

SPECIAL NOTE DESIGN-BID-BUILD BEST VALUE SUBMISSION

1. SUBMISSION CONTENT AND FORMAT

An Evaluation Committee will evaluate all Best Value Submissions under the direction of the Department's Contract Management Bureau. Submittals are required to be completed as outlined below and will be scored according to Best Value Selection Scoring Criteria, also as outlined below. A combination of the Technical Submission (comprised of 4 Technical Sections), Price Proposal, and subsequent Oral Presentation will be utilized to determine the Best Value.

Comment [MB1]: If Oral Presentation is included as part of the Technical Scoring Criteria.

All Best Value Submissions should be submitted in a sealed container and addressed to Peter Russell, NYSDOT Contract Management Bureau, 50 Wolf Road, Suite 1CM, Albany NY 12232. The Company Name, Street Address, Federal Identification Number, Project Number and Project Description should be clearly marked.

1.1. GENERAL REQUIREMENTS

Written Technical Submission - The Technical Submission shall be prepared by the Contractor, include information in the format outlined below, and be provided separately from the Price Proposal. Technical submissions shall be bound, with tabs for the Cover Letter and each of the four Technical Sections (Construction Schedule, Approach, Key Personnel, and Past Performance, in that order). A page shall be defined as 8-1/2" x 11", single-sided with a minimum font size equivalent to a size 10 font "Times New Roman". Eight bound copies shall be included. We recommend that you include concise but complete information, as requested.

Electronic Copy of Technical Submission - In addition to the eight paper submittals, Contractors shall submit one copy in electronic format on CD or flash drive. All submitted files shall be in portable document format (pdf) with no file protection or password protection applied. The CD/flash drive shall be labeled "NY Gateway Connections Improvement Project to the US Peace Bridge Plaza D262652", dated, and include the Contractor's name. The CD/flash drive shall be submitted within the bound copy containing the signed original Best Value Submission. If there is any discrepancy between the content of the CD/flash drive and the content of the paper-based submission, the content of the signed original paper submission shall take precedence.

Comment [MB2]: Revise as appropriate

Oral Presentations - Oral presentations will be required from some submitters as per the criteria outlined in Section 3.6. Presentations will be scheduled by the Department for one to three weeks after the submission due date, and will be at NYSDOT's Region 5 Office at 100 Seneca Street, in Buffalo.

Comment [MB3]: If included as part of the Technical Scoring Criteria.

Comment [MB4]: Revise as appropriate

1.2. COVER LETTER

The Cover Letter shall be a maximum of two pages in length. Include the following elements of information in the letter as a minimum:

- Contract number and project name.
- Company Name, Street Address, Federal Identification Number

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- Name, telephone number, e-mail address and fax number of the individual to contact regarding the submittal.
- Certification that “The undersigned hereby certifies that, to the best of his or her knowledge and belief, the information submitted is complete, true and accurate.”
- The Cover Letter shall be signed by a principal, partner, or officer of the firm who has authority to make such commitments on behalf of the firm.

1.3. SUBMISSION CHECKLIST

The Best Value Submission shall include all information required in this Special Note, and the following is a checklist of information that shall be submitted:

Technical Submission

- Cover Letter (2 page limit)
- Construction Schedule (including CD of schedule)
- Approach (15 page limit)
- Key Personnel (2 page limit each resume, plus Form R, and 1 page limit narrative)
- Past Performance (2 page limit for each project using Forms E-1 and E-2, in addition to Form DBE)

Comment [MB5]: Add others as necessary

Price Proposal Submission

- Itemized Proposal (including CD/flash drive with Expedite file)
*See Proposal Book 1, Contractor’s Bid Package, for full requirements of Price Proposal Submission.

The Technical and Price Proposal Submissions may be submitted in the same sealed container, as long as they are clearly separate from each other.

2. DESIGNATED CONTACT

Under New York State Finance Law Section 139-j, communication on procurements can be made only to designated contact persons. The Department’s Designated Representative for this procurement is:

Peter Russell

Attention: NY Gateway Connections Improvement Project
to the US Peace Bridge Plaza (D262652)

Office of Contracts Management
New York State Department of Transportation
50 Wolf Road, 6th Floor
Albany, New York 12232, USA
e-mail: **Peter.Russell@dot.ny.gov**

Comment [MB6]: Revise as appropriate

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The above named person, as the Department’s Designated Representative for this procurement, shall be the Department’s single point of contact and source of information for this procurement.

3. BEST VALUE SELECTION SCORING CRITERIA

An Evaluation Committee will evaluate all submissions under the direction of the Department’s Contract Management Bureau. Submittals will be evaluated based on a **50-50 Price – Technical** based weighting, and according to the criteria and elements as shown in the following “Best Value Selection Scoring Criteria” table and as outlined in this Section:

Best Value Selection Scoring Criteria				
		Description	Final Weight of Cost	Ranking Points
Price	50%	Price	50%	100
		Description	Final Weight of Technical	Ranking Points
Technical	50%	Cons. Schedule	17%	34
		Approach	17%	34
		Key Personnel	3%	06
		Past Performance	8%	16
		Oral Presentation	5%	10
			50%	100

Comment [MB7]: Adjust weights/ranking points based on Technical Criteria selected.

Comment [MB8]: If included.

After Technical Submittals are scored individually by members of the Evaluation Committee, the Evaluation Committee will meet to discuss and agree upon the final Technical scores. Technical Submittals will then be ranked by total Technical score. The **minimum acceptable combined Score for the four Technical criteria is 70 Points** (70 percent of 100 potential points). Any firm scoring lower than this will be removed from further consideration.

Comment [MB9]: If Oral Presentations are included, this sentence should be replaced with “The **minimum acceptable combined Score for the first four Technical criteria (prior to the Oral Presentation) is 63 points** (70 percent of 90 potential points.”

3.1 PRICE PROPOSAL – 50%

Price proposals shall be submitted in accordance with the Important Bidder Information in the contract proposal (inside cover of Proposal Book 2) and as modified herein:

- o Submit three hard copies of the cost proposal and a CD containing the Expedite file in a separate sealed envelope. If there is any discrepancy between the hard copies of the price proposal and the Expedite file, the hard copies shall take precedence. Submittal of the price proposal through Bid Express will not be accepted.

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- There will be no bid opening. The Contract Management Bureau will review the price proposals and assign points as described below.

A total of **100 Cost Ranking Points** will be assigned to the Contractor with the lowest total Bid. Remaining bids will receive Cost Ranking Points based on the percent that their bid exceeds the low bid (i.e. (lowest Cost Bid / applicable Contractor's total Cost Bid) * 100 Cost Ranking Points). These Cost Ranking Points encourage proposals with the lowest Cost.

3.2 CONSTRUCTION SCHEDULE (TECHNICAL) – 17%

The Contractor shall provide a detailed schedule for the project with dates beginning with Award (**for purposes of preparing a schedule, the anticipated award date is October 15, 2014**). The Schedule shall be provided as a Gantt chart using the Excel spreadsheet provided, indicating each phase of work as defined in the following paragraphs. At the end of each work effort bar line, two columns shall be provided; the first shall identify the number of work crews necessary for that work effort, and the second shall identify the equipment necessary for that work effort (see partial sample on page 6). A summary of the personnel that make up each work crew shall also be provided at the bottom of the schedule.

Comment [MB10]: Revise as appropriate

The schedule submitted by the Contractor should indicate a complete understanding of the project through a detailed breakdown of each phase of the proposed work schedule. Indicate a clear methodology and approach to constructing the project and minimizing the impact to the traveling public. The construction schedule submitted shall be developed using the Excel spreadsheet and format of the attached example Gantt chart, indicate the number of calendar days proposed for the period 10 days following Award to Contract Completion Date, and **shall** include the following milestone dates:

- Award date;
- Contractor's first day of work;
- Begin and end dates of each phase of work. The following construction stages are required as part of the contractor's schedule;
 1. ITS Elements
 2. Ramp D Construction
 3. Removal of existing Pedestrian Bridge
 4. Ramp N Reconstruction
 5. Porter Avenue Bridge Replacement
 6. Porter Avenue Reconstruction
 7. Ramp PN Construction
 8. Construction of Shoreline Trail and Bridge
 9. Removal of Baird Avenue
- Contractor's proposed Contract Completion Date (**Submissions with dates later than the Completion Date shown in the Contract Documents will be dismissed as non-responsive**).

Comment [MB11]: Revise as appropriate

A printed copy of the schedule should be submitted as a folded, large scale plot inserted in a pocket or sheet protector.

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The Contractor will be scored based on a clear and concise schedule with the fewest calendar days from 10 days following Award to Contract Completion Date (i.e. completion of all work and demobilization). A total of **34 Schedule Ranking Points** will be assigned to the Contractor with the fewest calendar days from 10 days following Award to Contract Completion Date. Remaining schedules will receive Schedule Ranking Points based on the percent that their schedule exceeds the lowest number of calendar days submitted to complete all work (i.e. (fewest calendar days / applicable Contractor's total calendar days) * **28** Schedule Ranking Points). These Schedule Ranking Points **encourage proposals with the shortest overall construction duration, as does the Incentive/Disincentive Clause** contained in the Contract.

Subsequent to project Award and as per Section 108-01 of the Standard Specifications, the Contractor shall update and furnish this schedule on a bi-weekly basis to the Engineer throughout the duration of construction.

The Department has determined that a benefit to the Department and to the traveling public will be derived by the early completion of the Contract Work. Therefore, the Contractor will be awarded incentive payments for early completion of the Contract Work prior to the number of days submitted by the Contractor in this Best Value Submission. Late completion of the Contract Work after the number of days submitted by the Contractor in this Best Value Submission will result in a disincentive assessment, which will be deducted from money due the Contractor. Payments and/or assessments will be made under Item 698.93940015 - INCENTIVE PAYMENTS/DISINCENTIVE ASSESSMENTS FOR WORK SUBJECT TO THE SPECIAL NOTE "INCENTIVE/DISINCENTIVE CLAUSE".

The Contractor will be paid an incentive of **\$15,000.00** per calendar day for early completion of the Contract Work before the Contract Completion Date specified by the Contractor in this Best Value Submission. The incentive will be limited to **60 days at \$15,000.00 per calendar day** and will be made under Item 698.93940015.

The Contractor will be assessed a disincentive of **\$15,000.00** per calendar day for late completion of the Contract Work after the Contract Completion Date specified by the Contractor in this Best Value Submission. **THERE IS NO LIMIT ON THE AMOUNT OF DISINCENTIVE ASSESSMENT.** Disincentive assessment will be made under item 698.93940015 against moneys due the Contractor.

Comment [MB12]: Last 3 paragraphs only needed if I/D Clause is included in contract.

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Example Gantt Chart

Contractor to prepare for entire project duration. Only small sample of tasks shown for illustration purposes.

Construction Location	Work Zone Closure	Year												No. of Crews Assigned to Perform Work*	Equipment To Be Utilized		
		J	F	M	A	M	J	J	A	S	O	N	D				
Award																	
Mobilization																	
Shop Drawings																	
Survey																	
etc.																	
Pre-Stage I																	
Embarkment Work																	
Stage I																	
Substructure Work																	
Stage I-A																	
Highway Work																	
Stage II																	
Substructure Work																	
Stage II-A																	
Highway Work																	
Contract Completion																	

Construction Location	Make-up of Work Crews
Pre-Stage I	
Stage I	
Substructure Work	
Stage I	
Substructure Work	
Stage II	
Substructure Work	
Stage II	
etc.	

Total Number of Calendar Days (as D described in Section 3.2) =

Contractor's Submitted Contract Completion Date =

Comment [MB13]: Gantt chart should be obtained in Excel format and modified to fit the project requirements.

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3.3 APPROACH (TECHNICAL) – 17%

The Contractor shall provide a detailed description of the construction approach in the 15 pages (maximum) of the written submittal. A possible total of **34 Approach Ranking Points** will be assigned to the Contractor. This description should include written narrative, graphic inserts, charts, and tables as necessary to communicate effectively the approach to the work. The description should address the following items in the same order as shown:

- a. Explain sequencing and phasing of the work, tasks, number of work crews, type of equipment, and logic presented in the schedule.
- b. Address any potential issues and risks that your firm foresees with this project and how your firm would make adjustments if encountered. For example, time and risk management plans including strategies for avoiding schedule delays such as redundant equipment or other resources to mitigate project uncertainties.
- c. Address any innovative measures your firm intends to incorporate into the project that could potentially reduce closures and/or speed construction, thereby minimizing the impact to the traveling public.
- d. Describe factors limiting schedule flexibility or acceleration and potential remedies.

The Contractor will be scored based on meeting the criteria described above. These Approach Ranking Points encourage proposals that have the best understanding of the required work, best solutions to address the work, and provide a clear definite correlation between the written narrative provided and the proposed Construction Schedule.

The Approach shall be limited to no more than 15 pages.

3.4 KEY PERSONNEL (TECHNICAL) – 3%

The Contractor shall submit resumes for the Project Manager, Project Superintendent, Assistant Project Superintendent (required to be the person in charge of the project site when shift work is employed and the Project Superintendent will not be on site), and Traffic Control Supervisor that will be assigned to the duration of the project. Key Personnel are preferred to have experience on projects of similar size, scope, and complexity as this project that have been completed on-time and on-budget, and should meet the qualifications described below. Proposed staff with qualifications less than those described below will receive a reduced score compared to staff that meet or exceed the described qualifications.

The Project Manager should have a minimum of **12** years demonstrated experience as a Project Manager in construction and construction management of **bridge projects on high-volume highways** with similar complexity as this project, including projects with compressed schedules requiring multiple operations and management. Such experience in construction and management of construction should include at least one **bridge construction** project having a construction value in excess of **\$30,000,000**. It is preferred, but not required, that this individual be licensed and currently registered as a Professional Engineer in the State of New

Comment [MB14]: Adjust as necessary. The Project Manager, Project Superintendent, and Assistant Superintendent are fairly standard Key Personnel.

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York. The Project Manager **shall** be dedicated to this project full time for its duration.

The Project Superintendent should have a minimum of **7** years demonstrated experience as a Project Superintendent in construction of **bridge projects on high-volume highways** with similar complexity as this project, including projects with compressed schedules requiring multiple operations underway simultaneously. Such experience should include at least one **bridge construction** project having a construction value in excess of **\$20,000,000**. The Project Superintendent **shall** be dedicated to this project full time.

The Assistant Project Superintendent should have a minimum of **5** years demonstrated experience as an Assistant Project Superintendent in construction of **bridge projects on high-volume highways** with similar complexity as this project, including projects with compressed schedules requiring multiple operations underway simultaneously. Such experience should include at least one **bridge construction** project having a construction value in excess of **\$15,000,000**. The Assistant Project Superintendent **shall** be dedicated to this project full time.

The Traffic Control Supervisor should have a minimum of **10** years experience in supervising traffic control operations in complex construction projects on high volume highways, including projects requiring multiple operations underway simultaneously. The traffic control supervisor **shall not** be assigned other duties that interfere with performance as a traffic control supervisor. The traffic control supervisor **shall** be adequately trained in traffic control operations by recognized training programs, including the American Traffic Safety Services Association, the National Safety Council, unions, or construction industry associations, or by an individual instructor from such a program.

Comment [MB15]: Include paragraph if Traffic Control Supervisor is one of Key Personnel.

A possible total of **6 Key Personnel Ranking Points** will be assigned to the Contractor based on meeting the criteria described above. These Key Personnel Ranking Points encourage proposals with key staff with applicable experience assigned to the project.

Each resume **shall** be limited to no more than 2 pages. In addition to the resumes, Form R (included at the end of this Special Note) shall be submitted for each person providing evidence of the years of experience indicated for each position described above. In the "Contract Information" section of Form R, indicate which project meets the dollar value criteria described for the position. Finally, a narrative of one page (maximum) describing the qualifications of each Key Personnel position and why the proposed personnel are qualified to provide these services, **shall** be provided in addition to the resumes and Form R.

Substitutions for Key Personnel cannot be made without NYSDOT approval. Should it become necessary to replace Key Personnel, the Contractor must provide replacement staff with equal or superior skills and qualifications. Substitute Key Personnel cannot start work on the project until approved by NYSDOT.

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3.5 PAST PERFORMANCE (TECHNICAL) – 8%

Using Forms E-1 and E-2 (included at the end of this Special Note), Contractors shall provide information on the last five projects the Contractor has undertaken, including bridge reconstruction projects, which are similar in scope, size and complexity as this Project.

Using Form E-1, provide the following information:

- a. Project Description: Provide a brief description of the project, the nature of the work for which the Contractor was specifically responsible for and a brief description of the site conditions.
- b. On Time/On Budget: Provide the Planned Completion Date as Bid and the Actual (or Expected if on-going) Completion Date. Also provide the Construction Value as Bid and the Construction Final (or Expected if on-going) Value. Provide the Amount of Claims, if any. If there are any Claims, provide an explanation on Form E-2 and attach to Form E-1 for that project. List the number of claims filed and provide explanation for delay in schedule and reasons for claims. If the Project is over budget, also provide an explanation using Form E-2.
- c. Liquidated Damages: Provide the Amount of Liquidated Damages, if any. If Liquidated Damages were incurred in excess of \$25,000 for a specific project, attach an additional page (Form E-2) to Form E-1 and describe the causes of the delays and the amounts assessed. Describe any outstanding damage claims by or damages due and owing to any owner/agency.

Using Form DBE (included at the end of this Special Note), provide the following information:

- a. Record of DBE Outreach.
- b. Record of DBE Solicitation.
- c. Record of DBE Practices.
- d. Record of Meeting DBE Contract Goals.

If a Contractor has no record of relevant past performance, or if the information relative to a category is not available, submit a declarative statement to that effect. With respect to the information solicited in this Section 3.5, failure to provide this information, conditional or qualified submissions to requests or questions posed (such as “to our knowledge”, “to the extent of available information”, “such information is not readily available”, “such information is not maintained in the manner requested”, etc.), incomplete or inaccurate submissions, or non-responsive submissions may, in the sole discretion of the Department, lead to a low evaluation rating for this evaluation factor or result in a deficiency that would cause the Department to declare the Best Value Submission non-responsive.

A possible total of **16 Past Performance Ranking Points** will be assigned to the Contractor

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based on meeting the criteria described above. The objective of the Past Performance Ranking Points is to identify proposers with companies that have successfully completed projects on time and under budget, including **bridge reconstruction** projects that were similar in scope, size and complexity as this Project; as well as proposers with a successful track record with respect to USDOT DBE provisions.

3.6 ORAL PRESENTATION (TECHNICAL) – 5%

Comment [MB16]: If Oral Presentations are included as part of the Technical Scoring Criteria.

Oral Presentations will be held for those firms whose proposals (after the technical and pricing evaluations), as determined by the Selection Official, are deemed to be still viable for the Best Value determination. The three proposals with the highest subtotal scores (subtotal score = technical score + price score) plus any proposal within 10 Ranking Points of the proposal with the highest subtotal score will be offered the opportunity to provide Oral Presentations. A maximum of **10 Oral Presentation Ranking Points** will be assigned to each Contractor based on how well they fulfill the requirements below.

Proposers shall not mention their Price Proposal nor change their proposals during or after these presentations. Each Proposer will be given a separate meeting time to conduct its presentation. Proposers shall have no more than four people present, and shall include at a minimum the Prime's Principal-in-Charge, the Project Manager and the Project Superintendent. The Oral Presentation should focus entirely on the Technical evaluation factors and increasing the understanding of the submittal by the Evaluation Committee. The presentation should be a maximum of 40 minutes in length and illustrate:

- a. the understanding of the work;
- b. the proposed construction approach and schedule;
- c. efforts to minimize disruptions to the traveling public;
- d. innovative concepts to reduce impacts to the traveling public; and
- e. any information to distinguish the Contractor's proposal from others.

20 minutes will be reserved for Questions & Answers following the presentation. PowerPoint presentations will be allowed and the Proposers should bring eight hardcopies of the PowerPoint presentation slides.

Presentations will be scheduled by the Department for one to three weeks after the submission due date. All presentations will be at **NYSDOT's Region 5 Office in Buffalo**. Presentations must be no more than 1 hour in length, including time for Q&A. All bidders should be prepared in advance to give their presentations.

4. BEST VALUE SELECTION

The Department reserves the right to award this Contract to the Contractor, which through the evaluation process described herein, is determined to be the "Best Value". This means the "Best Value" firm (evaluated using the criteria above) has demonstrated their ability to meet all the contract requirements in a manner that is most beneficial to the Department and the traveling public.

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Upon completion of the evaluation process the Department will select the Contractor whose proposal is the Best Value for New York State. Below is an example of how the Price Proposal and Technical Submissions are scored and combined.

	Price	Ranking Points	Weight	Weighted Score	Ranking
Bidder A	Cost	\$ 102,000,000.00	96	50%	48.0
	Technical Based		88	50%	44.0
				Total Score	92
					3
Bidder B	Cost	\$ 103,000,000.00	95	50%	47.6
	Technical Based		93	50%	46.5
				Total Score	94
					1
Bidder C	Cost	\$ 98,000,000.00	100	50%	50.0
	Technical Based		85	50%	42.5
				Total Score	93
					2
Bidder D	Cost	\$ 103,000,000.00	95	50%	47.6
	Technical Based		86	50%	43.0
				Total Score	91
					4
Bidder E	Cost	\$ 99,000,000.00	99	50%	49.5
	Technical Based		81	50%	40.5
				Total Score	90
					5

Based on the Total Score, Bidder B is the Apparent Best Value proposer.

5. STATE'S RESERVED RIGHTS

The State reserves the right to:

- a. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Proposer's Best Value Submission and/or to determine a Proposer's compliance with the requirements of the Best Value criteria.
- b. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the Best Value Submission.
- c. The Department reserves the right, at its discretion, to request Best and Final Offers from all proposers that are determined to be susceptible for determination of Best Value. Proposers should not assume that the Department will in fact request Best and Final Offers.

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**FORM E - 1
PROJECT DESCRIPTION**

Complete a copy of Form E-1 for each of the most recent five projects undertaken, which are similar in scope, size and complexity as this Project. Use only one page per Project. Use Form E-2 (only one additional page per Project) to explain any or all of the following situations (see Section 3.6 of the Best Value Submission Special Note for more information):

- a. Construction Final (Expected) Value exceeds the Construction Value as Bid.
- b. Amount of Claims is greater than \$0.
- c. Amount of Liquidated Damages is greater than **\$25,000.**
- d. Justification of why the project is behind schedule.

NYSDOT reserves the right to contact any Project Owner listed below as part of its evaluation process.

CONTRACTOR			
Experience (years)	Roads/Streets:	Bridges:	Utility Relocations:
DESCRIPTION OF PRIOR PROJECT			
Name of project			
Location			
Brief description			
Nature of work for which firm was responsible			
Brief description of site conditions			
Amount of Claims (US\$):		Amount of Liquidated Damages (US\$)	
Client details (owner / agency/ contractor etc)	Client Name		
	Address		
	Contact name		
	Telephone and email		
	Contract Reference #		
Construction Value as bid: (US\$)		Construction Final (Expected) Value: (US\$)	
% of total work done by Firm:		Commencement date:	
Planned Completion Date as Bid:		Actual (Expected) Completion Date:	

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**FORM E-2
PROJECT EXPLANATIONS**

Use the space below to explain any or all of the following situations if they occurred in the specific project as described in Form E-1:

- a. Construction Final (Expected) Value exceeds the Construction Value as Bid.
- b. Amount of Claims is greater than \$0. Detail number and amount of each claim.
- c. Amount of Liquidated Damages is greater than \$25,000. Detail number of issues and amount of Liquidated Damages for each.
- d. Justification of why the project is behind schedule.

Use only one page. See section 3.6 of the Best Value Submission Special Note for more information.

Contractor:	
Name of Project:	

Required explanation(s):

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FORM R
SUMMARY OF INDIVIDUAL'S EXPERIENCE

Form R shall be completed by the Contractor for the Key Personnel indicated in Section 3.5 of the Best Value Submission Special Note. Add additional lines or pages as necessary. Under the section "Contact Information", provide a contact name, title, phone number, and e-mail address. NYSDOT reserves the right to contact any of the project owners listed below as part of its evaluation process.

Note: * Start Date, End Date, Total Time refers to the time spent working on the Project by the specific individual.

Name of Contractor:							
Name of Firm:							
Individual's Name:							
Is Applicant Licensed as a Professional Engineer in the State of New York?			Yes:		No:		
NYS Professional Engineering License Number							
Title for this Project:							
Total number of years of experience for meeting requirements stated in 3.5 of the Special Note for the position:							
Please complete the information below to confirm the total number of years experience stated above. At a minimum, the three most recent Projects must be detailed.							
Project Name:							
Project Owner:							
Contact Information:							
Title on Project:							
Total Project Duration as Bid:			Total Project Duration Actual:				
Total Project Cost as Bid:			Total Project Cost Actual:				
Start Date*:		End Date*:		Total Time*:			
Project Name:							
Project Owner:							
Contact Information:							
Title on Project:							
Total Project Duration as Bid:			Total Project Duration Actual:				
Total Project Cost as Bid:			Total Project Cost Actual:				
Start Date*:		End Date*:		Total Time*:			
Project Name:							
Project Owner:							
Contact Information:							
Total Project Duration as Bid:			Total Project Duration Actual:				
Total Project Cost as Bid:			Total Project Cost Actual:				
Start Date*:		End Date*:		Total Time*:			

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**FORM DBE
RECORD OF DBE PROGRAM EXPERIENCE**

By completing the following tables, describe your firm's experience in making good faith efforts to meet or exceed DBE contact goals for past contracts. The firm's past DBE experience will be evaluated based on a demonstrated record of compliance with USDOT's DBE Program regulations for past contracts. Describe your firm's experience in promoting opportunities for DBEs by completing Tables 1-5.

NAME OF CONTRACTOR

Form DBE - Table 1 RECORD OF DBE OUTREACH
Briefly provide examples of outreach efforts or events that your firm organized/developed which were used to expand the pool of available and interested DBEs to work on contracts under your direction. Outreach examples should relate to specific highway/bridge contracts which have occurred during the most recent 5 years.

Form DBE - Table 2 RECORD OF DBE SOLICITATION
Briefly provide examples of effective techniques used by your firm to creatively and proactively solicit DBEs for specific contracts under your direction. Solicitation examples should relate to highway/bridge projects which have occurred during the most recent 5 years. Include types and frequency of solicitations as well as your follow-up procedures and response expectations.

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Form DBE - Table 3 RECORD OF DBE PRACTICES
1) Describe your firm's practice of what constitutes an acceptable proposal from a DBE. Include specific attributes of DBE firms that you evaluate.
2) Describe your firm's approach on which work items are identified to be performed by DBEs. Provide examples of non-traditional approaches used to find work items for DBEs on highway/bridge projects within the most recent 5 years.
3) Describe your firm's experience in promoting opportunities for DBEs through good faith efforts on contracts of similar complexity, within the most recent 5 years.
4) Explain your firm's past experience of subcontracting a portion of the "primary work operations" to DBEs that your firm would normally performs with your own workforce, within the most recent 5 years.

