
**Chapter 11 – Project Processes:
CMGC, Design-Build, Competitive Sealed Proposal, Reverse Bid
& Small Procurement**

Contents

CMGC and Design-Build.....	2
Addenda for CMGC/DB	3
Processing Low Bid for CMGC/DB Projects	3
Competitive Sealed Proposal	4
Reverse Bid	5
Addenda for Reverse Bid.....	6
Processing Bids for Reverse Bid Proposals	6
Small Procurements.....	7

CMGC and Design-Build

CMGC and Design-Build (DB) projects will be set up in AWP as shell projects. For advertisement/bidding, CMGC and DB shell projects will appear in the construction bidding area of the procurement site, but will not offer electronic bidding. The shell project is created from the CMGC/DB template already set up in AWP. A proposal and letting must be created in AWP to generate the placeholder EBSX file used to create the letting in Bid Express.

1. Log into AWP and make sure EITHER the **Project User** or **Letting User** role is selected (depending on your region's processes).
2. Create your CMGC/DB project following Chapter 3. You will have dummy project information for category, item & funding. When creating your project:
 - a. Create one Basic Bid category
 - b. Create one CMGC/DB Placeholder (Lump Sum) item and use the total estimate amount as the unit price for the item.
 - c. Create a new (blank) fund package and label as CMGC/DB placeholder
 - d. You can use any fund for the fund package.

Reference Chapter 5 (Proposal Creation) to create a proposal from your project.

Reference Chapter 7 (Letting_Addenda_NTB) to create a letting in AWP and Bid Express. The EBSX file you use to create your letting in Bid Express is a placeholder and will not be used by bidders.

****When setting up your letting & proposal on Bid Express, make sure to create alerts in both areas that specify that electronic bidding is not available for this letting/proposal and only handwritten manual bids will be accepted. This should also be specified in your Invitation to Bid.***

Once the original CMGC proposal has been awarded, you may need to create projects that will transition to construction as part of the CMGC process, but will not be advertised. Create the project, proposal, and letting as per Chapters 3 – 7. You can then either manually add the contractors amounts (and ICE amounts, if necessary) to AWP or generate the ebsx in order to enter the item amount information via Bids Entry.

Addenda for CMGC/DB

Since electronic bidding is not offered for CMGC/DB proposals, there is no need to create the ebsx addenda files from AWP. You only need to create the cover sheet to combine with your addendum and upload as a PDF to the Bid Express proposal.

1. Create the addendum record in AWP (see Ch 7, p26).
 - a. You do not need to open your AWP addendum, just approve it.
2. Generate the Addendum Cover Page from AWP (see Ch 7, p38).
3. Upload your Addendum PDF to Bid Express (Ch 7, p41).
4. Notify Planholders (see Ch 7, p55).

Processing Low Bid for CMGC/DB Projects

Once the low bidder has been identified, you must enter the low bid information into AWP and award the proposal.

1. Change the proposal workflow phase to **Award Processing** (see Ch 9, pg 3).
2. Enter the bidder's DB bid into AWP per the Ch 9 section **Entering Manual Bids into AWP** (see Ch 9, pg 20).
3. Complete the necessary steps in the remainder of Ch 9 to Award the proposal to the bidder in AWP.

Competitive Sealed Proposal

A Competitive Sealed Proposal (CSP) follows the same project and proposal processes as typical projects. For advertisement/bidding, CSP projects will appear in the Construction Bidding area of the procurement site, but will not allow electronic bidding.

See chapter 3 for Project Creation, chapter 4 for Project Funding, chapter 5 for Proposal Creation, and chapter 7 for Letting creation. Although this type of project **will** have an ebsx file generated or a letting in Bid Express, you will create Letting and Proposal Alerts notifying bidders that electronic bidding is not available for Competitive Sealed Proposals.

Once the letting has been created, go to the Global Reports menu and select Competitive Sealed Proposal Bid Schedule. This report will produce a bid schedule for contractors to enter unit prices and extended amounts. ***This report is only available for Competitive Sealed Proposal contract types.***

Once the proposer has been selected, use the Ch 9 section ***Entering Manual Bids via AWP Bids Entry*** section to enter the proposer's item amounts. Finish processing the proposal per Chapter 9.

Reverse Bid

Reverse Bid proposals require contractors to bid quantities instead of unit prices. AWP Preconstruction and AWP Bids are unable to accept quantity bids. As a result, placeholder items will be used and only manual (handwritten) bids will be accepted for Reverse Bid proposals. Reverse Bid proposals need to be in AWP so that the procurement site pages will populate and the proposal documents will be available to contractors on the Bid Express proposal page. In addition, the following process will allow for the contract award amount to be accurate and all statewide procurement reports to be accurate as well.

1. Log into AWP and make sure EITHER the **Project User** or **Letting User** role is selected (depending on your region's processes).
2. Create your Reverse Bid project following Chapter 3.

When you get to the Items section:

3. For your item(s), search for and select the **Reverse Bid Placeholder** item.
4. Enter the actual project item number, description, and unit of measure in the Bid Schedule Supp Description field (*Figure 11.1*).

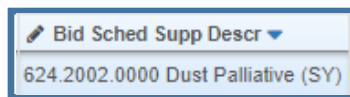


Figure 11.1

5. Enter the total item amount for the reverse bid item in the placeholder item's Price field (*Figure 11.2*).

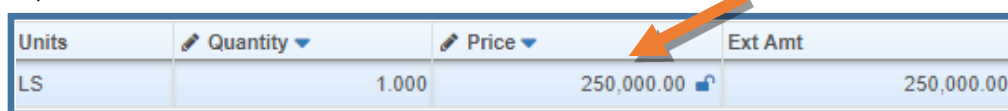
A screenshot of a table with four columns: "Units", "Quantity", "Price", and "Ext Amt". The "Units" column contains "LS". The "Quantity" column contains "1.000". The "Price" column contains "250,000.00" and has a small blue icon to its right. The "Ext Amt" column contains "250,000.00". An orange arrow points to the "Price" field.

Figure 11.2

6. Repeat steps 1-3 for any additional Reverse Bid items on your project.

NOTE: If your project has a combination of regular items (unit price bid) and Reverse Bid items, your proposal will still follow the RB process (handwritten manual bids only). Your regular items will be created as normal and your Reverse Bid items will be created using the placeholder item.

Reference Chapter 5 (Proposal Creation) to create a proposal from your project.

Reference Chapter 7 (Letting_Addenda_NTB) to create a letting in AWP and Bid Express. The EBSX file you use to create your letting in Bid Express is a placeholder and will not be used by bidders.

****When setting up your letting & proposal on Bid Express, make sure to create alerts in both areas that specify that electronic bidding is not available for this letting/proposal and only handwritten manual bids will be accepted. This should also be specified in your Invitation to Bid.***

Addenda for Reverse Bid

Since electronic bidding is not offered for Reverse Bid proposals, there is no need to create the ebsx addenda files from AWP. You only need to create the cover sheet to combine with your addendum and upload as a PDF to the Bid Express proposal.

5. Create the addendum record in AWP (see Ch 7, p26).
 - a. You do not need to open your AWP addendum, just approve it.
6. Generate the Addendum Cover Page from AWP (see Ch 7, p38).
7. Upload your Addendum PDF to Bid Express (Ch 7, p41).
8. Notify Planholders (see Ch 7, p55).

Processing Bids for Reverse Bid Proposals

Once the winning bidder has been identified, you must enter the bid information into AWP and award the proposal.

4. Change the proposal workflow phase to **Award Processing** (see Ch 9, pg 3).
5. Since the bidder's RB items extended amount equals the engineer's estimate amounts, enter those values as the item bids into AWP per the Ch 9 section **Entering Manual Bids into AWP** (see Ch 9, pg 20).
6. Complete the necessary steps in the remainder of Ch 9 to Award the proposal to the bidder in AWP.

Publish bid results manually. Create a document with the bid results and publish (attach) to Bid Express (see the Ch 9 section Publishing Bid Results for Projects with Multiple Sections on page 11).

Follow the process outlined in Chapter 9 through award.

Small Procurements

Small Procurements may or may not be advertised.

3. Log into AWP and make sure EITHER the **Project User** or **Letting User** role is selected (depending on your region's processes).
4. Create your Small Procurement project following Chapter 3. You will have dummy project information for category, item & funding. When creating your project:
 - a. If no spec book applies to the small procurement, leave that field blank – it isn't a required field.
 - b. Create one Basic Bid category
 - c. Create one Small Procurement Placeholder (Lump Sum) item and use the total estimate amount as the unit price for the item (you may want to add the Proposal Name or ID as the item's supplemental description).
 - d. Create a new (blank) fund package and label as Small Procurement placeholder.
 - e. You can use any fund for the fund package.

Reference Chapter 5 (Proposal Creation) to create a proposal from your project.

If advertising: Reference Chapter 7 (Letting_Addenda_NTB) to create a letting in AWP and Bid Express. The EBSX file you use to create your letting in Bid Express is a placeholder and will not be used by bidders.

If NOT advertising: Reference Chapter 7 (Letting_Addenda_NTB) to create a letting in AWP and move on to enter bid information.

To enter bid information:

1. Navigate to the Proposal Summary.
2. Click the **Proposal Vendors** quicklink at the top of the screen.
3. Click the **<Select Vendors>** button.
4. Search for and select the vendors you want to enter bids for.
5. Click the **<Add to Proposal>** button on the lower right.
6. Enter the bid information and award the proposal per Chapter 9 (start with the section Entering Manual Bids into AWP).

NOTE: If you are unsure how to proceed with these or any other less frequently used project type, contact a Module Administrator for help.