. VDOT has developed interim guidance and is working with LAD to finalize guidelines.*

3. Is a Finding of Public Interest (FOPI) required for Locally Administered Design-build Projects?

*Yes, a FOPI is required for Locally Administered Design-build Projects.*

4. What attachments must be provided for a FOPI developed by a locality?

*The following attachments should be provided for FOPIs developed by Localities:*

- *Cover letter*
- *Location map*

- *Risk outline*
- *Locality Project Agreement*

5. Who is the signatory authority for the FOPI?

*The Chief Executive Officer/Administrator for the town, city or county is the signatory authority for Locally Administered Design-build projects.*

6. What type of information should be provided at the time of RFQ/RFP release?

*For VDOT administered projects, the Department provides preliminary plans (~30%) to potential Offerors. These plans are provided to aid the Offeror in preparing proposal documents. An in depth explanatory of discipline specific requirements is provided in the design-build roles and responsibilities document (available for review upon request).*

7. Do Locally Administered Design-build projects need to go through the award/post award process required for design-build projects administered by the Department?

*Yes, all projects that exceed the \$2 Million (Section 33.1-12) threshold must go through the CTB award process.*

8. How and when does funding authorization occur for design-build projects?

*Funding authorization occurs just prior to advertisement of the RFP. The locality will complete the federal criteria sheet and provide the latest PCES estimate for the project to the VDOT Project Coordinator for submittal to the Scheduling and Contract Division. Scheduling and Contract will subsequently develop a detailed estimate and submit the documentation to Programming who will interface with FHWA to obtain funding authorization. This process can take up to 30 days to complete.*

9. Are there DBE requirements for Locally Administered Design-build Projects?

*Yes, DBE requirements are specified for all federally funded projects. The Civil Rights Division will determine the DBE goal for the project.*

10. What are the requirements in terms of Civil Rights Documentation/Davis-Bacon wage rates?

*The locality needs to retrieve the appropriate wage rates for federally funded projects from the VDOT website (<http://www.virginiadot.org/business/const/wage-rates.asp>) and insert them in the RFP.*

11. What is the typical duration for the procurement process for design-build projects?

*For design-build projects procured by VDOT, the typical procurement duration is six to nine months. VDOT can provide a project schedule for an ongoing design-build project upon request.*

12. Is Value Engineering required for Locally Administered Design-build Projects?

*The Code of Virginia requires VE on highway projects with a construction cost of \$5 million or more.*

13. How do I get in contact with IPD to determine the processes for Locally Administered Design-build Projects?

*Information should be relayed through the VDOT Project Coordinator who will subsequently interface with IPD to determine the appropriate party to answer project specific questions.*

14. Is a NEPA document required for design-build projects?

*Environmental documents are required for any federal-aid transportation project. Environmental requirements for Locally Administered projects can be found at the following location:*

*<http://www.virginiadot.org/business/bu-environmentalRequirements.asp>*

15. Do we have to complete a NEPA document before releasing an RFQ/RFP for a LAP Design-build Project?

*No, federal Design-build regulations have changed to allow release of the RFQ/RFP prior to completing the NEPA process. However, no commitment may be made in an RFP as to any alternative under evaluation in the NEPA process. The RFP may allow preliminary design prior to NEPA completion; in addition the design-build contract must include appropriate provisions preventing the design-builder from proceeding with final design activities and physical construction prior to NEPA completion. In other words, the contract must contain hold points or another method of issuing multi-step approvals.*

16. Can we have the Design-builder complete the NEPA document?

*No, federal Design-build regulations state design-builders must not prepare the NEPA document or have any decisionmaking responsibility with respect to the NEPA process. Any consultants who prepare the NEPA document must be selected by and subject to the exclusive control of the contracting agency. The design-builder may provide information about the project and possible mitigation actions and its work product may be considered in the NEPA analysis.*

17. What are the quality control and quality assurance requirements for Locally Administered Design-build Projects?

*The Design-builder and locality will need to conform to the requirements set forth in the Minimum Quality Control and Quality Assurance for Design-build and Public*

*Private Transportation Act Projects dated August 2007. This document should be clearly identified in the Standards and Reference Documents included in the locality Request for Proposals.*

18. What is the plan submittal process for Locally Administered Design-build Projects?

*Plan submittals are to be processed in accordance with I&IM 204.15 Right of Way and/or Construction submittals will also include a paper title sheet to be signed by the Chief Executive Officer of the Town, Responsible charge Engineer and PM-Locality for each phase prior to construction. The duration of time for the acquisition of the applicable signatures is consistent with the defined timeframes in the contract documents. As-Built title sheet mylar (and bridge front sheet as applicable) shall be submitted for a complete set of signatures.*

19. Why do I need a title sheet if the project will ultimately be operated and maintained by the locality?

*This document is used to secure the necessary signatures / approvals through our financial, scheduling, and plan development groups.*