



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
www.transportation.ky.gov/

Steven L. Beshear
Governor

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Secretary

MEMO

TO: Unsuccessful Design Build Teams

FROM: Ryan Griffith, P.E. *RCG*
Director
Division of Construction Procurement

DATE: July 24, 2012

SUBJECT: LSIORB, Downtown Crossing – Design Build Team Selection Debriefing Policy

Effective with this memorandum, the Transportation Cabinet policy for requesting a Design Build Team Selection Debriefing meeting is as follows:

1. Requests must be submitted to the Director of Construction Procurement within thirty (30) days of KYTC's announcement of the Apparent Best Value Design Build Team. Debriefing requests must be in writing to the Director, or designee. An email is considered a written request.
2. Debriefings shall only address the individual Design Build Team's (DBT) submittals. The strengths of the short-listed firms or Apparent Best Value Design Build Team will not be discussed. Suggestions for improvement are an expected Committee response.
3. Debriefings may be scheduled after KYTC announces its selection of the Apparent Best Value Design Build Team.
4. Debriefings may be face-to-face, or written.
 - A. Face-to-Face Debriefing:
 1. No marketing materials may be handed out during the debriefing; nor may the DBTs make any direct marketing approach to the Committee Members during the debriefing.
 2. Once a debriefing is scheduled, the DBT shall provide written questions to the Director of the Division of Construction Procurement, or designee.



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3. Questions are limited to the DBT's capabilities and to the proposal being addressed.
4. Face-to-face debriefings may only occur in an organized meeting chaired by the Director of the Division of Construction Procurement, or designee.
5. Consultants shall not make individual contact with members of the Scoring Committee for purposes of receiving debriefing information.
6. The Director of the Division of Construction Procurement, or designee, shall arrange a face-to-face debriefing such that a majority of the Scoring Committee will be in attendance.
7. Debriefings will last no more than thirty (30) minutes.
8. The debriefing will be arranged within thirty (30) days from the date of request and the members of the Scoring Committee will be notified. However, the face-to-face debriefing must occur after the announcement of the apparent Best Value Design Build Team.
9. The DBT may not bring more than 7 persons to the debriefing.

B. Written Debriefing:

1. Once the debriefing is scheduled, the DBT shall provide written questions to the Director of the Division of Construction Procurement, or designee.
2. Upon approval of the questions, the Director of the Division of Construction Procurement, or designee, shall submit the questions to all Scoring Committee members who shall have fourteen (14) days to respond.
3. Questions are limited to the DBT's capabilities and to the proposal being addressed.
4. The Director of the Division of Construction Procurement, or designee, shall review the responses and send them to the requesting DBT within thirty (30) days of the original request.