

**Design-Build
Procurement Process Mitigation Strategies Due to Social Distancing**

For design-build procurements:

Florida Department of Transportation (FDOT) shall continue to utilize the methods for procuring and administering Design-Build projects referenced in the Design-Build Procurement & Administration Procedure, Topic No. 625-020-010. All design-build procurement meetings (public, exempt, or staff meetings) shall be conducted as virtual meetings to provide for social distancing.

The following processes shall be followed:

- I. Pre-Bid/Pre-proposal meetings shall be held via GoToMeeting* using webcam, if held.
- II. Alternative Technical Concept (ATC) meetings shall be held via GoToMeeting using webcam. Procurement shall designate/mark ATC meetings as private on FDOT Outlook Calendars to ensure privacy of exempt meetings.
- III. Technical Advisor Presentation meetings, if held, shall be conducted via GoToMeeting using webcam. Procurement shall designate/mark Technical Advisor Presentation meetings as private on FDOT Outlook Calendars to ensure privacy. Technical Advisor Presentation meetings are not recorded. Technical Review Committee (TRC) members are not permitted to have discussions or to ask questions of the technical advisors during the Technical Advisor Presentation meetings.
- IV. Page Turn meetings shall be held via GoToMeeting using webcam. Procurement shall mark Page Turn meetings as private on FDOT Outlook Calendars to ensure privacy of exempt meetings.
- V. Bid opening meetings shall be conducted via GoToMeeting using webcam, to allow for social distancing. The advertisement shall provide the GoToMeeting link for the bid opening meeting.
- VI. The GoToMeeting conference phone numbers must be noticed in the advertisement for all public meetings.
- VII. Selection meetings shall be held via teleconference. Procurement shall reserve a GoToMeeting conference phone number for a selection meeting teleconference.
- VIII. Debrief meetings shall be held via GoToMeeting using webcam.
- IX. Marketing meetings (which may only be held prior to advertisement start date) shall be scheduled and conducted by the Project Manager (PM) or other disciplines via GoToMeeting using webcam.
- X. Addenda shall be issued to existing procurements to notice the GoToMeeting link and phone number for any public meetings remaining in the schedule.
- XI. Public meeting attendees may remain for the duration of the public meeting.

***GoToMeeting Guidance:**

1. Procurement staff will be approved as a GoToMeeting Organizer, and must have a webcam with their computer/laptop.
2. All Attendees of exempt meetings are required to identify themselves in the GoToMeeting and must be authorized representatives of the Design-Build firm, or FDOT. Any unauthorized attendees will be dismissed by the Procurement GoToMeeting Organizer. Exempt meetings will be recorded using the built-in recorder functionality in GoToMeeting. As a backup, Procurement will also record the meeting using a hand-held digital voice-recorder, in case the primary recorder available through GoToMeeting malfunctions. Information for Procurement on how to accomplish these steps can be found at the GoToMeeting Quick Help Training link below.
3. The Procurement GoToMeeting Organizer should join the GoToMeeting 15 minutes prior to the start time, to ensure proper functioning of audio/webcam.
4. A new GoToMeeting must be created for each meeting, whether public or exempt. Procurement will not retain or re-use links from prior meetings.

Design-Build
Procurement Process Mitigation Strategies Due to Social Distancing

GoToMeeting – Quick Help Training for Creating, Navigating, and Organizing Meetings for Procurement:

<https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/procurement/pdf/gotomeetingguide.pdf>

GoToMeeting - Organizer Training - Part 2 – Hosting (4 minutes, 42 seconds):

<https://www.youtube.com/watch?v=OtgL1lIP2AY>

To log into GoToMeeting as an Organizer from the GoToMeeting website:

Go to www.gotomeeting.com

You will need to sign in with an email address and password.

If desired, check the box to enable the "Keep me signed in" option. Click Next. Enter your account password, then click Sign in. If prompted, verify your login.

FDOT staff should reach out to District or Central Office OIT for additional GoToMeeting assistance if required, by submitting an FDOT [Service Desk](#) ticket.

How to Join as an Attendee on GoToMeeting- for Consultants, Contractors, or Vendors:

<https://www.youtube.com/watch?v=95dRdnMMgbQ>