

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>10.02.020</b>	PAGE  1 of 2
	EFFECTIVE DATE September 1, 2006	
SUBJECT <b>Requesting Design/Build Procurement Approval</b>	SUPERSEDES  10.02.020	DATED  January 15, 2002
TITLE <b>Procurement and Property</b>	CHAPTER <b>Contracting</b>	APPROVED BY  <b>Signature on File</b>

## PURPOSE

This formalizes the policy and procedure of the department on requesting approval to use the design/build method of procurement.

## POLICY

In accordance with AS 36.30.200(c) and 2 AAC 12.933, the DOT&PF commissioner must approve any use of the design/build procurement method. The commissioner has delegated this responsibility to the department's chief contracts officer. In order to approve, the chief contracts officer must determine that this procurement method is advantageous to the state.

This policy applies to all design/build new construction and major renovations, regardless of estimated cost or funding source.

## PROCEDURE

### Preparing the request

The request to procure by the design/build method is made by memo to the chief contracts officer. When preparing this memo:

1. Clearly show that the use of the design/build method is advantageous to the state. Describe the advantages of this method with regard to any cost savings, time savings, and other efficiency(ies) to be realized.

Design/build projects generally provide the benefits of time savings and a single point of accountability. Also, because both design and construction are performed under the same contract, claims for design errors or construction delays due to redesign are greatly reduced.

# STATE OF ALASKA

Department of Transportation & Public Facilities  
POLICY AND PROCEDURE MANUAL

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Requesting Design/Build Procurement  
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2. Obtain the approval recommendation of the appropriate division/regional director and route the memo to the chief contracts officer.
3. Accompany the memo with, as applicable, federal agency funding confirmation, approval to use the design/build procurement method, and all other documents received from the agency in support of the design/build request.

The Federal Highway Administration (FHWA) allows the use of FHWA funds for design/build contracts awarded using competitive procurement procedures. If FHWA Planning or Research (HPR, PL, or PR) funding is involved, FHWA's prior written approval of services must be obtained.

The Federal Aviation Administration (FAA) allows the use of federal funds for design/build procurements. The FAA must approve the use of design/build and review and approve the solicitation documents prior to advertisement.

## **Disadvantaged business enterprise (DBE) goal**

Contact the civil rights manager at (907) 269-0850 for guidance on the DBE goal.

## **Record keeping**

When the design/build procurement is approved, place a copy of the approval, along with all supporting documentation, in the project file.

For all design/build contracts, a statement of the method of evaluation, a copy of the RFQ and the RFP, and a summary of the results of the selection must be submitted promptly to the chief contracts officer.

## **AUTHORITY**

AS 36.30.200(c)  
2 AAC 12.933  
23 USC, Section 112  
DOT&PF Professional Services Agreement Manual

## **IMPLEMENTATION RESPONSIBILITY**

DOT&PF chief contracts officer, employees with procurement authority, and employees who hold construction contracting warrants

## **DISTRIBUTION**

All department employees via the DOT&PF website