**REQUEST FOR PROPOSAL TO DESIGN-BUILD**

**(TITLE OF PROJECT)**

**(PROJECT NO.)**

SPEC WRITER NOTE: Use this Section to

prepare project specific RFP. Insert

information required and edit as

necessary. If articles from the Pre-

Soiicitation Notice have to be

incorporated here, follow the spec writer

notes in that section carefully.

**PROJECT OBJECTIVES**

**Definition**

Design-Build (DB) as defined by MOH is the procurement by the Government, under one contract, with one firm (which may be a joint venture) for both design and construction services for a specific project.

**Scope of Work**

Provide all labor, materials, tools and equipment, and Design-Build

services necessary for (INSERT TITLE OF PROJECT AND DEFINE SCOPE OF

DESIGN AND CONSTRUCTION WORK).

**Cost Range**

The anticipated cost range for this project is between $ \_ and

$\_.

**Schedule Objectives**

The anticipated completion of this project is \_ days after "notice to

proceed".

**SELECTION PROCEDURE**

The Government expects its selection of the Design-Build Contractor will

encompass several steps. However, the Government may initiate action to

award a contract at any point after review of the offers. Therefore,

each offer should reflect the Offeror's best terms, both from a cost and

technical standpoint.

**Offers**

Offers shall be based on this solicitation, together with Iraqi General condition and

Requirements for contracts , Contract Documents

listed for Project \_. Offers will be in the format stipulated

elsewhere in this section;

Sealed Offers, will be presented, separately bound by cost and technical

parts in original and three copies. Offers shall include a completed SF

1442 (Solicitation Offer and Award) which acknowledges receiving all

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amendments, by number. Submit sealed offers to the Ministry Of Health – Department of

Contracts, (Iraq-Baghdad) on (Insert date and time), local time.

There will be no public opening of the offers; and

C. A Pre-Proposal Conference will be held on (Insert date, time, and

place). Offerors, subcontractors, manufacturers and suppliers are

invited to attend.

Spec Writer Note: Insert number of days.

**B2. Best and Final Offer**

A. If determined to be necessary, best and final offers will be requested

from the original offers received. The Contracting Officer will

identify those offerors whose proposals are within the competitive

range, considering the selection criteria identified in this section.

Negotiations may be conducted with those offerors falling within the

competitive range, after which best and final offers will be requested.

Those selected as within the competitive range will be given \_

calendar days to prepare their best and final offer. Sealed best and

final offers will be submitted as per A2.1.B except as noted below and

will be due at a time and place to be determined. There will be no

public opening of the offers; and

B. Offerors submitting best and final offers will not be requested to re¬

submit any documents which are unchanged from their initial proposals.

Provide necessary changes as individual paragraphs or otherwise as

briefly as possible, together with a table of contents, which clarifies

where within the initial proposal additional or changed documents would

be placed. Cost proposals shall include a completed jobs.

(Solicitation Offer and Award) which acknowledges receiving all

amendments, by number. A new Bid Bond shall be submitted only if the

best and final offeror's price proposal is greater than its initial

price proposal.

SPEC WRITER NOTE: Discuss selection

criteria with the Design Department in MOH

and make changes as necessary. The

percentages shown and evaluation criteria

are examples only. These should be

developed on a project specific basis.

Project design can also be added to the

selection criteria.

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**B3. Selection Criteria and Weightings**

A. Proposals will be evaluated on the basis of both cost and technical

considerations. In descending order of importance, evaluations will be

based on cost, construction management, past experience, and schedule;

B. Award will be made to the offeror whose proposal is most advantageous to

the government, price, and other factors considered. Offerors are

advised that if the technical proposals are essentially equal, award

will be made on the basis of the lowest price; and

C. The weightings will be based on contract department conditions.

D. Responsibility determination will be made in accordance with General condition of governmental contracts, responsible Prospective Contractors.

**B4. Cost Evaluation**

Offers shall be prepared for a \_ day schedule. Offeror's may

propose an alternate schedule, in addition to the \_ day base

schedule, which will also be evaluated per article A2.3, Selection

Criteria and Weightings.

**B5. Technical Evaluation**

A. Construction Management - Design-Build Team engineering/technical

consultants shall be the subcontractor of the Design-Build Architect

Engineer (DB A/E), not the Design-Build contractor or sub contractors,

assuming that the DB A/E and DB contractor are not one and the same

firm. The Offeror shall demonstrate relevant experience of key

personnel to be involved in this procurement. Supply biographical data

including; name of individual, company position, years with the company,

work and educational background, tasks to be assigned on this project,

percentage of work week to be committed to this project:

1. Key personnel shall include:

a. Project Manager;

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b. Architect;

c. Structural Engineer;

d. Mechanical (HVAC, Plumbing/Sanitary, and Steam Generation)

Engineer;

e. Electrical Engineer;

f. Interior Designer;

g. Construction Project Manager;

h. Construction Superintendent;

i. Certified Industrial Hygienist; and

j. Qualified Fire Protection Engineer.

2. The Offeror shall demonstrate techniques for maintaining on-time

schedule performance;

3. The Offeror shall demonstrate a plan for utilizing the staging area,

indicated on site drawings; and

4. The Offeror shall demonstrate techniques for maintaining workmanship

and material quality control.

B. Past Experience - The Offeror shall demonstrate prior corporate

experience listing only projects awarded within the last five years with

either of the following criteria: 1) projects completed by a DB contract

(DB as defined by the MOH (See article A1.2), and 2) project was one

similar in size and scope to this project. Scoring may be more

favorable if both criteria are met. Also include the following

information for each project listed (Items are of equal importance):

1. The Offeror's design experience in the Design-Build process;

2. The Offeror's construction experience in the Design-Build process;

3. The Offeror's recent experience in meeting the completion schedule

for similar projects;

4. The Offeror's awards that have been won for similar projects; and

5. The Offeror the major equipment supplier and their qualifications.

C. Schedule - The Offeror shall provide a detailed schedule with narrative:

1. Design Period:

a. The design period and provisions for Government reviews;

b. A list of drawings to be included with each design submittal for

MOH reviews; and

c. A phasing plan for coordination of interruptions to the utility

service due to relocation site utility work.

2. Construction Period:

a. Mobilization;

b. Demolition method and sequencing;

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c. Excavation;

d. Enclosure;

e. Interior construction;

f. Procurement and installation of equipment;

g. Provisions for overtime or shift work;

h. Timing of relocation of existing equipment, (list any existing

equipment to be relocated);

i. Site utilities, temporary stairs, and roadway realignment; and

j. Tests and final inspection.

**B6. Role for MOH's consultant A/E Team**

A. The Government has determined that the Department of **PROJECTS AND ENGINEERING SERVICES DIRECTORATE** team of architect and engineering (A/E) consultant firms who developed

this project to date (and produced these RFP documents) are not

available to be named as members of the Offerer's design team. The MOH

will retain their team for the remainder of the project's development

for review and monitoring purposes; and

B. For clarity the A/E team who produced these RFP documents are listed

below:

(List name of A/E and Consultants).

**C. OFFER REQUIREMENTS**

**C1. Proposal Sections**

Cost and Technical sections of the Offerors proposals will be evaluated

independently. Offeror shall separately bind each section. Each section must

therefore be labeled with the Offeror's organization, business address, and MOH

Project Number \_.

**C2. Cost Proposal Requirements**

A. Carefully follow "Instructions, Conditions, and Notices to Offerors."

(Solicitation, Offer, and Award) shall be used for submitting offers.

Offerors shall affix their names and return addresses in the lower left

corner of the Offeror's envelope. Envelopes containing offers must be sealed.

Submit two copies of documents with an offer guarantee as stipulated in the

Section "Instructions and contracts Conditions, and Notices to Offerors";

B. Offerors shall submit separate prices for architect-engineer services,

construction work and other activities (and the equipment).

MOH is not authorized to obligate funds or pay for architect-engineer

services that exceed 6 percent of the estimated project cost, exclusive

of fees; and

C. Offeror shall include all required Representations and Certifications.

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**C3. Technical Proposal Requirements**

A. The proposal shall meet the following requirements and evaluation will

be based upon the criteria mentioned in article A2.5, Technical

Evaluation;

Spec Writer Note: Add factors like:

a. What structural system does the Offeror

intend to utilize?;

b. What foundation system does the Offeror

intend to utilize?; and

c. What roof systems does the Offeror

intend to provide?

B. The Offeror shall provide a narrative description of the proposed

building system or technology; and

C. Construction Management: The Offeror shall demonstrate the relevant

experience of key project personnel. Supply biographical data for key

personnel for both the design and build portions of the work.

Biographical data shall include the following: name of individual,

company position, years with the company, work and educational

background, and position that the individual will hold in regard to this

contract:

1. Key personnel shall include:

a. Overall Project Manager;

b. Architect;

c. Structural Engineer;

d. Mechanical Engineer;

e. Electrical Engineer;

f. Certified Industrial Hygienist;

g. Qualified Fire Protection Engineer;

h. Construction Project Manager; and

i. Construction Superintendent.

2. Indicate which individuals are used for the design phase and which

are used during the construction phrase. Indicate what percentage of

each individual's time would be committed to the project during both

the design and construction phases.

D. Past (Corporate) Experience: The Offeror shall demonstrate prior

corporate experience in the last ten years with Design-Build. In

describing project design and construction experience, provide the

following information:

1. Project location;

2. Project owner;

3. Name and telephone number of Owner's contact person;

4. Design Architect and Engineers;

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12. Length of Construction; and

13. A list of all consultants and all proposed major subcontractors.

Also include experience in meeting the completion schedule,

awards, and major equipment suppliers and their qualifications for

similar Design-Build projects.

E. Detailed Schedule and Narrative: The Offeror shall provide a detailed

schedule and narrative, indicating specific dates for each step of the

process:

1. Contract progress schedule: The progress schedule will be in a time

scaled bar graph format. The horizontal axis will be scaled for time

beginning with the Notice to Proceed and concluding with contract

completion. The vertical axis will show the milestones and major

portions of the contract work. All schedule items will show a start

date and a completion date;

2. The Offeror shall describe in a written narrative its plans for

phasing the work so that the Medical Center remains operational while

utilities and access roadways are realigned. The narrative will also

detail how the contractor intends to prepare the site, disassemble,

relocate, reassemble, and reactivate utility services to the Medical

Center within the specified time limits;

3. The Offeror shall clarify its intended uses of portions of the site

for materials staging, temporary trailer offices, employee parking,

and other activities;

4. The Offeror shall specify how much allowance has been made for bad

weather in the schedule;

5. The Offeror shall specify the days of the week and the hours of

construction operations during each phase of the work; and

6. The Offeror shall specify the percentage of contract completion that

will be achieved at the completion of design and thereafter at each

month of construction.

F. CADD Drawings: The Offeror shall submit all drawings in both hard copy

and electronic form in AutoCAD Version

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|  |  |
| --- | --- |
| 5. | Completion Date; |
| 6. | Construction Cost; |
| 7 . | Names of Major Subcontractors; |
| 8 . | Square Footage; |
| 9. | Foundation Type; |
| 10 . | Number of Levels; |
| 11. | Length of Design Effort; |

**D. GENERAL CONTRACT REQUIREMENTS**

Spec Writer Note: Edit and include

project-specific requirements.

**D1. Design-Build (DB) Team's Responsibilities**

Intent: The DB contractor shall construct the project in accordance

with the MOH RFP documents and approved construction documents prepared

by the DB A/E within the required time period (contract length).

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**D2. Construction Documents**

A. General:

1. The RFP documents are intended to define the room layout, the basic

materials, and systems to be installed in the project. It is the DB

team's responsibility to complete the documents and construction in a

manner consistent with the intent of the solicitation documents;

2. The Design-Build Team A/E (DB A/E) shall prepare and submit complete

construction documents for review and approval by the MOH in

accordance with standard professional practice, the MOH Request for Proposal (MOH RFP), and prevailing codes.

The DB A/E shall submit the construction documents for review at (

%) and ( %) completion stage;

3. The DB team shall allow a minimum of (15) working day for each review

cycle. A cycle commences with the MOH's receipt of the review

documents and concludes with the DB team's receipt of comments,

either electronically by fax, or by hard copy delivery. The DB Team

shall allow for (1) full day meetings with the staff of MOH Medical

Center \_ to review each submission and resolve design

issues;

4. Each submission shall include 2 hard copy sets and 3 sets on

computer compact disks;

5. Each submittal shall be made to the MOH Project Manager for

coordination with the MOH Medical Center, RFP A/E, MOH Resident

Engineer;

6. Mandatory schedules and details may be indicated either on the

drawings or in the specifications, at the option of the DB team;

7. The drawings included in the MOH RFP will be available to the DB team

in electronic format in AutoCAD Version \_ for use in preparing

the construction drawings. Since data stored on electronic media can

deteriorate undetected or be modified without the RFP

Architect/Engineer's knowledge, the CADD drawing files are provided

without warranty or obligation on the part of the RFP

Architect/Engineer as to accuracy or information contained in the

files. All information in the files shall be independently verified

by the user. Any user shall agree to indemnify and hold the RFP

Architect Engineer harmless from any and all claims, damages, losses,

and expenses including, but not limited to, attorney's fee arising

out of the use of the CADD drawing files;

8. The specifications included in the MOH RFP shall be available to the

DB team in electronic format in (Word 6.0) for use in preparing the

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construction specifications. Since data stored on electronic media

can deteriorate undetected or be modified without the RFP

Architect/Engineer's knowledge, the CAD drawing files are provided

without warranty or obligation on the part of the RFP

Architect/Engineer as to accuracy or information contained in the

files. All information in the files shall be independently verified

by the user. Any user shall agree to indemnify and hold the RFP

Architect Engineer harmless from any and all claims, damages, losses,

and expenses including, but not limited to, attorney's fee arising

out of the use of the electronic files;

9. The DB A/E who prepares the construction documents shall be

professional architect/engineers licensed in the state in which the

design work is completed. The professional seal indicating such

license by the state shall appear on the documents. The architect

whose seal is shown will be known as the architect of record. The DB

A/E shall certify compliance with the MOH RFP; and

10. The construction drawings shall comply with the MOh RFP and be

prepared to include such details that the project can be constructed.

The construction record drawings shall be completed in AutoCAD.

Construction shop drawings are not required to be completed in

AutoCAD. Drawings shall be plotted at scales no smaller than those

used for equivalent information in the RFP (solicitation)documents.

B. Construction Drawings: The construction drawings shall include a

coordinated set of:

1. Civil engineering drawings including grading and drainage plans,

paving plans, utility plans, schedules, and details;

2. Landscape drawings including landscape plans, plant schedule and

list, special landscape elements, proposed materials to be used for

each special landscape element, and details;

3. Structural drawings including foundation plans, roof framing plans,

schedules, and details, including general notes and all calculations;

4. Architectural drawings including floor plans, building elevations,

building sections, wall sections, reflected ceiling plans, stair

details, toilet and bath details, cabinetry elevations, door

schedules and details, window schedules and details, room finish

schedules, loading dock details, auto transport and pneumatic tube

details, and other details;

5. Fire protection drawings including floor and roof plans, riser

diagrams, equipment schedules, plumbing fixture schedules, and

details, including general notes and all related calculations;

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6. Food service Equipment drawings including floor plans, elevators,

equipment schedules, and details;

7. Plumbing drawings including floor and roof plans, riser diagrams,

equipment schedules, plumbing fixture schedules, and details,

including general notes and all related calculations;

8. HVAC drawings including floor and roof plans, one-line flow diagrams,

equipment schedules, and details, including general notes and all

related calculations. Also provide sections for mechanical equipment

rooms and sequence of operation for all HVAC equipment;

9. Outside Steam Distribution drawings including system plans and

profiles, manhole piping plans and sections, equipment schedules, and

details; and

10. Electrical drawings including floor and roof plans (power, lighting,

and other systems), one-line diagrams, panel schedules, equipment

schedules, light fixture schedules and details.

C. Construction Specifications: Project Specifications shall include

specifications for all products, materials, equipment, methods, and

systems shown on the construction drawings and to be incorporated in the

project:

1. The DB Team shall prepare and submit 100 per cent complete

construction specifications in accordance with standard professional

practice and the MOH RFP;

2. The construction specifications shall be at a comparable level of

detail and demonstrate compliance with the MOH RFP. The specification

submitted for review shall be a "redline and strikeout" version of

the MOH RFP Specifications that clearly indicate the locations of

deletions, revisions, and additions to the MOH RFP Specifications; and

3. The construction specifications shall include the name of the

manufacturer, the product name, model number, or other identification

as appropriate to clearly identify the product that will be used in

the construction of the project.

**D3. Construction Period Submittals**

A. The DB Contractor shall prepare and submit shop drawings, product data,

and samples during construction as required by the MOH RFP documents.

The shop drawings, product data, and samples shall bear the stamp of the

licensed architect or engineer of record certifying compliance with the

RFP (See B. 1.A);

B. Other Submittals: The DB team shall submit test results, certificates,

manufacturer's instructions, manufacturers field reports, etc. as

required by the MOH RFP specifications; and

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C. Project Record Drawings: The DB team will maintain a set of

construction documents (field as-built drawings) to record actual

construction changes during the construction process as required by the

RFP specifications. The project record drawings will be available for

review by the MOH Resident Engineer at all times.

**D4. Project Close-out**

The DB team shall comply with the requirements in the "General

Conditions", and "General Requirements", for submission of

final RFP as-built drawings, shop drawings, manuals, and other documents

as noted.

- - - END - - -

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