
**AUGUSTA COUNTY SERVICE AUTHORITY
OPERATING PROCEDURES AND POLICY MANUAL**

Approved By: Board of Directors
Effective Date: May 19, 2022

Procurement
Policy No. 11.6
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Design-Build

The Augusta County Service Authority Board of Directors (the “Board”) adopted this policy effective May 19, 2022 (and amended by the Board from time-to-time) to implement procurement via design-build contracts, as defined in Virginia Code 2.2-4382. The procedures provided in this policy may be amended only by act of the Board.

Design-Build: A design-build contract is a contract between a public body and another party in which the party contracting with the public body agrees to both design and build the structure, or other item specified in the contract. Design-build contracts are intended to minimize the project risk for an owner and to reduce the delivery schedule and cost by overlapping the design phase and construction phase of a project.

The Authority may contract to procure projects on a fixed price or a not-to-exceed price design-build basis in accordance with these procedures and the requirements of Virginia Code 2.2-4382.

Prior to deciding to use design-build for a specific construction project, the Authority shall have in its employ or under contract a licensed architect or engineer with professional competence appropriate to the project who shall (i) advise the Authority regarding the use of design-build for that project and (ii) assist the Authority with the preparation of the Request for Proposal and the evaluation of such proposals.

The Authority shall determine, for a specific construction project, in writing, that: (i) a design-build contract is more advantageous than a competitive sealed bid construction contract; (ii) there is a benefit to the Authority by using a design-build contract; and (iii) competitive sealed bidding is not practical or fiscally advantageous. This determination shall be included in the Request for Qualifications (RFQ) in step 1 below.

Once the Authority has determined a design-build contract is appropriate, a two-step competitive negotiation process, consistent with these procedures and Virginia Code 2.2-4382, shall be used to establish a contract.

The procedures are as follows.

Step 1

Issue a Request For Qualifications (RFQ) to seek Statements of Qualifications (SOQ). The method of issuance of the RFQ and receipt of SOQ responses shall be consistent with the methods used for Requests For Proposals.

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Based on the criteria specified in the RFQ, SOQs will be evaluated by a Selection Committee (“Committee”). The Committee will select up to five of the highest ranked firms deemed qualified and suitable for the project, and only those selected will be eligible to participate in Step 2 of the selection process. If less than five firms are deemed qualified and suitable for the project, then that number shall be eligible to participate in Step 2.

At least 30 days prior to the date established for the submission of proposals (Step 2), the Authority shall advise in writing each offeror which sought prequalification whether the offeror has been prequalified. In the event an offeror is denied prequalification, the written notification to such offeror shall state the reasons for such denial of prequalification and the factual basis of such reasons.

Step 2

Issue a Request For Proposals (RFP) to the firms selected in Step 1. The criteria for award shall be included in the RFP.

Offerors shall submit a Technical Proposal to the Purchasing Officer in the manner specified in the RFP solicitation.

Based on the criteria specified in the RFP, Technical Proposals will be evaluated by a Selection Committee (“Committee”). The Committee shall identify changes desired to be made to each offeror’s proposal, and through the Purchasing Officer allow each offeror to adjust its Technical Proposal to fully comply with the requirements of the RFP or as necessary to incorporate project improvements and/or additional detailed information identified by the Committee during design development.

Based on the above adjustments, the offerors may resubmit a revised Technical Proposal, as well as a Cost Proposal to the Purchasing Officer.

The Committee will re-evaluate the Technical Proposals and agree to a consensus ranking.

The Purchasing Officer shall open the Cost Proposals and provide the cost information to the Committee.

The Committee will consider all information available to select the firm providing the best value for the project.

Award shall be made to the firm who is fully qualified and determined to have provided the best value in response to the RFP.