

LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS

POLICY MANUAL

no. 20.15B

category: Financial Operations

title: Design-Build Contracts Policy (Rule)

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07/26/02

supersedes no. 20.15A

PURPOSE:

To outline the rules and procedures to be utilized in awarding design-build contracts.

POLICY:

The Board, or an appropriate Committee, will oversee the selection process for the award of design-build contracts as follows:

1. The design criteria package must be prepared and sealed by a design criteria professional, as defined in Section 287.055, Florida Statutes. This design professional may be a health system employee or, in the alternative, may be selected utilizing the procedures outlined in the Consultants Competitive Negotiation Act.
2. All evaluation criteria and procedures to be utilized in awarding design-build contracts shall be established by the Health System prior to the solicitation of competitive design-build proposals.
3. Requests for proposals shall be sent to all interested firms. The requests for proposals shall contain a design criteria package, as defined in Section 287.055, Florida Statutes, and all other pertinent requirements for the project including insurance requirements, and the method of evaluation which shall state the evaluation factors, such as, price, technical and other design issues, and the weight for each evaluation factor towards the final award.
4. The request for proposals shall request each interested firm to submit a statement of its qualifications, availability, and a description of past work of a similar nature, including the qualifications and past work experiences of partners or members of the firm.
5. The Health System staff shall pre-qualify, select, and short list of fewer than three (3) design-build firms as the most qualified, based on the qualifications, availability, and past work of the firms, including the partners or members thereof.

6. The employed or retained design criteria professional shall convene a single meeting with all short-listed design-build firms for the purpose of discussing the evaluation of Health System of the detailed working drawings for the project, and the evaluation of the compliance of the project construction with the design criteria package issued by the design criteria professional.
7. Design and price proposals shall be submitted by each short-listed firm in a separate, sealed envelope to be opened in the presence of and under the supervision of a member of the Board of Directors so designated, or, if not available, another member of the Board of Directors who has been so designated.
8. The short-listed firms shall then be reviewed, evaluated, and ranked by Hospital staff professionals based on price, technical and design aspects of the project being constructed, as well as on any other criteria set forth in the request for proposal. Price alone shall not be determinative of the manner in which the short-listed firms are ranked.
9. The Committee of the Whole shall meet, consider, and recommend to the full Board of Directors the design-build firm to whom the project should be awarded based on the criteria referred to above, and considering the recommendations of the System's professional staff.
10. If an emergency situation is declared by the Board, the Board may direct the System staff to commence negotiations with the best qualified design-build firm available at the time for the design and construction of a capital project.