



Project Name & Number:

Project Manager/Consultant (if applicable)

Point of Contact

TEC Chair

Project Information Meeting Date:

TEC Members:

#	Name	Division/Title
1		
2		
3		
4		
5		
6		
7		
8		
9		

RFQ Release Date:

Procurement Schedule (from RFQ):

Milestone	RFQ Date	Actual Date
Deadline to submit questions		
VTrans will respond to questions		
SOQs are due		
Evaluation recommendations complete		
Notification to bidders of Short-List		
Anticipated RFP Release Date (month)		
Proposals Due (month)		
Anticipated Award Date (month)		



Design Build Project Information Sheet

RFQ Changes:

#	Date	Comments

Responding DB Teams (list in alphabetical order):

Team Name	Point of Contact	SOQ Score

Short-List

Team Name	Point of Contact

RFP Release Date:

Procurement Schedule (from RFP)

Milestone	RFP Date	Actual Date
Advertise RFP		
Mandatory Pre-Proposal Meeting w/ Bidders		
Conceptual ATC Submittal		
Detailed ATC Submittal		
One-on-One ATC Meetings		



Design Build Project Information Sheet

RFP Questions Due to VTrans		
VTrans responses to Questions or Clarifications		
Technical Proposal Submission Date		
Price Proposal and Bid Bond Submission Date		
Escrow Proposal Documents Submission Date		
Evaluate Technical Proposals (Score and Rank)		
Open Price Proposals		
Notice of Intent to Award		
Proposal Clarifications Transmitted		
Design-Build Contract Execution		
Contract Notice to Proceed		
Administrative Submittals Authorization		
Authorization to Design and Construct		
Begin Field Construction		
Substantial Completion Date		
Contract Completion Date		

RFP Changes:

#	Date	Comments

ATC Committee:

Chair:

#	Name	Division/Title
1		
2		
3		
4		
5		
6		
7		
8		
9		



Design Build Project Information Sheet

Price Proposal Opening Date:

Awarded to:

Date Award Made	
Amount of Contract	
Anticipated Date of Completion	

TRNS*PORT Award

CONTRACT DOCUMENTS SENT TO CONTRACTOR

CONTRACT DOCUMENTS RECEIVED FROM CONTRACTOR

CONTRACT SIGNED BY CONTRACTOR

Witnessed	
Notarized	
Corporate Stamp	
All forms filled out	
Registered w/ State of VT	

CONTRACT SENT TO SECRETARY

CONTRACT RECEIVED BACK FROM SECRETARY

CONTRACT SIGNED BY SECRETARY

CONTRACT MAILED TO CONTRACTOR & OTHERS

STARS CONTRACT NUMBER

SHRED BID BONDS FROM SAFE

VPINS Date