



Wisconsin Department of Transportation

Region

Request for Qualifications

Draft Template, 02/12/21

Design-Build Project

Job Numbers:

Control Section:

Federal Project No.:

Submittal Type:

Date:

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1 Introduction

The Wisconsin Department of Transportation (WisDOT), Alternative Contracting Section (ACS), is requesting Statements of Qualifications (“SOQs”) from entities (“Design-builder”) interested in submitting proposals for the [000] Design-Build Project (the “Project”).

The Project will be funded with [000] dollars thereby requiring that the Design-builder adhere to all pertinent federal, state and local requirements.

WisDOT makes no guarantee that a Request for Proposals (RFP) will be issued for this Project.

1.1 Procurement Process

WisDOT will use a two-phase procurement process to select a Design-builder to deliver the Project. This Request for Qualifications (“RFQ”) is issued as part of the first phase to solicit information, in the form of SOQs, that WisDOT will evaluate to determine which Design-builders are the most highly qualified to successfully deliver the Project. WisDOT anticipates short-listing at least three, but not more than five most highly qualified Design-builders that submit SOQs. In the second phase, WisDOT will issue a Request for Proposals (“RFP”) for the Project to the short-listed Design-builders. Only the short-listed Design-builders will be eligible to submit proposals for the Project. Each short-listed Design-builder that submits a proposal in response to the RFP (if any) is referred to herein as a “Proposer.” WisDOT will award a Design-build Contract for the Project, if any, to the Proposer offering the best-value, to be determined as described in the RFP.

1.2 Project Goals

The following goals have been established for the Project:

- Safety
 - Provide a safe Project area for the traveling public and workers during execution of the Project
 - Provide a solution consistent with current WisDOT, FHWA, and AASHTO practices, guidelines, policies, and standards.
- Quality - Provide a high-quality product that meets or exceeds WisDOT standards and minimizes future maintenance
- Mobility - Minimize impacts to existing traffic
 - Minimize impacts to [000]
 - Minimize duration of closure of [000]
- Budget - Complete the Project within WisDOT’s established budget

- Meet or Accelerate Project schedule

1.3 Design-builder Information

To allow receipt of any addenda or other information regarding this RFQ, each Design-builder is solely responsible for ensuring that WisDOT's Project Manager as described in Section 2.4 has its contact person's name and e-mail address. If an entity intends to submit a proposal as part of a team, the entire team is required to submit a single SOQ as a single Design-builder.

DRAFT

2 Background Information; RFQ Process

2.1 Project Description; Scope of Work

The project is primarily located in [000] County, Wisconsin, between the cities of [000] and [000]. The project limits extend a total of [000] miles approximately [000] to [000].

The project scope is to [000]. The project scope also includes [000].

The project generally consists of [000]. Additional major responsibilities will be quality, safety, and [000], among other things.

A project kick-off meeting will be held on [000] from [000] at [000].

Additional information regarding the project can be found on the following website:

- www.wisconsin.gov/designbuild
- [000]

The National Environmental Policy Act (NEPA) requirements have been completed. The [000] was signed on [000].

{OR use below if applicable}

The National Environmental Policy Act (NEPA) requirements are in process. Completion is anticipated [000].

2.2 Estimated Cost; Maximum Time Allowed

The estimated cost of the Project is between [000] and [000]. All aspects of the project will be completed and open to traffic no later than [000].

A maximum price proposal value will be included in the RFP. Specifically, the RFP will contain a fixed price, maximum scope clause. The estimated value of the maximum price proposal is listed in Section 6.2.2 of this document. Proposers that submit Price Proposals over the maximum price proposal value will be deemed non-responsive.

2.3 Project Schedule

The deadline for submitting RFQ questions and the SOQ due date stated below apply to this RFQ. WisDOT also anticipates the following additional Project milestone dates. This schedule is subject to revision by the RFP and addenda to this RFQ.

Issue RFQ
Deadline for submitting RFQ questions
SOQ due date
Evaluation of SOQs
Notify Proposers
Issue RFP

DBE Meet and Greet
Technical Proposals due
Price Proposals due and opened
Anticipated First Notice to Proceed

2.4 WisDOT Project Management; Ex Parte Communications

[000] is WisDOT's Project Manager. As WisDOT's Project Manager, [000] is WisDOT's sole contact person and addressee for receiving all communications about the Project. Only written inquiries will be accepted. All inquiries and comments regarding the Project and the procurement thereof must be made by e-mail or letter to:

Mail Delivery: [000]
Design-Build Project Manager Wisconsin Department of Transportation
4822 Madison Yards Way
P.O. Box 7910
Madison, WI 53707-7910
E-mail: [000]

Design-build programmatic questions must be e-mailed or by letter (written inquiries only) to WisDOT's ACS Program Manager:

Mail Delivery: Ben Thompson
ACS Program Manager
Wisconsin Department of Transportation
4822 Madison Yards Way
P.O. Box 7910
Madison, WI 53707-7910
E-mail: Benjamin.Thompson@dot.wi.gov

During the Project procurement process, commencing with issuance of this RFQ and continuing until award of a contract for the Project (or cancellation of the procurement), no employee, member or agent of any Design-builder shall have any ex parte communications regarding this procurement with any member of WisDOT or the Federal Highway Administration, their advisors (i.e. cities, counties) or any of their contractors or consultants involved with the procurement, except for communications expressly permitted by the WisDOT Project Manager and this RFQ (or, subsequent to issuance of the RFP).

Any Design-builder engaging in such prohibited communications may be disqualified at the sole discretion of WisDOT.

2.5 Questions and Clarifications; Addenda

Questions and requests for clarification regarding this RFQ must be submitted in writing to WisDOT's Project Manager as described in Section 2.4. To be considered, all questions and requests must be received by 4:00 pm, Central Standard Time, on the date indicated in Section 2.3.

WisDOT reserves the right to revise this RFQ at any time before the SOQ due date. Such revisions, if any, will be announced by addenda to this RFQ.

WisDOT will use the following guidelines when responding to questions and requests for clarification and issuing addenda:

- WisDOT will answer questions and requests for clarification Questions and post the answers to WisDOT’s design-build website: www.wisconsindot.gov/designbuild.
- WisDOT will send an e-mail notification to the contact person for each Design-builder as soon as each addendum or clarification is issued.

2.6 Major Participant

TBD

The Design-builder must self-perform at least 30% of the work on the project.

2.7 WisDOT Consultant/Technical Support

WisDOT has retained [000] to provide guidance in preparing and evaluating this RFQ and the RFP and advice on related financial, contractual and technical matters.

2.8 Organizational Conflicts of Interest

The Design-builder’s attention is directed to 23 CFR Part 636 Subpart A and in particular to Section 636.116 regarding organizational conflicts of interest. Section 636.103 defines “organizational conflict of interest” as follows:

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

In addition, WisDOT has developed a policy regarding Conflict of Interest related to design-build projects. A copy of this policy is posted on WisDOT’s design-build website www.wisconsindot.gov/designbuild.

The Design-builder is prohibited from receiving any advice or discussing any aspect relating to the Project or the procurement of the Project with any person or entity with an organizational conflict of interest, including, but not limited to, WisDOT Consultant/Technical Support firms listed in Section 2.7. Such persons and entities are prohibited from participating in any Design-builder organization relating to the Project.

The Design-builder agrees that, if after award, an organizational conflict of interest is discovered, the Design-builder must make an immediate and full written disclosure to WisDOT that includes a description of the action that the Design-builder has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist,

WisDOT may, at its discretion, cancel the Design-build Contract for the Project. If the Design-builder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to WisDOT, WisDOT may terminate the contract for default.

WisDOT may disqualify a Design-builder if any of its Major Participants belong to more than one Design-builder organization. See Section 3.6.2 for additional information regarding this matter.

2.9 Changes to Organizational Structure

Design-builder, as defined in Wisconsin State Stat. § 84.062 (including Key Personnel or Major Participants) identified in the SOQ may not be removed, replaced or added to without the written approval of the Secretary of Transportation, or designee. The Secretary, or designee, may revoke an awarded contract if any individual or design-build firm identified in the SOQ is removed, replaced or added to without the Secretary's, or designee's, written approval. To qualify for the Secretary's, or designee's, approval, the written request must document that the proposed removal, replacement or addition will be equal to or better than the individual or design-build firm provided in the SOQ. The Secretary, or designee, will use the criteria specified in this RFQ to evaluate all requests. Requests for removals, replacements and additions must be submitted in writing to WisDOT's Project Manager as described in Section 2.

2.10 Past Performance or Experience

The design and construction experience of the Design-builder who will manage the design, engineering, and construction aspects of the project. The Department may not require a level of experience that will unreasonably restrict competition.

2.11 Equal Employment Opportunity

The Design-builder will be required to follow both State of Wisconsin and Federal Equal Employment Opportunity (EEO) policies.

In accordance with the Wisconsin Employment Relations, Wisconsin Statute § 111, Subchapter II, Fair Employment, WisDOT will affirmatively assure that on any project constructed pursuant to this advertisement equal employment opportunity will be offered to all persons without regard to age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters, substantially and adversely affects the general welfare of the state.

In accordance with Wisconsin's Contract Compliance Law, Wisconsin Statute §16.765 and Wis. Admin. Code Ch. Adm. 50, WisDOT will assure that appropriate parties to any contract entered into pursuant to this advertisement comply with Civil Rights Compliance (CRC) Requirements. Any Design-builder that is not a current holder of a CRC Letter of Assurance must contact the Department of Workforce Development immediately for assistance in obtaining a certificate.

2.12 Disadvantaged Business Enterprises

WisDOT established a Disadvantaged Business Enterprise (DBE) program in accordance with 49 CFR Part 26. Consistent with the 49 CFR Part 26 policy, WisDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT)-assisted contract because of sex, race, religion, or national origin.

WisDOT has established a DBE program in accordance with regulations of the DOT, 49 CFR Part 26. In this regard, if applicable, the contractor will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform the contract. Additional DBE requirements will be set forth in the RFP.

WisDOT will determine a DBE goal for the Project within the RFP. WisDOT's updated directory of DBE contractors can be viewed at the following website:

<https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe>

3 Content of Statement of Qualifications

This section describes specific information that must be included in the SOQ and how information in the Statement of Qualifications will be used. SOQs must follow the outline of this Section 3.0. Design-builders shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ.

Documents submitted pursuant to this RFQ will be subject to Wisconsin public records law.

WisDOT will initially review SOQ's on a pass/fail basis as specified in Section 4.3. The purpose of this initial review is for WisDOT to determine whether the SOQ, on its face, is responsive to this RFQ. An SOQ will be, on its face, responsive to this RFQ if it appears to include all of the components of information required by this RFQ in the manner required by this RFQ. This initial pass/fail review does not include any qualitative assessment as to the substance of the information submitted. Those SOQ's that pass the pass/fail review will then be reviewed on a qualitative basis according to the criteria specified in Section 4.4.

The following Sections 3.1 through 3.6 describe the information that is required and how it will be used.

3.1 Introduction

The Introduction is limited to two pages in total and is comprised of a one-page Cover Letter and a one-page Table of Contents.

The Cover Letter must state the business name, address, business type (e.g., corporation, partnership, joint venture) and roles of the Design-builder and each Major Participant. The Cover Letter must identify one contact person and his or her address, telephone number, and e-mail address. This person shall be the single point of contact on behalf of the submitter organization, responsible for correspondence between the organization and WisDOT. WisDOT will send all Project-related communications to this contact person. The authorized representative of the Design-builder organization must sign the Cover Letter. If the Design-builder is a joint venture, the joint venture members must also sign the letter. If the Design-builder is not yet a legal entity, the Major Participants must sign the letter. The Cover Letter must certify the truth and correctness of the contents of the SOQ. The Cover Letter is limited to one page.

The Introduction must also include a Table of Contents. The Table of Contents must also be limited to one page.

This information will be used to identify the Design-builder and its designated contact and **will be reviewed on a pass/fail basis only** and not as part of the qualitative assessment of the SOQ.

3.2 Design-builder Organization and Experience

The information required by this section will be used in the qualitative assessment of the SOQ. WisDOT will evaluate the capabilities of the Design-builder organization to effectively deliver the Project.

3.2.1 Organizational Chart(s)

Provide an organizational chart(s) showing the flow of the “chain of command” with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing and building the Project. The chart(s) must show the functional structure of the organization and must identify Key Personnel by name. Identify the Design-builder and all Major Participants in the chart(s). Identify all critical functional relationships between Project management, Executive oversight, construction management, quality management, and environmental compliance among others if not made clear by the Key Personnel reporting structure.

3.2.2 Design-builder Experience

Describe the experiences on transportation projects that the Design-builder and each Major Participant has managed, designed, and/or constructed. If the Design-builder does not yet exist or is newly formed, please explain. For projects in which several of the proposed participants were involved, the Design-builder may provide a single project description so long as the respective roles are identified in the description.

Highlight experience relevant to the Project. WisDOT prefers recent experience. Demonstrate experiences in each of the following areas:

- Experience with the construction of projects of similar scope and complexity
- Experience with the design of projects of similar scope and complexity
- Experience of the proposed participants successfully working together as an integrated team

The description of each project submitted as relevant experience must include the following information:

- Name of the project, the owner’s contact information (project manager name, phone number, e- mail address), and project number. If the owner project manager is no longer with the owner, provide an alternative contact at the agency that is familiar with the project. The alternative contact must have played a leadership role for the owner during the project.
- Dates of design and/or construction;
- Detailed description of the work or services provided and percentage of the overall project actually performed.

WisDOT may elect to use the information provided as a reference check.

3.3 Key Personnel

The information required by this section will be used in the qualitative assessment of the SOQ.

3.3.1 Resumes of Key Personnel

The listing below describes the functions for the key personnel for the Project (“Key Personnel”). Level A personnel to staff these positions shall be identified in the required organizational charts (as described in Section 3.2.1) within the Statement of Qualifications. Level B personnel are not required to be identified in the Statement of Qualifications; therefore, the Level B listings below serve primarily to notify the teams of personnel that will be required in the future. No Key Personnel identified by name in an SOQ, Level A or B, may be changed without undergoing the procedure in Section 2.9.

An individual may not fill more than one Level A Key Personnel unless specifically allowed in this document. If an individual fills more than one position in this manner only one resume is required. Only one individual may be proposed per position unless specifically allowed in Section 3.3.3, although beneficial support staff are encouraged and may be mentioned in the body of the SOQ.

Resumes of Key Personnel shall be provided as Appendix B – Resumes of Key Personnel to the SOQ. Resumes of Level A Key Personnel shall be limited to two pages each. Resumes from Level B or other ‘value added’ personnel shall not be submitted (such personnel may be discussed in the body of the SOQ, if desired).

Level A Personnel

TBD

Level B Personnel

TBD

Include the following items on each resume:

- A brief narrative describing the individual’s recent career
- Relevant licensing and registration.
- Years of experience performing similar work.
- Length of employment with current employer.

Actual work examples from similar projects including duties performed, percent of time on the job, and dates of work performed. WisDOT prefers relevant experience (e.g., conceptual design will not count as final design experience, management of designers alone will not count as design experience, etc).

3.3.2 Other Information for Key Personnel

In addition to resumes, provide the following information for each Key Personnel:

- A brief narrative explaining why the individual is highly qualified for the position.
- Percent of time committed to the relevant phases of the Project, most notably including the design and construction phases.
- Percent of time committed to other projects, with conditional statements as necessary.

3.3.3 Key Personnel: Job Descriptions; Minimum Qualifications for Acceptance; and Qualifications Exceeding Minimums

The qualifications and experience of Key Personnel will be reviewed as part of the qualitative assessment of the SOQ. The following is a brief job description, minimum requirements, and preferred requirements for each of the Key Personnel to be assigned to the Project. Key Personnel will be evaluated, in part, based on the extent they meet and/or exceed the requirements and preferences, including, but not limited to, relevant education, training, certification, and experience. Any certifications that are required to meet the requirements of the RFQ shall be in place by the time the first notice to proceed is issued.

The Design-builder must include at least one individual who has no fewer than 5 years of experience in highway construction specific to highway improvement projects in this state. The design-builder or a member must be a design professional or must employ or contract with a design professional.

- **Design-Build Project Manager.** The Design-Build Project Manager will be responsible for the overall design, construction, and contract administration for the Project. This person will have full responsibility for the prosecution of the work, act as a single point of contact in all matters and have the authority to represent the Design-builder on all matters relating to the Project.

Specific personnel requirements:

- Must have at least 5 years recent experience managing the design or construction of projects of similar scope and complexity or must have served in this same capacity on two similar completed projects within the state of Wisconsin. Experience with both design and construction preferred. A record of quality results preferred. Additional experience beyond the minimum preferred. Highly similar experience preferred.
- Must have recent experience managing the construction of complex interchange projects.
- Recent experience managing large projects in environmentally sensitive areas preferred.
- May also serve as the Design-Build Construction Manager or Design Manager, but not both.

- Must be on-site at least one day per week and must be available to be on site within 2 hours for the duration of the project. Additional availability preferred.
- **Design-Build Construction Manager.** The Design-Build Construction Manager will be responsible for ensuring that the Project is constructed in accordance with the project requirements. The Design-Build Construction Manager must be on-site for the duration of the construction of the Project and must coordinate with the design team during the design of the Project.

Specific personnel requirements:

- Must have at least 5 years recent experience managing the construction of projects of similar scope and complexity. A record of quality results preferred. Additional experience beyond the minimum preferred. Highly similar experience preferred.
- Design-Build experience preferred.
- A record of quality communication with designers (or Design experience) preferred.
- The Design-Build Construction Manager must either work under the direct supervision of the Design-Build Project Manager or serve as the Design-Build Project Manager.
- **Design Manager.** The Design Manager will be responsible for ensuring that the overall Project design is completed and design criteria requirements are met. Specifically, the Design Manager will serve as the primary representative for the Project's design and make certain that the functional designs are completed on schedule, collaboratively, and in accordance with Contract requirements. The Design Manager must have the authority to be in direct contact with WisDOT staff during all phases of the Project. The Design Engineer must attend the weekly meeting in person and be located at the design project office for the duration of the design activities on the project. The design project office is defined as the location where the design is occurring, which will not be specified on this Project.

Specific personnel requirements:

- Must have 5 years recent experience managing the design of projects of similar scope and complexity or must have served in this same capacity on two similar completed projects. A record of quality results preferred. Additional experience beyond the minimums preferred. Highly similar experience preferred.
- Must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued.
- Must either work under the direct supervision of the Design-Build Project Manager or serve as the Design-Build Project Manager. If not serving as the Design-Build Project Manager, the Design Manager may also serve as the Roadway Engineer.
- **Construction Quality Manager.** The Construction Quality Manager will be responsible for the overall construction quality of the project and will specifically develop the construction

quality program, train the Design-builder's personnel on their roles, and manage the construction quality program.

Notably, the Construction Quality Manager will be responsible for checking that the requirements of Critical Activity Points are satisfied prior to requesting WisDOT's signature. The Construction Quality Manager must be independent of construction and will have the authority to stop work.

Specific personnel requirements:

- Must have recent experience developing, implementing, and managing construction quality programs on similar transportation projects. A record of quality results preferred. Additional experience beyond the minimums preferred. Highly similar experience preferred. Design-Build experience preferred. Experience with Critical Activity Points preferred.
- Must be present on-site or at the co-located facility during all construction activities.
- **Design Quality Manager.** The Design Quality Manager will be responsible for the overall design quality of the project and will specifically develop the design quality program, train the design personnel regarding their roles, and manage the design quality program. The Design Quality Manager must report directly to the Design-builder's Executive Committee and be independent of production. The Design Quality Manager has the authority to stop the advancement of the Project design.

Specific personnel requirements:

- Must have recent experience developing, implementing, and managing design quality programs on similar transportation projects. A record of quality results preferred. Additional experience beyond the minimums preferred. Highly similar experience preferred.
- Must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued.
- **Contract Environmental Compliance Officer.** The Contract Environmental Compliance Officer (CECO) will be responsible for ensuring compliance with all permits and Project environmental requirements. The CECO must have the authority to stop all work if necessary to comply with these permits and requirements. Therefore, the CECO must be able to work with WisDOT independently from production and the Design-Build Project Manager. The CECO must report directly to the Design-builder's Executive Committee.

The CECO must be on-site as necessary during construction to ensure compliance with the Contract (including the Environmental Documentation) and permits. Must be available to the Project site within 24 hours during all phases of the Project.

Specific personnel requirements:

- Must have recent experience in environmental compliance and be familiar with permitting requirements in Wisconsin related to watershed districts, NPDES, 404, 401, contaminated materials, groundwater, etc. A record of quality results preferred. Additional breadth of experience preferred. Highly similar experience preferred.
- **Lead Bridge Design Engineer.** The Lead Bridge Design Engineer will be responsible for ensuring that the bridge design is completed in accordance with Contract requirements. The Lead Bridge Design Engineer will be the engineer of record for the bridge. This person does not need to be co-located full-time, but as a minimum needs to be present at the co-located facility for periodic over-the-shoulder review meetings, design coordination meetings, and comment resolution meetings. This person also needs to be on-site periodically during activities related to the construction of the bridge. The Lead Bridge Design Engineer must report directly to the Design Manager and must have the authority to be in direct contact with WisDOT staff during all phases of the Project.

Specific personnel requirements:

- Must have at least 10 years of bridge design experience as a professional engineer, including having served as the engineer of record or lead design engineer on at least one project of similar scope and complexity within the last 5 years. The Lead Bridge Design Engineer must provide documentation (e.g. samples of signed and sealed plan sheets, calculations) in Appendix E – Documentation of Experience to validate the experience required. A record of quality results preferred. Additional experience beyond the minimums preferred. Highly similar experience preferred.
- Must have at least 5 years of recent experience as a professional engineer in bridge final design including designing highway interchanges or must have lead the structures design on two similar completed projects.
- Must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued.
- **Traffic Engineering Team.** The Traffic Engineering Team may be a person or a team of individuals. The Team will be responsible for ensuring that the traffic designs are completed in accordance with Contract requirements (with the exception of the maintenance of traffic requirements). Traffic team members may occasionally be asked to review construction in the field.

Specific personnel requirements:

- The Team must collectively have experience regarding the following: signing design, striping design, pavement marking design, lighting design, and signal design. Each Team member must have at least five years of recent experience regarding their area(s) of specialization. A record of quality results preferred. Additional experience beyond the minimums preferred. Highly similar experience preferred.

- The Traffic Engineering Team shall report to the Design Manager. If composed of more than one member, the Team may be led by one Traffic Engineering Manager who reports directly to Design Manager or the members may report to the Design Manager individually.
- If the Traffic Engineering Team is an individual, that individual must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued. If the Traffic Engineering Team is composed of more than
- one member, at least one individual must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued.
- A maximum of four resumes may be provided for the Traffic Engineering Team.
- **Geotechnical Engineer.** The Geotechnical Engineer will be responsible for ensuring that the geotechnical designs are completed in accordance with Contract requirements. The Geotechnical Engineer may occasionally be asked to review construction in the field. The Geotechnical Engineer must report directly to the Design Manager.

Specific personnel requirements:

- Must have at least 5 years of recent experience in geotechnical design. Must have experience on projects involving ground improvement, reinforcement, and slope stabilization. A record of quality results preferred. Additional experience beyond the minimum preferred. Highly similar experience preferred.
- Must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued.
- **Roadway Engineer.** The Roadway Engineer will be responsible for ensuring that the roadway design is completed in accordance with Contract requirements. The Roadway Engineer will be the engineer of record for the roadway design. The Roadway Engineer must be located at the design project office for the duration of the design activities on the Project. The design project office is defined as the location where the design is occurring, which will not be specified on this Project.

Specific personnel requirements:

- Must have at least 5 years of recent experience as a professional engineer in final design including designing highways or must have led the roadway design on two similar completed projects. A record of quality results preferred. Additional experience beyond the minimum preferred. Highly similar experience preferred.
- Must either report directly to the Design Manager or serve as the Design Manager.
- Must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued.
- **Maintenance of Traffic Engineer.** The Maintenance of Traffic Engineer will be responsible for ensuring that the maintenance of traffic designs are completed in

accordance with Contract requirements. The Maintenance of Traffic Engineer may occasionally be asked to review construction in the field. The Maintenance of Traffic Engineer must report directly to the Design Manager.

Specific personnel requirements:

- Must have 5 years recent experience designing maintenance of traffic and staging plans on projects of similar scope and complexity or must have designed these plans on two similar completed projects. A record of quality results preferred. Additional experience beyond the minimum preferred. Highly similar experience preferred.
 - Must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued.
- **Public Information Coordinator.** The Public Information Coordinator will be responsible for updating project stakeholders regarding the Project at regularly scheduled meetings, drafting press releases, drafting responses to stakeholder questions, and providing information to several parties regarding traffic control changes. The Public Information Coordinator must attend the weekly Project meetings and be available to attend several other events on-site as necessary. The Public Information Coordinator must report directly to the Design-Build Project Manager.

Specific personnel requirements:

- Must have experience with leading a wide range of public information activities for transportation projects and experience with responding to stakeholder comments and concerns. A record of quality results preferred. Highly similar experience preferred.
- **Water Resources Team.** The Water Resources Team may be a person or a team of individuals. The Team will be responsible for ensuring that the water resource designs are completed in accordance with Contract requirements. The Team will address project considerations including: temporary erosion control, permanent erosion control, hydrology, hydraulics, surface water, seepage flow, infiltration, ponding, and other related aspects of the work. The Water Resources Team must be located at the design project office for the duration of the applicable design activities on the Project. The design project office is defined as the location where the design is occurring, which will not be specified on this Project.
- Specific personnel requirements:
 - The Team must collectively have experience regarding all aspects of urban and rural drainage on similar transportation projects including: ponding design, culvert design, open channel design, groundwater flow, erosion control, and water-related permitting. Each Team member must have at least five years of recent experience regarding their area(s) of specialization. A record of quality results preferred. Additional experience beyond the minimums preferred. Highly similar experience preferred.

- The Team shall report to the Design Manager. If composed of more than one member, the Team may be led by one Water Resources Manager who reports directly to Design Manager or the members may report to the Design Manager individually.
- If the Team is an individual, that individual must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued. If the Team is composed of more than one member, at least one individual must be a registered professional engineer in the State of Wisconsin now or by the time the first notice to proceed is issued.
- **Utility Coordination Manager.** The Utility Coordination Manager will be responsible for ensuring that the Project utility coordination is carried out in accordance with contract requirements. The Utility Coordination Manager must be available to attend meetings on-site as necessary. The Utility Coordination Manager must report directly to the Design Manager.
 - Must have 3 years of recent experience identifying utility impacts and coordinating the relocation of utilities on highway projects. A record of quality results preferred. Additional experience beyond the minimums preferred. Highly similar experience preferred.

3.4 Project Understanding

The information required by this section will be used in the qualitative assessment of the SOQ. To demonstrate the Design-builder familiarity with the Project and Project requirements, the Design-builder must provide a narrative on the items listed in Section 4.4.

3.5 Project Management Approach

The information required by this section will be used in the qualitative assessment of the SOQ. Provide, at a conceptual level, your understanding of and your approach to successfully delivering the Project by meeting or exceeding the Project's established goals (see Section 1.2). Design-builders shall include a description of the items listed in Section 4.4.

3.6 Legal and Financial

The information required in response to Sections 3.6.1, 3.6.3, 3.6.4 and 3.6.5 shall be submitted as Appendix C – Legal and Financial. Information provided in response to these sections will not count towards the overall page limitation defined in Section 5.2. Information required by this section will be evaluated on a pass/fail basis.

3.6.1 Acknowledgment of Clarifications and Addenda

Identify all clarifications and addenda received by number and date.

3.6.2 Organizational Conflicts of Interest

Identify all relevant facts relating to past, present or planned interest(s) of the Design-builder's team (including the Design-builder, Major Participants, proposed consultants, contractors and subcontractors, and their respective chief executives, directors and key project personnel) which may result, or could be viewed as, an organizational conflict of interest in connection with this RFQ. See Section 2.8.

Disclose: (a) any current contractual relationships with WisDOT (by identifying the WisDOT contract number and project manager); (b) present or planned contractual or employment relationships with any current WisDOT employee; and (c) any other circumstances that might be considered to create a financial interest in the contract for the Project by any current WisDOT employee if the Design-builder is awarded the contract. The Design-builder must also disclose any current contractual relationships with the firms listed in Section 2.7 and other key stakeholders (cities, counties). The foregoing is provided by way of example, and shall not constitute a limitation on the disclosure obligations.

For any fact, relationship or circumstance disclosed in response to this Section 3.6.2, identify steps that have been or will be taken to avoid, neutralize or mitigate any organizational conflicts of interest.

In cases where Major Participants on different Design-builder organizations belong to the same parent company, each Design-builder must describe how the participants would avoid conflicts of interest through the qualification and proposal phases of the Project.

The required information for Organizational Conflicts of Interest shall be submitted as Appendix D – Organizational Conflicts of Interest. Information provided in response to this section will not count towards the overall page limitation defined in Section 5.2.

3.6.3 Legal Name and Authority to Transact Business in Wisconsin

The Design-builder must be registered or authorized to do business in the state. Provide the full legal name of the Design-builder and identify the state in which the Design-builder is incorporated or otherwise organized. For the Design-builder and each Major Participant provide a Certificate of Good Standing, issued by the Wisconsin Secretary of State not more than 90 days prior to SOQ submittal, demonstrating their authorization to conduct business in the State of Wisconsin. If the Design-builder organization has not yet been formed, or is for any other reason unable to provide a Certificate of Good Standing, describe the relevant facts and circumstances and provide an assurance that the Design-builder and each Major Participant will be authorized to conduct business in Wisconsin by the time of contract award.

3.6.4 Bonding and Financial Capability

The Design-builder must provide a letter from a surety or insurance company stating that the Design-builder is capable of obtaining a performance bond and payment bond covering the Project in the amount of [000]. The design-builder must be bondable for the term of the proposed contract and must be able to obtain a 100 percent performance bond and a separate

100 percent payment bond. The surety or insurance company providing such letter must be authorized to do business in the State of Wisconsin with an A.M. Best Co. "Best's Rating" of A- or better and Class VIII or better.

The Design-builder must also provide a sworn statement of their financial ability, equipment, and experience in design-build project delivery and any other information the office determines is necessary to determine a bidder's competency. The statement must indicate that the Design-builder has adequate financial resources to complete the work described in the request for qualifications, taking into account any other work the Design-builder is currently under contract to complete.

3.6.5 Design-builder Information

For the Design-builder (if the Design-builder is not yet existing or newly formed, please explain), each Major Participant, and any affiliate of the Design-builder or a Major Participant (including the firm's parent company, subsidiary companies, and any other subsidiary or affiliate of the firm's parent company) whose experience is cited as the basis for the firm's qualifications:

- If the Department has previously contracted with the Design-builder or a member, the Design-builder or member has a record of satisfactorily completing projects.
- The Design-builder or a member is not on a list maintained by the Department identifying persons ineligible to bid due to suspension or debarment or on a list that the Department of administration maintains for persons who violated statutory provisions or administrative rules relating to construction.
- The Design-builder or a member has served as a contractor on no fewer than 5 projects administered by the Department.
- The Design-builder can provide information upon request about ownership, management, and control of the Design-builder.
- The Design-builder or a member has not been debarred from any government contracts and has not been found to have committed tax avoidance or evasion in any jurisdiction in the previous 10 years.
- No design professional employed by the Design-builder or a member or that the Design-builder will contract with has been disciplined in any jurisdiction under a license that is currently in use.

For each description, identify the project owner's representative and current phone number. Indicate "None" to any subsection above that does not apply.

4 Evaluation Process

4.1 SOQ Evaluation

WisDOT will initially review the SOQs for responsiveness to the requirements of this RFQ on a pass/fail basis as described in Section 4.3. Following the pass/fail review, responsive SOQ's will be measured against the evaluation criteria stated in Section 4.4.

4.2 Interview

WisDOT reserves the right to conduct interviews with all potential Design-builders prior to development of a short-list. WisDOT may conduct these interviews during its evaluation of the overall SOQ submittal process and scoring. If elected by WisDOT, WisDOT will determine the schedule for interviews following receipt of the SOQs.

4.3 Pass/Fail Review

Prior to SOQ Evaluation and Scoring in Section 4.4, WisDOT will review the following on a pass/fail basis:

- **Introduction.** The Design-builder must complete and sign the Design-builder Introduction Form (see Appendix A). **The letter must certify the truth and correctness of the contents of the SOQ.** This information will be used to identify the Design-builder and its designated contact.
- **Legal and Financial.** The information provided in response to this section shall be submitted as Appendix C – Legal and Financial and will not count towards the overall page limitation defined in Section 5.2. This section includes:
 - **Organizational Conflicts of Interest.** See Section 3.6.2 for relevant disclosures.
 - **Legal Structure.** The Design-builder must be registered or authorized to do business in the state. If the Design-builder organization has already been formed, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Design-builder and Major Participants to conduct business in the State of Wisconsin. If the Design-builder organization has not yet been formed, provide a brief description of the proposed legal structure or draft copies of the underlying agreements.
 - **Financial Viability.** The Design-builder must provide letter and sworn statements demonstrating financial viability as described in Section 3.6.4.

WisDOT may seek and receive clarifications, and waive any deficiencies, irregularities or technicalities.

4.4 SOQ Evaluation and Scoring

Following the pass/fail review, WisDOT will evaluate all responsive SOQs and measure each Design-builder's response against the project goals and selection criteria set forth in this RFQ, resulting in a numerical score out of 100 for each SOQ. WisDOT will use the following criteria and weightings:

- **Design-Builder Organization and Experience (30 Points).** Provide the qualifications of the Design-builder's team that includes both construction firm and design firm personnel. The information should address the following:
 - Management and staff experience, capabilities and functions on projects of similar scope and with similar environmental and geotechnical conditions;
 - Effective project management structure and interaction with WisDOT or other entities;
 - Effective utilization of personnel and experience of team members working together;
 - Experience with expedited schedules and timely completion on comparable projects;
 - Experience with on-budget completion of comparable projects;
 - Experience with integrating design and construction activities;
 - Company experience and qualifications that are relevant to the Project scope;
 - Experience with utility coordination efforts and conflict resolutions; and
 - Experience with meeting NEPA requirements and mitigation efforts required when environmentally sensitive areas are encountered.

Describe at least two but a maximum of four projects the Design-builder has completed or participated in (if the Design-builder is not yet existing or is newly formed, please explain) and at least two but a maximum of four projects each listed Major Participant has managed, designed and/or constructed. For projects in which several of the proposed Major Participants were involved, the Design-builder may provide a single project description. Highlight experience relevant to the Project the Design-builder/Major Participants have gained in the last 5-10 years. Cite projects with levels of scope comparable to that anticipated for the Project. Also consider citing projects where construction duration was minimized, design schedules were kept, and original design and construction budgets were not increased.

Describe the experiences that could apply to this Project.

Each project description should include the following information:

- Name of the project and either the owner's contract number or state project number;
- Owner's project manager (i.e. the owner's construction manager for construction project or the owner's design manager for design projects) and their current telephone number;

- Dates of design, construction, and project management;
 - Description of the work or services provided and percentage of the overall project actually performed;
 - Description of scheduled completion deadlines and actual completion dates;
 - Original design or construction budget and final design or construction cost.
- **Key Personnel Experience (30 Points).** The 30 points will be scored in accordance with the following sub-criteria:

Resumes of Key Personnel shall be provided as Appendix B – Resumes of Key Personnel to the SOQ. Resumes of Key Personnel shall be limited to two pages each and will not be counted towards the overall SOQ page limit. If an individual fills more than one position, only one resume is required. The listing below describes the minimum key personnel for the Project (“Key Personnel”), others may be added by the Design-builder. Design-builders may propose alternate plans to staff and manage the Project. SOQ’s with alternate staffing plans are required to have details of the key staff and their roles and responsibilities in a manner similar to the requirements listed below, including their responsibility on the Project and their authority over the design and/or construction operations:

- Key Personnel
 - Design-Build Project Manager
 - Design-Build Construction Manager
 - Design Manager
 - Construction Quality Manager
 - Design Quality Manager
 - Contract Environmental Compliance Officer
 - Lead Bridge Design Engineer
 - Traffic Engineering Team
 - Geotechnical Engineer
 - Roadway Engineer
 - Maintenance of Traffic Engineer
 - Public Information Coordinator
 - Water Resources Team
 - Utility Coordination Manager
- Include the following items on each resume:
 - Relevant licensing and registration.
 - Years of experience performing similar work.

Actual work examples on similar projects, including projects, project dates, duties performed and their percentage of time on the project.

1. Project Understanding (30 Points):

Based on preliminary information available at the time of the RFQ, provide a synopsis demonstrating the Design-builder's understanding of the physical description of the Project, probable impacts of the Project, and potential issues and risks affecting the Project.

Demonstrate an understanding of the Project goals discussed in Section 1.2 as the following is specifically addressed:

- Understanding of Project scope;
- Understanding of the construction and schedule requirements needed for the Project;
- Understanding of the design requirements needed for the Project;
- Understanding of mobility and safety concerns;
- Understanding of impacts on the adjacent communities and traveling public;
- Understanding of utility coordination efforts and process for resolving conflicts;
- Understanding the environmental concerns for the Project; and
- Understanding the potential risks associated with the Project and mitigation efforts that will be needed to remove or reduce the risk to meet the Project goals.

2. Project Management Approach (10 points)

Provide your approach to successfully delivering the Project by meeting or exceeding the Project's established goals in Section 1.2, including:

- The unique risks specific to the Project, the approach to managing these risks and any challenges that the Design-builder believes the Project may face in addressing them;
- Plan for seamless transition through all phases of the Project;
- Procedures for schedule control that ensuring timely initiation and completion of design and physical project construction; and
- Approach to quality management to effectively manage the Project and ensure public safety and public access.

4.5 Determining Proposers

WisDOT will total the scores for each responsive SOQ and prepare a ranked list of Design-builders. WisDOT anticipates short-listing at least three, but not more than five most highly qualified Design-builders that submit SOQs.

WisDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new request for qualifications, reject any or all SOQs, seek or obtain data from any source that has the potential

to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.

This RFQ does not commit WisDOT to enter into a contract or proceed with the procurement of the Project. WisDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Design-builder. In addition, WisDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties if WisDOT elects to not issue an RFP for the Project.

4.6 Notification of Short-listing

Upon completion of the evaluation, scoring and short-listing process, WisDOT will publish the list on its design-build website: www.wisconsin.gov/designbuild.

4.7 Debriefing Meetings

Once WisDOT announces the short-list (if any), WisDOT may arrange debriefing meetings with Design-builders in-person or virtually. The purpose of a debriefing meeting is for WisDOT to provide informal and objective comments to a Design-builder on WisDOT's review of their SOQ, and provide feedback that may help Design-builders improve their SOQ's for future procurements. A debriefing meeting also provides an informal setting to discuss this RFQ and the procurement process.

5 Procedural Requirements for SOQ Submittal

The following section describes requirements that all Design-builders must satisfy in submitting SOQs. Failure of any Design-builder to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

5.1 Due Date, Time and Location

All SOQs must be received by 9:00 a.m., Central Standard Time, on the SOQ due date indicated in Section 2.3, and must be delivered by e-mail in pdf format to:

Ben Thompson
ACS Program Manager
Wisconsin Department of Transportation 4822 Madison Yards Way
P.O. Box 7910
Madison, WI 53707-7910

The maximum e-mail size WisDOT can receive is [000] MB. If necessary, break the pdf into multiple e-mails to meet this requirement. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation. Design-builders will receive a confirmation email upon successful delivery to WisDOT.

5.2 Format

The SOQ must not exceed [000] single-sided pages (not including the Cover Letter and Table of Contents, section dividers or Appendices).

There are no maximum page limits to the Appendices (see Section 3.3.1 on page limits per person), but the Appendices shall only contain information relevant to the requested Appendix information in this RFQ. Appendices shall not be used to further enhance a SOQ beyond these requirements. The SOQ shall contain the following Appendices:

- Appendix A – Design-builder Introduction Form
- Appendix B – Resumes of Key Personnel
- Appendix C – Legal and Financial
- Appendix D – Organizational Conflicts of Interest
- Appendix E – Documentation of Experience

Section dividers must only be used to convey the heading of the section and must not be used to supplement or enhance any information included in the SOQ (photos, but not photo renderings, on the dividers are acceptable). All information must be either printed on 8.5" x 11" paper or designed to print on 8.5" x 11" paper. The letters comprising all text, except for the front cover, shall not be less than 0.10 inches in maximum height (i.e. the height of a capital letter). This is roughly equivalent to 11-point, Times New Roman font. There are no font requirements regarding text on the front cover. Text contained on charts, exhibits, design plans, and other

illustrative and graphical information must be no smaller than 10- point Times New Roman. All dimensional information shall be shown in English units.

The front cover of each SOQ must be labeled with “WisDOT [000] Design-Build Project,” “Statement of Qualifications”, and the date of submittal.

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6 Procurement Phase 2

This Section 6.0 is provided for informational purposes only so that each Design-builder has information that describes the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. WisDOT reserves the right to make changes to the following, and the Proposers must only rely on the actual RFP when and if it is issued. This Section 6.0 does not contain requirements related to the SOQ. A draft of the RFP or the scoring criteria may be made available for submitters to review and submit comments to WisDOT. WisDOT will take submitted comments into consideration in finalizing the RFP and scoring criteria.

6.1 Requests for Proposals

The Design-builders remaining on the short-list following Phase 1 of the procurement process will be eligible to move to Phase 2 and receive an RFP. While WisDOT may make the RFP available to the public for informational purposes, only Proposers will be allowed to submit a response to the RFP.

6.2 RFP Content

In accordance with Wis. Stat. § 84.062(6), the RFP will include:

- The name, title, address, and telephone numbers of persons to whom questions concerning the proposal should be directed.
- The procedures to be followed for submitting proposals, including how proposals must be delivered, the date and time by which they must be received, and the name and address of the person who is to receive them.
- The date and time of the pre-proposal conference, if any.
- A requirement that a technical proposal and a cost proposal be submitted in separate sealed proposals at the same time.
- A clear description of the scope of all design, engineering, and construction work.
- The criteria for evaluating proposals and their relative weight, if applicable.
- The design criteria package, including a description of drawings, specifications, or other information to be submitted with the proposals, which shall allow the design-builder to use innovative projects meeting the criteria.
- The project schedule and budget limits, if any.
- The proposed terms and conditions of the contract.
- Requirements relating to performance bonds, payments bonds, and insurance.
- Amount of stipend, if any.

- The procedures for awarding a contract.
- A process to review and accept alternative technical concepts and value engineering change proposals.
- Any other information the office determines is necessary.

6.2.1 RFP Structure

The RFP will be structured as follows:

- Instructions to Proposers
- Contract Documents
 - Book 1 (Contract Terms and Conditions)
 - Book 2 (Project-Specific Requirements)
 - Book 3 (Standards)
- Reference Information Documents (RID)

6.3 One-on-One Meetings

WisDOT will offer each Proposer the opportunity to meet before the proposal due date to discuss any Alternative Technical Concepts (ATC's), if applicable, being developed. In any such meeting, WisDOT will meet with only one Proposer at a time. Proposers will not be required to accept the meeting offers.

6.4 Proposals Submitted in Response to the RFP

Proposers that choose to continue in the procurement process must submit a two-part proposal. One part is the technical proposal. The second part is the price proposal. The RFP will specifically define formats, page limits and evaluation criteria for the proposal packaging and all proposal contents.

6.5 Stipends

WisDOT will award a stipend of [000] for responsive Proposals submitted by unsuccessful Proposers. A stipend will not be paid to the successful Proposer. No stipends will be paid for submitting SOQs.

In consideration for paying the stipend, WisDOT may use any ideas or information contained in the proposals in connection with any contract awarded for the Project or in connection with a subsequent procurement, without any obligation to pay any additional compensation to the unsuccessful Proposers.

WisDOT will pay the stipend to each eligible Proposer within [000] days after the award of the contract or the decision not to award a contract. If an unsuccessful Proposer elects to waive the

stipend, WisDOT will not use ideas or information contained in that Proposer's proposal. However, the Proposer's proposal will be subject to Wisconsin data practice laws.

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Appendix A – Resumes of Key Personnel

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Appendix B – Legal and Financial

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Appendix C – Organizational Conflicts of Interest

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Appendix D – Documentation of Experience

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