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## Chapter 7 – Letting, Addendum & Notice to Bidders

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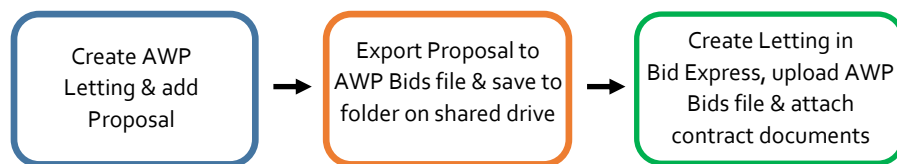
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## Letting

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Letting is a term that covers the time when proposals are advertised (let) through bid opening. Before the bid letting (advertisement) takes place, a letting must be created in AASHTOWare Project (AWP) to manage information associated with the letting. Then, a letting must be created in Bid Express. Information in a bid letting includes: the proposal that will be let (including addenda and notices to bidders), vendors that have registered on the Plan Holder's list, and bids that have been submitted for the proposal in the letting. There will always be only one proposal per letting. This chapter covers letting activities up to bid opening. All actions in AWP from letting creation through award will be completed by people logged into AWP in the Letting User role. Only regional contracts staff (AWP Letting Users) will have admin access to Bid Express.

**The AWP Letting to Bid Express Letting Process (Figure 7.1)**



*Figure 7.1*

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## Proposal Validation

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Proposals and all associated projects must be valid before they can be included in a Letting (advertised). Proposals have a validation process that generates a list of warnings about the state of the proposal. There are two validation processes that must be run: the system proposal validation and the Proposal Validation report – each validation checks different fields. Validations check for any missing or incomplete information in the proposal, but do not check if the value in each field is correct as the information may vary greatly based on the type of proposal. Running proposal validation also performs project validations on the associated projects.

To validate a proposal:

1. Log into AWP (see chapter 1).
2. Make sure you are in the **Letting User** role.
3. Navigate to Proposal Overview on the dashboard (*Figure 7.2*).
4. (A) Search for and (B) select your proposal.

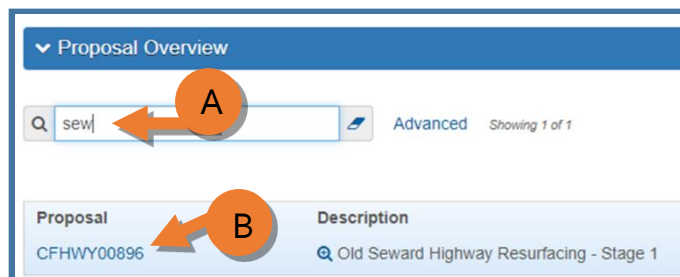


Figure 7.2

5. System validation (*Figure 7.3*):
  - a. (C) Expand the Proposal Summary component **action menu** on the right side of the header.
  - b. (D) Select **Validate Proposal**.

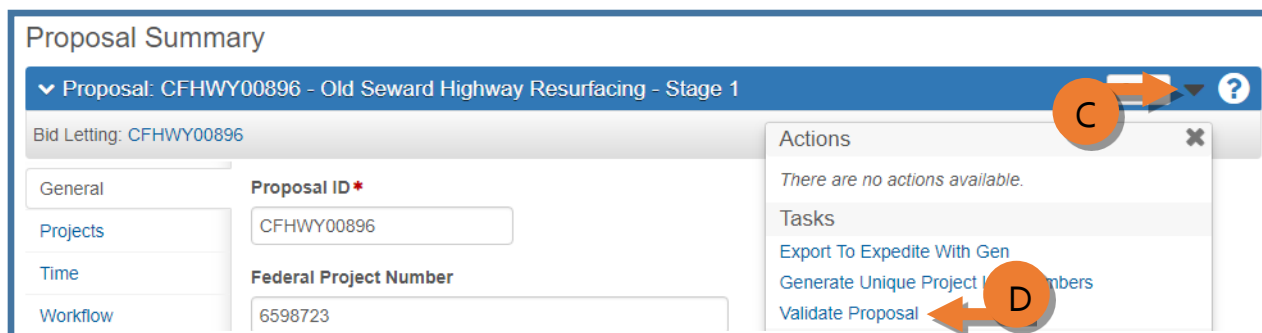


Figure 7.3

- c. A **Proposal Validation Results** window will open in a new tab and will notify you whether this is a valid proposal (*Figure 7.4*) or will list warnings for missing or invalid data (*Figure 7.5*).

NOTE: System Proposal Validation automatically runs system project validations on any associated projects.

#### Proposal Validation Results

[Help](#)

Proposal 'CFHWY00896' is valid.  
Project 'CFHWY00896' is valid.

Figure 7.4

#### Proposal Validation Results

[Help](#)

No Proposal Time has been associated with Proposal 'CFHWY00896' that has been identified as Main Time.

Figure 7.5

- d. Correct any errors identified (except relating the the NOTE below) and validate the proposal again.

NOTE: Zero quantity Contingent Sum items (i.e. Withholding, Traffic Price Adjustment, etc.) will appear as validation warnings (*Figure 7.6*). Each zero quantity Contingent Sum item will appear twice – once as a project item validation error and once as a proposal item validation error. If you have zero quantity Contingent Sum items on your project/proposal, double check that the errors correspond only to those items.

### Proposal Validation Results

Proposal ", ProposalItem '100': Item has an invalid quantity.  
Project Item Line Number '110': Item has an invalid quantity (0).

*Figure 7.6*

6. Report validation (*Figure 7.7*):
  - a. (E) Expand the Proposal Summary component **action menu** on the right side of the header.
  - b. (F) Select **Proposal Validation** report.

The screenshot shows the 'Proposal Summary' form for 'Proposal: CFHWY00896 - Old Seward Highway Resurfacing - Stage 1'. The form includes fields for Proposal ID, Federal Project Number, State Project Number, Proposal Description, and Description of Work. On the right side, an 'Actions' menu is expanded, showing various tasks and reports. An orange circle with the letter 'E' points to the 'Actions' menu header, and another orange circle with the letter 'F' points to the 'Proposal Validation' option in the 'Reports' section.

Proposal Summary

▼ Proposal: CFHWY00896 - Old Seward Highway Resurfacing - Stage 1

Bid Letting: CFHWY00896

General

Projects

Time

Workflow

Proposal ID \*

CFHWY00896

Federal Project Number

6598723

State Project Number

Proposal Description \*

Old Seward Highway Resurfacing - Stage 1

Description of Work

Resurface the Old Seward Highway from 36th Avenue to Dimon

Contract Type

CSB - Competitive Sealed Bid

Actions

There are no actions available.

Tasks

Export To Expedite With Gen

Generate Unique Project Line Numbers

Validate Proposal

Views

Addenda

Attachments

Bid Entry

Issues

Links

Reports

25D-05 Subcontractor List

25D-08 Contractor's Questionnaire

25D-12 Payment Bond

25D-13 Performance Bond

25D-14 Bid Bond

25D-15 Affidavit of Individual Surety

25D-60 Material Origin Certificate

Addendum/Notice to Bidders Cover Page

Addendum/Notice to Bidders Detail

Bid Schedule

Bid Tab Analysis

Contract Status Detail

ExportToExpedite-MiscRow

Final Project Agreement Est

Proposal Validation

*Figure 7.7*

- c. (G) Click <Execute> (Figure 7.8).

Generate Report

Generate Report - Proposal Validation

Settings Output Options 4 of 5

Output Type

☒ Generate as PDF

☐ Download PDF

☐ Generate as HTML

Report Layout Source

☐ Base

☒ Custom

☐ Test

Generate Available Data Output

☐

Figure 7.8

- d. A new tab will open with the **Proposal Validation Report** and will notify you whether this proposal is valid (Figure 7.9) or will list warnings for missing or invalid data (Figure 7.10).

Proposal Validation Report			
Proposal ID:	Z635770000	Description:	Nenana Little Goldstream Bridge Replacement (#2080)
-- Proposal 'Z635770000': Is Valid.			
Project ID:	Z635770000	Description:	Nenana Little Goldstream Bridge Replacement (#2080)
-- Project 'Z635770000': Is Valid.			

Figure 7.9

Proposal Validation Report			
Proposal ID:	Z635770000	Description:	Nenana Little Goldstream Bridge Replacement (#2080)
-- Proposal 'Z635770000' does not have Type of Funding.			
Project ID:	Z635770000	Description:	Nenana Little Goldstream Bridge Replacement (#2080)
-- Project 'Z635770000': Is Valid.			

Figure 7.10

7. Correct any errors identified and validate the proposal again.

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## Managing Proposal Workflow

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A Workflow is a set of related Workflow Phases during the Project/Proposal/Letting process. A Workflow Phase is a period in the Project/Proposal/Letting process in which data fields may be open to users to add or edit information or in which data fields are locked so users may not add or edit data as appropriate during the Preconstruction process. For example, a Workflow Phase exists for Preconstruction staff to create or edit the Project and Proposal information, but another Workflow Phase exists to lock that same info after Award. **Proposal Users** and **Letting Users** only have access to change the workflow phase. All other roles have no access to workflow.

Once the proposal and associated project(s) are valid, the proposal workflow phase must be changed to **Assigned to Letting**. The AASHTOWare Project (AWP) Letting can be created well in advance of advertising. When the proposal is ready to advertised, the workflow phase must be changed to **Advertising**. This workflow phase allows Letting Users to create Addenda and Notices to Bidders (and make addenda changes to project and proposal information).

Alaska DOT&PF has eight (8) workflow phases. For descriptions of each of the workflow phases, see chapter two (2).

To update the proposal workflow (*Figure 7.11*):

1. (A) Navigate to the **Workflow** tab on the Proposal Summary component.
2. (B) From the **Workflow Phase** dropdown, select **Assigned to Letting**.
3. (C) Click **<Save>**.

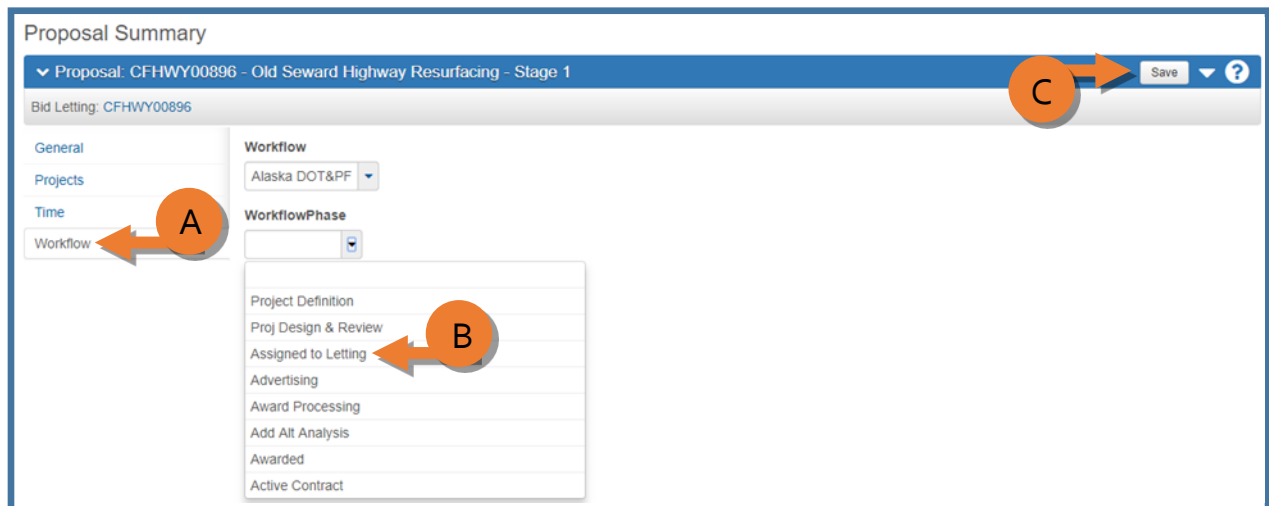


Figure 7.11

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## AWP Letting Creation

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To create a bid letting:

1. Navigate to the Bid Letting Overview component on the dashboard (*Figure 7.12*).
2. (A) Expand the Bid Letting component **action menu**.
3. (B) Select **<Add>**.



Figure 7.12

The Add Bid Letting page will appear (*Figure 7.13*).

4. (C) In the **Bid Letting ID** field, type the Proposal ID.  
NOTE: A bid letting cannot be created from a proposal as a proposal can be created from a project. All lettings must be created from scratch.
5. (D) Click the **Advertised Date calendar icon** and select the scheduled date of advertisement.
6. (E) Click the **Letting Date calendar icon** and select the scheduled letting date (bid opening date).
7. (F) Click **<Save>**.

The screenshot shows the 'Add Bid Letting' form. At the top, there is a blue header bar with the text '▼ Add Bid Letting' and a 'Save' button with a dropdown arrow and a help icon. Below the header, there are three input fields: 'Bid Letting ID \*' with the value 'CFHWY00896', 'Advertised Date' with the value '02/22/2018' and a calendar icon, and 'Letting Date \*' with the value '03/15/2018' and a calendar icon. Callout 'C' points to the 'Bid Letting ID' field, callout 'D' points to the 'Advertised Date' calendar icon, callout 'E' points to the 'Letting Date' calendar icon, and callout 'F' points to the 'Save' button.

Figure 7.13

The Bid Letting Summary component will appear (Figure 7.14).

8. (G) From the **Letting Status** dropdown, select **Scheduled**.
9. (H) In the **Letting Time** field, enter the scheduled time for the letting (2:00pm).
10. (I) From the **Letting Location** dropdown, select the location where the bid opening will take place.
11. (J) Click **<Save>**.

NOTE: The Bid Letting Summary General tab is arranged in four (4) Containers, grouping the fields: Letting, Evaluation, Award, and Miscellaneous. The Letting container includes information necessary for creating a letting, the Original Letting Date field is only populated if the letting date is changed via addendum. Dates in the Evaluation, Award, and Miscellaneous containers will be entered as the proposal progresses through the letting process.

The screenshot shows the 'Bid Letting Summary' form for bid CFHWY00896. The form is divided into four main sections: Letting, Evaluation, Award, and Miscellaneous. Callouts G, H, I, and J are placed over specific fields to indicate where to click or enter data according to the instructions.

- Letting Section:**
  - Letting Status:** A dropdown menu currently showing '1 - Scheduled'. Callout G points to this dropdown.
  - Letting Time (HH:MM AM/PM):** A text field containing '2:00 PM'. Callout H points to this field.
  - Letting Location:** A dropdown menu currently showing 'Anchorage AK'. Callout I points to this dropdown.
  - Original Letting ID if Postponed:** A search field with the placeholder text 'Begin typing to search or press Enter'.
  - Letting Date:** A date field showing '03/15/2018' with a calendar icon.
  - Advised Date:** A date field showing '02/22/2018' with a calendar icon.
- Evaluation Section:**
  - Certified Bid Tabulation Date:** A date field with a calendar icon.
  - Certified By:** A dropdown menu.
  - Sub List/DBE Docs Due:** A date field with a calendar icon.
  - Apparent Low Bidder Notification Date:** A date field with a calendar icon.
  - Sub List/DBE Docs Received:** A date field with a calendar icon.
- Award Section:**
  - Award Recommendation Date:** A date field with a calendar icon.
  - Protest Period End Date:** A date field with a calendar icon.
  - Notice of Intent to Award Date:** A date field with a calendar icon.
  - Letter of Award Date:** A date field with a calendar icon.
- Miscellaneous Section:**
  - Notice of Cancellation Date:** A date field with a calendar icon.
  - Notice to Proceed Date:** A date field with a calendar icon.

Callout J points to the 'Save' button in the top right corner of the form.

Figure 7.14



To add a proposal to an AWP bid letting:

1. (K) On the Bid Letting Summary component, select the **Proposals** tab (Figure 7.15).
2. (L) Click the **<Select Proposals>** button.

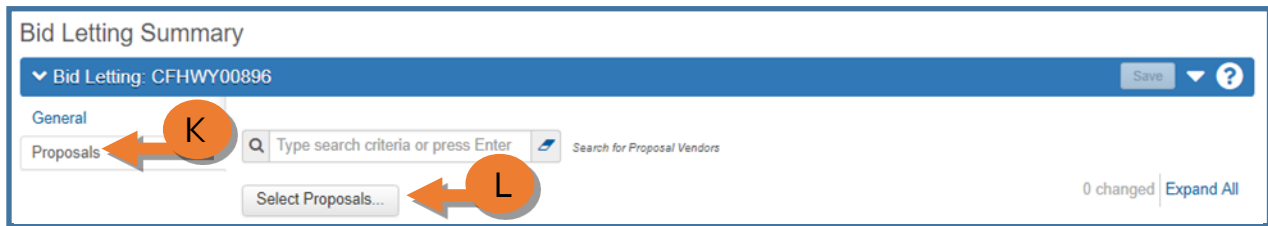


Figure 7.15

(Figure 7.16)

3. (M) Search for the proposal you want to add to the letting.
4. (N) Select the proposal. The selected proposal will have a green checkmark next to it.  
NOTE: Only proposals not already associated to a bid letting will be available to be selected.
5. (O) Click the **<Add to Letting>** button.
6. Click **<Save>**.

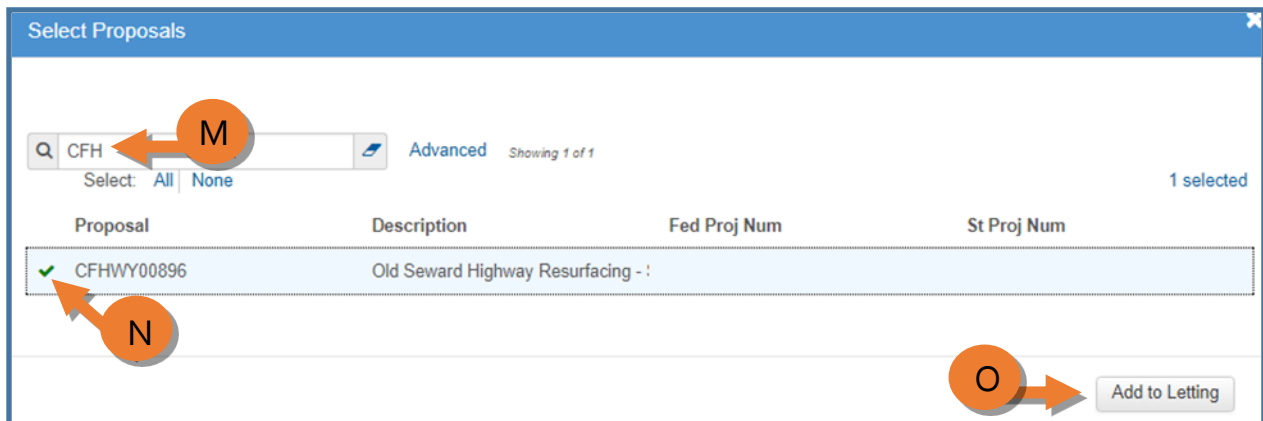
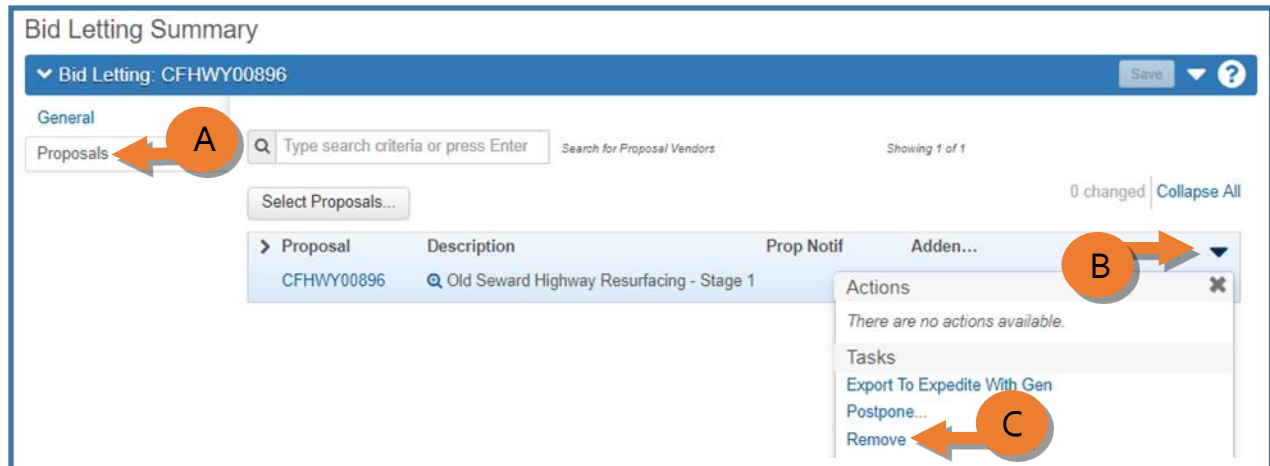


Figure 7.16

To remove a proposal from an AWP bid letting (*Figure 7.17*):

1. (A) Navigate to the **Proposals** tab on the Bid Letting Summary component.
2. (B) Expand the proposal row **action menu**.
3. (C) Select **Remove**.
4. The removal will save automatically.



*Figure 7.17*

## Exporting the Proposal for Use with AWP Bids

AWP Bids is a separate application that interacts with AWP Preconstruction to distribute proposal bid item information and receive item bids electronically. Once proposal item details are finalized and the proposal is ready to be advertised, it can be exported to AWP Bids which is then uploaded to the Letting in Bid Express.

To create the AWP Bids file (Export to Expedite with Gen):

NOTE: There are three different places where you can Export to Expedite with Gen.

Option 1 – Bid Letting Summary component (*Figure 7.18*):

1. (A) On the Bid Letting Summary component, expand the component **action menu**.
2. (B) Select **Export Proposals to Expedite with Gen**.

NOTE: Most states include several proposals in each bid letting. Exporting Proposals to Expedite with Gen would export all proposals associated with a letting. Alaska DOT&PF only has one proposal per letting, so multiple proposals will not be exported by making this selection.

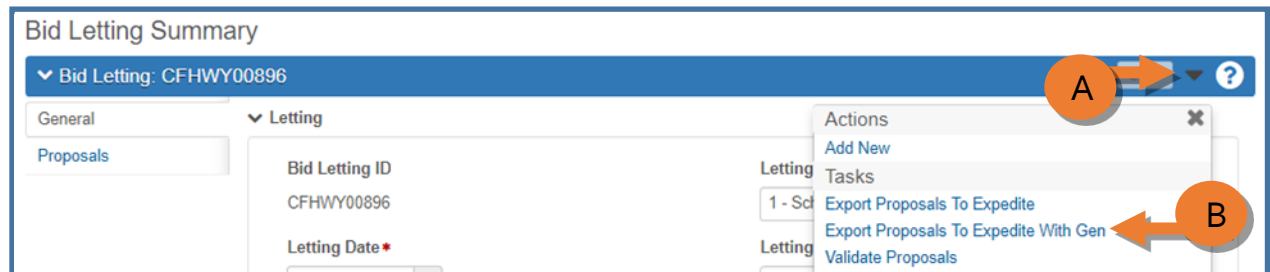


Figure 7.18

Option 2 – Proposals tab on the Bid Letting Summary (*Figure 7.19*):

1. (A) On the Bid Letting Summary component, click the **Proposals** tab.
2. (B) Expand the proposal row **action menu**.
3. (C) Select **Export to Expedite with Gen**.

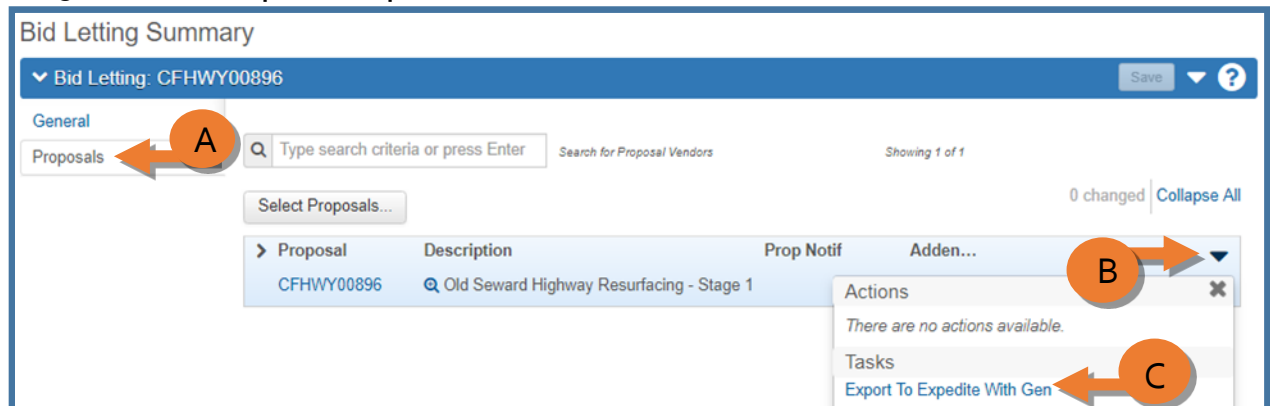


Figure 7.19

Option 3 – Proposal Summary component (*Figure 7.20*):

1. On the Proposal Summary component, expand the component **action menu**.
2. Select **Export to Expedite with Gen**.

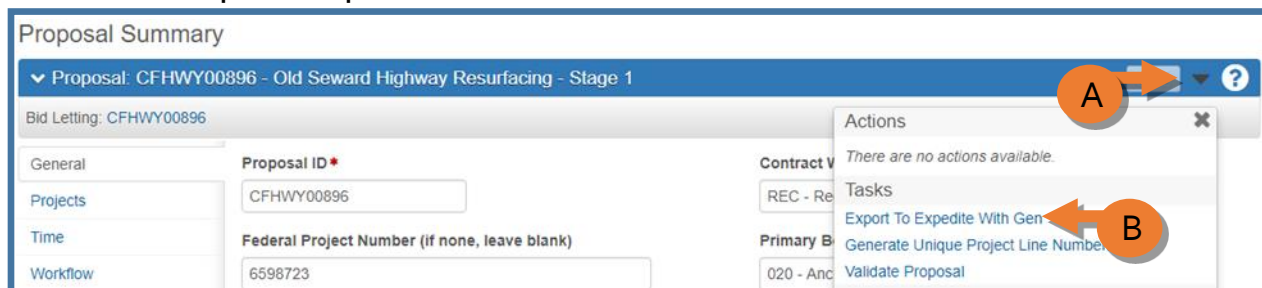


Figure 7.20

The configuration file field should default to **gen.cfg**.

3. (C) From the **Configuration File** dropdown, select your region's gen.cfg file. (*Figure 7.21*).
4. (D) Click **<Execute>**.

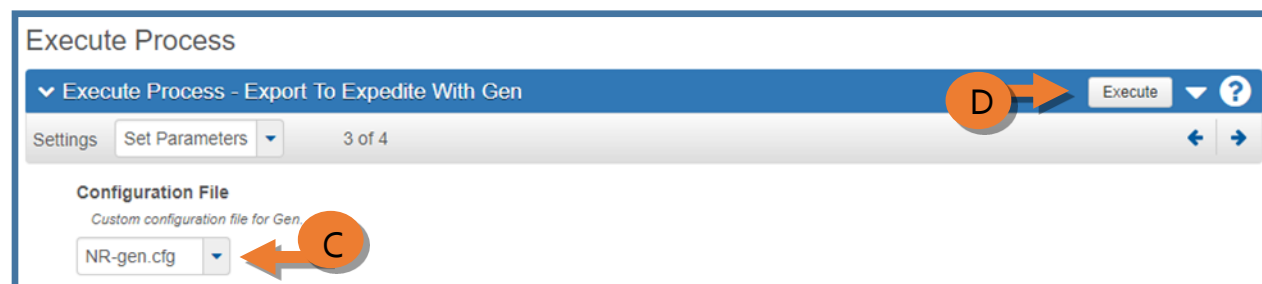


Figure 7.21

A green message bar will pop up letting you know the export process has begun (*Figure 7.22*).



Figure 7.22

5. (A) Click the global **<Actions>** button (*Figure 7.23*).
6. (B) Select **Open Process History**.

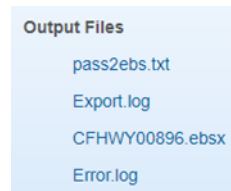
NOTE: Click the F5 key if needed to refresh the page until the process is complete.



Figure 7.23

There should be four (4) output files (*Figure 7.24*):

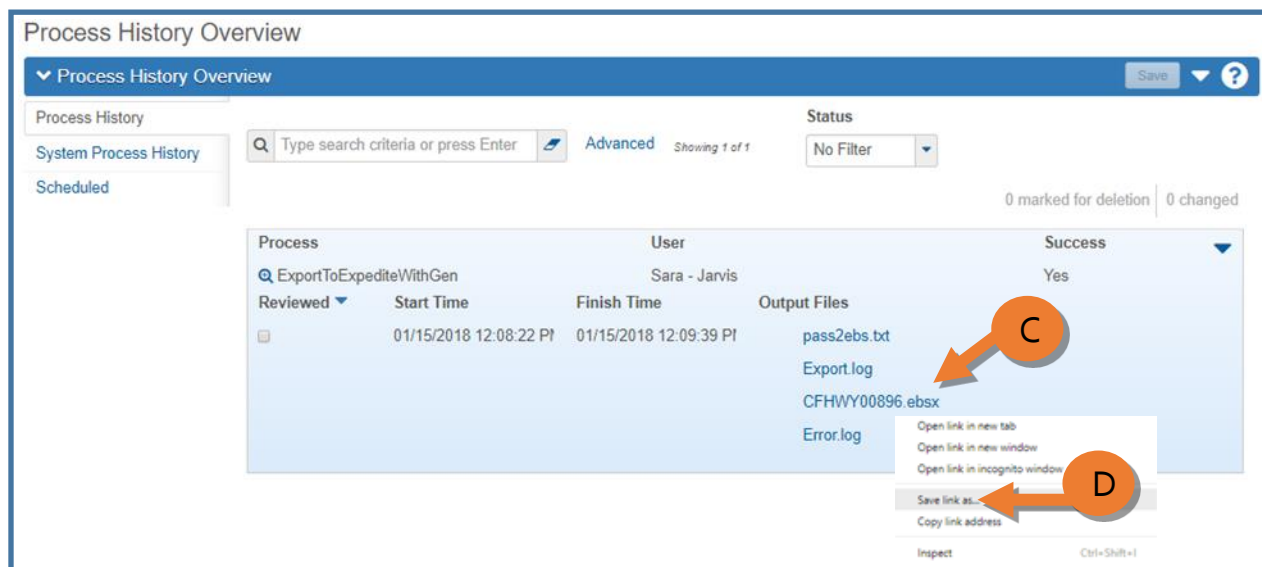
- pass2ebs.txt- This information creates the encrypted bids file
  - This does not get saved or posted/uploaded. It is an indicator the export was successful.
- Export.log – This is information on the export process.
  - This does not get saved.
- The proposal ebsx file – This is what is uploaded to Bid Express.
- Error.log – If the export was unsuccessful, this log will provide information.
  - This does not get saved.



*Figure 7.24*

\*If only the Export.log and the Error.log appear, the export was unsuccessful. Go back to Proposal in AWP and re-validate. If the proposal is valid and the export is unsuccessful a second time, contact a Module Administrator for assistance. If the ebsx file does not generate correctly and you cannot regenerate it, contact a Module Administrator who can delete the ebsx file so you can regenerate it.

7. (C) Right click on the **ebsx file link** (*Figure 7.25*).
8. (D) Select **Save link as....**



*Figure 7.25*

9. (E) Navigate to the AWP Bids Project file on your region/section shared drive (*Figure 7.26*).

**NOTES:**

- It is very important that this file is saved on a shared drive or in another location that is backed up, safe, and available to others in your section.
  - Do NOT change the file name. It should be your AWP Proposal ID.
  - Do not change the file type: AASHTOWare Project Bids.
10. (F) Click the **<Save>** button.

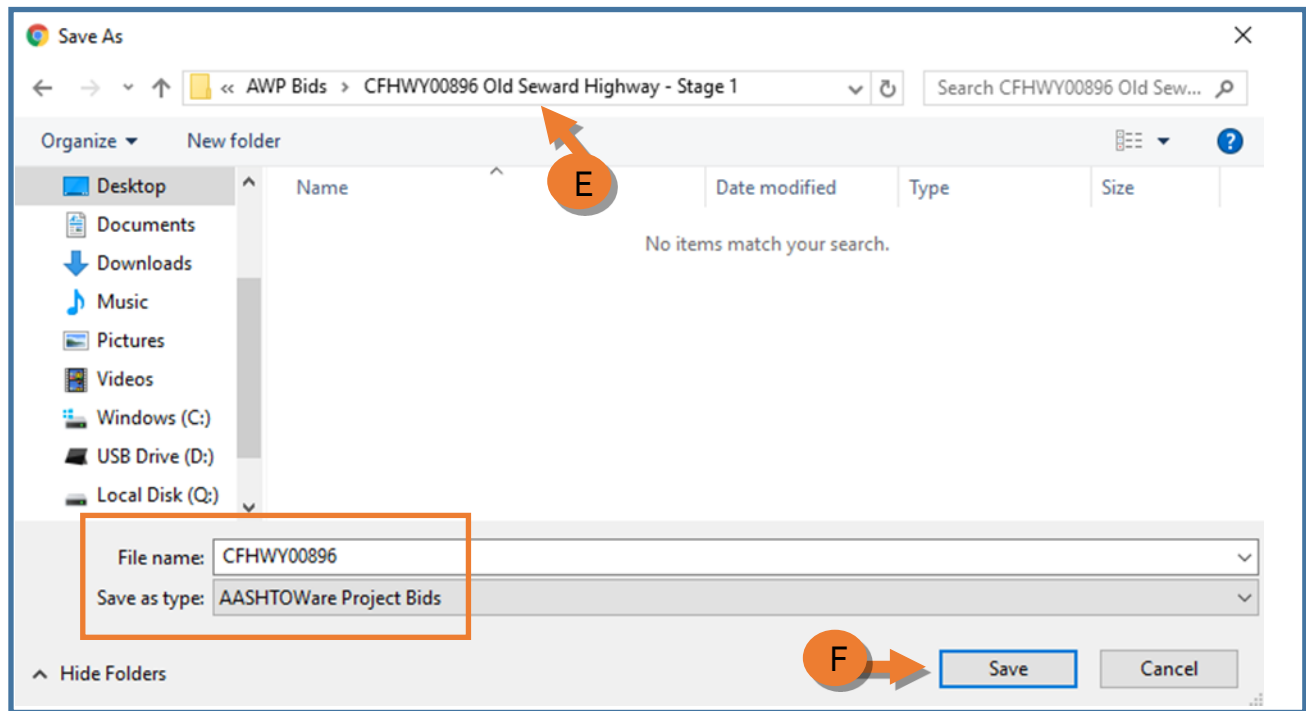


Figure 7.26

The first ebsx file, when uploaded to Bid Express, can only be accessed by Bid Express subscribers. Because Alaska DOT&PF is still allowing “paper” bids, an additional ebsx zip file must be created and attached separately to Bid Express where non-subscribers can access it.

11. Navigate to the folder in which you saved the proposal ebsx file (Figure 7.27).
12. (G) **Right click** on the file.
13. (H) Select **Send to**.
14. (I) Select **Compressed (zipped) folder**.

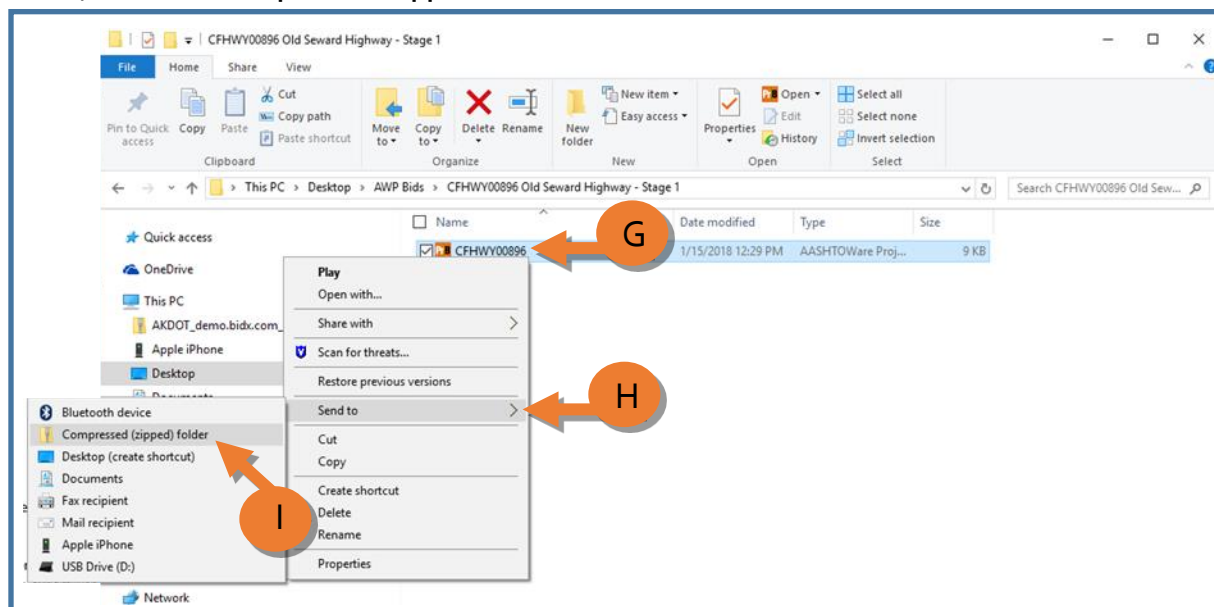
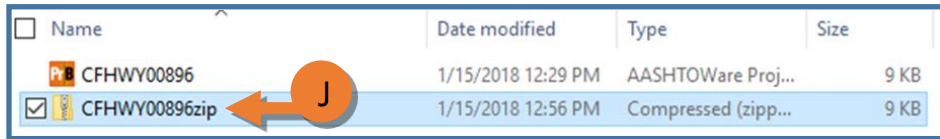


Figure 7.27

This will create a zip folder containing the ebsx file.

15. (J) Add “zip” to the zipped file name (*Figure 7.28*).



<input type="checkbox"/>	Name	Date modified	Type	Size
<input type="checkbox"/>	CFHWY00896	1/15/2018 12:29 PM	AASHTOWare Proj...	9 KB
<input checked="" type="checkbox"/>	CFHWY00896zip	1/15/2018 12:56 PM	Compressed (zipp...	9 KB

*Figure 7.28*

Once you have your two ebsx files and all documents to be uploaded to Bid Express, open Bid Express and create the letting.

Additional documents to upload include:

- Bid Packet
- Plans
- Specs
- Supplemental Information

NOTE: If you need to change your letting date AFTER you generate your EBSX file, but BEFORE you’ve created your letting in Bid Express, please contact a System Administrator to delete the original EBSX file from AWP.

## Bid Express Letting Creation

### *\*Always use Internet Explorer with Bid Express\**

Make sure your Internet Explorer has been configured correctly. See Chapter 1 Getting Started for instructions.

1. (A) Go to [www.bidx.com](http://www.bidx.com) (Figure 7.29).
2. (B) Type in your email address.
3. (C) Enter your password.
4. (D) Click the <Log In> button.

NOTE: You do not have to select Alaska DOT&PF from the Select a U.S. Agency dropdown. The system knows from your email address.

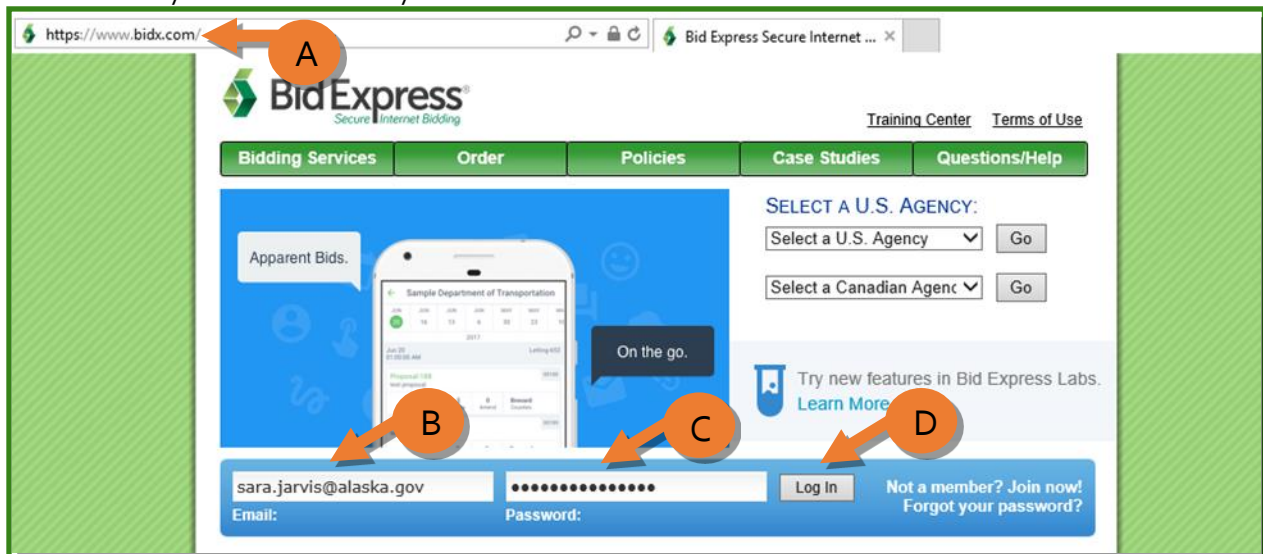


Figure 7.29

5. From the home page, click the <Admin> button on the top right of the screen (Figure 7.30).

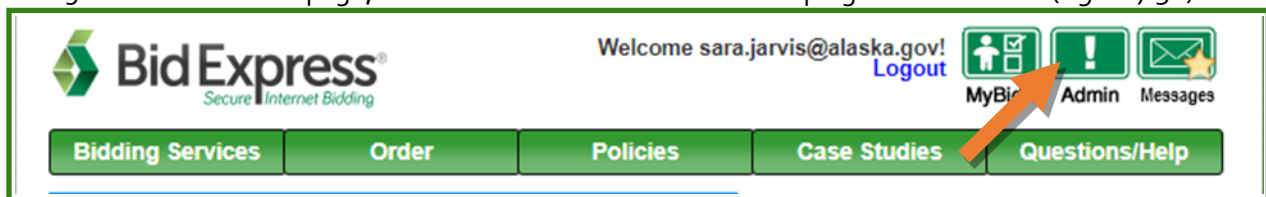


Figure 7.30

This brings you to the Manage Agency page. Notice that there is an "Admin" watermark across your screen indicating that you are in administrator mode.

6. (Figure 7.31) In the Letting and Vendor Data section, select **Manage Lettings, Proposals, and Bids**.



Figure 7.31



This brings you to the Manage Lettings page.

7. Click the **<Create a Letting>** button (Figure 7.32).



Figure 7.32

The Create a Letting box will appear (Figure 7.33).

8. (A) In the **Letting ID** field, enter the AWP Letting ID.
9. (B) Click in the **Letting Date** field. A calendar and time selection area will open. Select the correct date and time of the letting.
10. (B) Click in the **Opening Date** field. A calendar and time selection area will open. Select the same date and time as the Letting Date field.
11. (C) Click in the **Make Letting Visible On** field. This is the Advertised Date. A calendar and time selection area will open. Select the correct date and time for advertisement.  
NOTE: You can create the Bid Express letting well in advance of advertising. The system will hide the letting information for contractors until the Make Letting Visible On date/time.
12. (D) In the **District ID** field, enter the region identification: CR, NR, or SR.
13. (E) In the **Description** field, enter the Proposal Name.
14. Click **<Save>**.

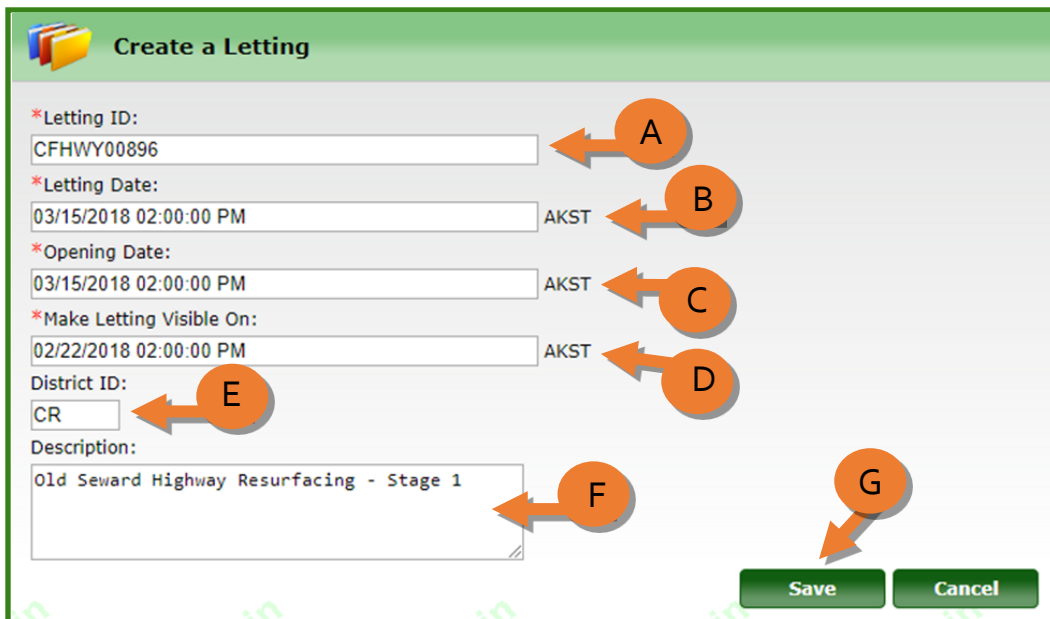


Figure 7.33

You will be returned to the Manage Lettings page and get a green message bar letting you know the letting was successfully created (Figure 7.34).



Figure 7.34

Your letting will appear in the list.

15. Click on the blue **Letting Date** link (Figure 7.35).

Status	Letting Date ▼	Letting ID	District ID	Proposals	Delete
<a href="#">Hidden</a>	<a href="#">April 19, 2018</a>	CFHWY00650	CR	0	<a href="#">×</a>
Lake Otis and Tudor Pedestrian Upgrades					

Figure 7.35

16. Click the **Upload Bids Files** link to upload the proposal's ebsx file (Figure 7.36).

◀ **Manage Letting of April 19, 2018** ▶

Lake Otis and Tudor Pedestrian Upgrades

**Letting ID:** CFHWY00650

**District ID:** CR


**Opening Date:** April 19, 2018 02:00:00 PM AKST

**Cut-Off Time:** 02:00:00 PM AKST

**Visible Date:** March 29, 2018 02:00:00 PM AKST

**Proposals**

Manage Proposals



**This letting does not have any proposals.**

Please visit [Upload Bid Files](#) page to add proposals to this letting.

Figure 7.36

17. Click the **<Browse>** button (Figure 7.37).

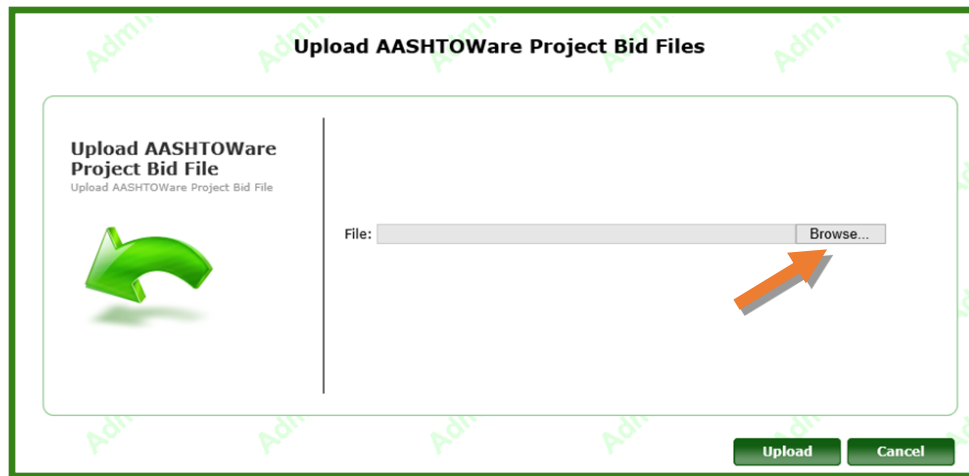


Figure 7.37

18. (A) Navigate to the proposal folder on your shared drive and select the ebsx file (Figure 7.38).

19. (B) Click **<Open>**.

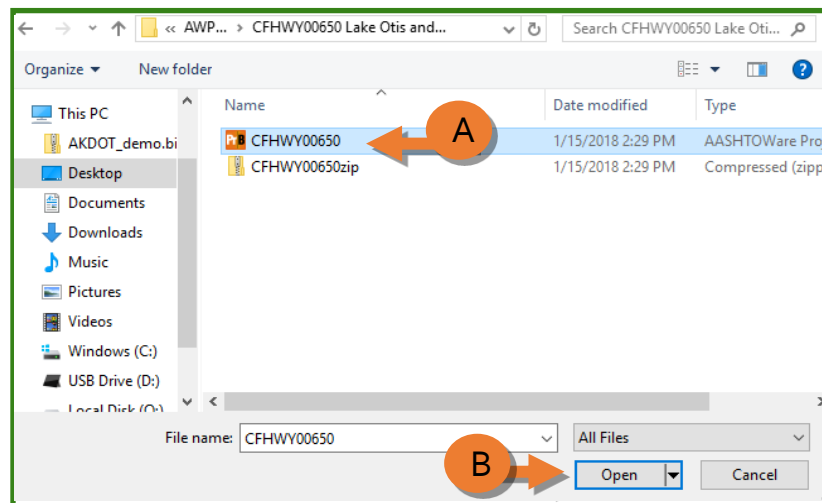


Figure 7.38

20. Click the **<Upload>** button.

A green message bar will appear letting you know the ebsx file was successfully uploaded (Figure 7.39).

21. Click on the blue Proposal link in the success message bar to go to the proposal.

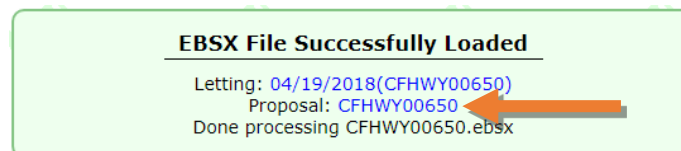


Figure 7.39

Now you can attach the ebsx zip file, bid packet, plans, specs and other necessary documents.

22. (Figure 7.40) On the **proposal** page, click the **attachments** link just below the green header bar at the top of the page.



Figure 7.40

(Figure 7.41)

23. (A) Click the **<Browse>** button.
24. Navigate to the file you want to upload, click **<Open>**.
25. (B) Select the attachment type:
- a. Addendum
  - b. Bid Forms EBSX file
  - c. Bid Opening Results
  - d. Bid Packet
  - e. Bidder Variance Report
  - f. Certified Bid Tabulation
  - g. Notice to Bidders
  - h. Notice to Proposers
  - i. Plans
  - j. Specs
  - k. Supplemental Information
  - l. Unchecked Bid Results
26. (C) Click the **<Upload>** button.
27. Repeat to attach all necessary documents.

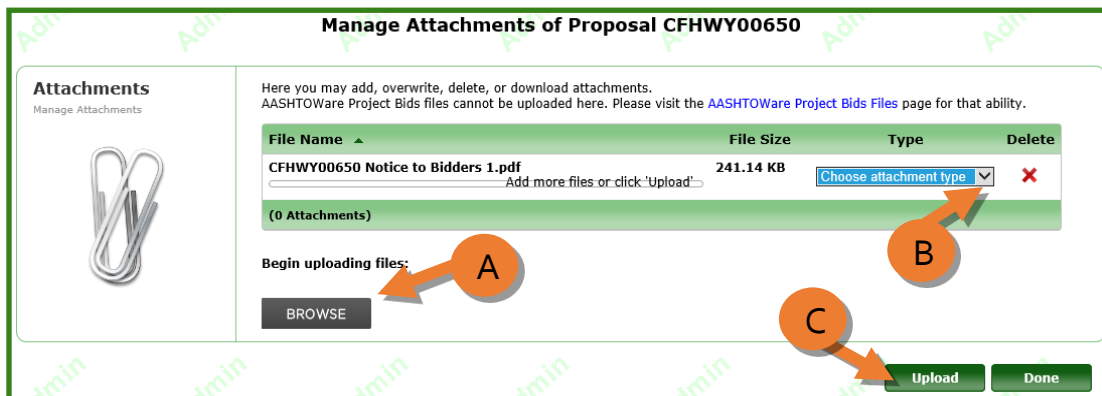


Figure 7.41

To delete an attachment, click on the red **X** on the attachment row (Figure 7.42). You may be asked to confirm the attachment deletion.



Figure 7.42

To check your attachments, from the proposal page, click the **Contractor View** link on the top left under the green header bar. This will show you what the page will look like for contractors once the Make Visible date has been reached (Figure 7.43). Contractors without Bid Express accounts will see everything except the item list and original ebsx file (they will see the zipped ebsx files).

### ◀ Proposal NFAPT0009 ▶

Deadhorse Airport Improvements

**Date Generated:** 01/19/2018  
**Date Revised:**  
**Call Order:** 1  
**Items:** 9  
**Project ID:** 3-02-0213-009-2017

**Sections:** 2  
**Amendments:** 0  
**Highway Number:**  
**Counties:** Northwest Arctic

**Also Available**

- [Advantage - View Bids](#)
- [Apparent Bids](#)
- [Bid Summary](#)
- [Bid Tab Analysis](#)
- [Plan Sheets \(0\)](#)
- [Questions and Answers](#)

[Export \(csv\)](#) | [Export \(tab\)](#)

Line	Item	Quantity	Unit	Description	Price
<b>Section 1: NTP 1</b>					
10	G131a.00.0000	2.000	EACH	Engineering Transportation (Truck)	
20	G710a.00.0000	1.000	LS	Highway Traffic Maintenance	
30	P152a.00.0000	25,000.000	CY	Unclassified Excavation	
40	P620.04.0000	1.000	LS	Temporary Runway and Taxiway Painting	
<b>Section 2: NTP 2</b>					
50	G131a.00.0000	2.000	EACH	Engineering Transportation (Truck)	
60	G710a.00.0000	1.000	LS	Highway Traffic Maintenance	
70	L100g.00.0000	16.000	EACH	Primary Handhole, Type, Size L-868, Size B	
80	P152a.00.0000	76,800.000	CY	Unclassified Excavation	
90	P620.04.0000	1.000	LS	Temporary Runway and Taxiway Painting	
<b>(9 Items)</b>					

**Downloads**

- [Bid Packet](#)
- [NFAPT00009 Bid Packet.pdf](#)
- [Notice to Bidders](#)
- [NFAPT00009 N... to Bidders 1.pdf](#)
- [Plans](#)
- [NFAPT00009 Plans.pdf](#)
- [Specifications](#)
- [NFAPT00009 Specs.pdf](#)
- [Bids EBSX File](#)
- [NFAPT0009zip.zip](#)

[Find more projects in this area.](#)

Figure 7.43

To Edit a Letting:

NOTE: If you are postponing a letting by NTB until an Addendum can be issued, see section Postponing a Letting via Notice to Bidders.

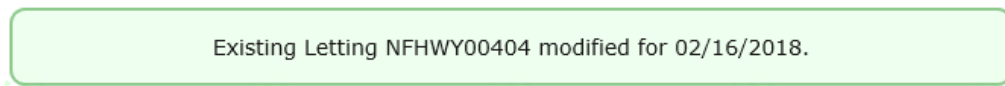
1. Navigate to the Manage Letting page for your letting. Click the **Edit Letting** link below the green header bar at the top of the page (Figure 7.44).



Figure 7.44

2. Edit any or all of the **Letting Time**, **Opening Date**, or **Make Letting Visible On** fields (see *Figure 7.33*).
3. Click **<Save>**.

A green message bar will appear letting you know the letting has been modified and you are returned to the Manage Letting page (*Figure 7.45*).



*Figure 7.45*

Deleting a Letting and/or Proposal:

Lettings that have proposals attached or that are past the letting date cannot be deleted. You can delete the proposal if you need to delete the letting.

To Delete a Proposal:

1. Navigate to the Manage Lettings page.
2. Click the **Letting Date** link for the proposal.
3. Click the red **X** in the Delete column for the proposal you want to delete (*Figure 7.46*).
4. Click **<OK>** to confirm the deletion.

Proposal	Call Order ▲	Project ID	Plan Sheets	Amendments	Items	Counties	Delete
CFAPT99999T	1	AIP 3-02-0195- XXX-1950	0	1	18	Bethel Bristol Bay	X
This federally funded project will resurface the runway, taxiway and apron surfaces with crushed aggregate surface course. Work also includes installing a new wind cone and segmented circle.							
(1 Active Proposal)							

*Figure 7.46*

To Delete a Letting

1. Navigate to the Manage Lettings page.
2. Click the red **X** in the Delete column for the letting you want to delete (*Figure 7.47*).
3. Click **<OK>** to confirm the deletion.

You will be returned to the Manage Lettings page.

<u>Visible</u>	February 20, 2018	NR18-010	NR	0	X
Rehabilitate the Mitchell Expressway from the Parks Highway to the Richardson Highway.					

*Figure 7.47*

---

## Creating Alerts

---

Alerts are a means of posting a message on a letting or a proposal visible to all. An alert may contain special information regarding a letting or a proposal.

To Create a Letting Alert:

1. Navigate to the Manage Lettings page.
2. Click the **Letting Date** link for the proposal you want to create an alert for (*Figure 7.48*).

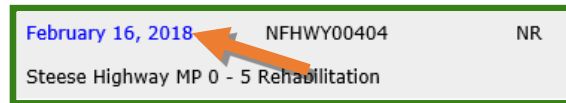


Figure 7.48

3. Click the **Alert** link just below the green header bar at the top of the page (*Figure 7.49*).



Figure 7.49

(*Figure 7.50*)

4. The current date and time will autopopulate in the entry field. Alert text always defaults to red to make it more visible. You may remove or change the date/time information or reformat the text.
5. (A) Enter the additional information about the letting.
6. (B) Click the **<Preview>** button.

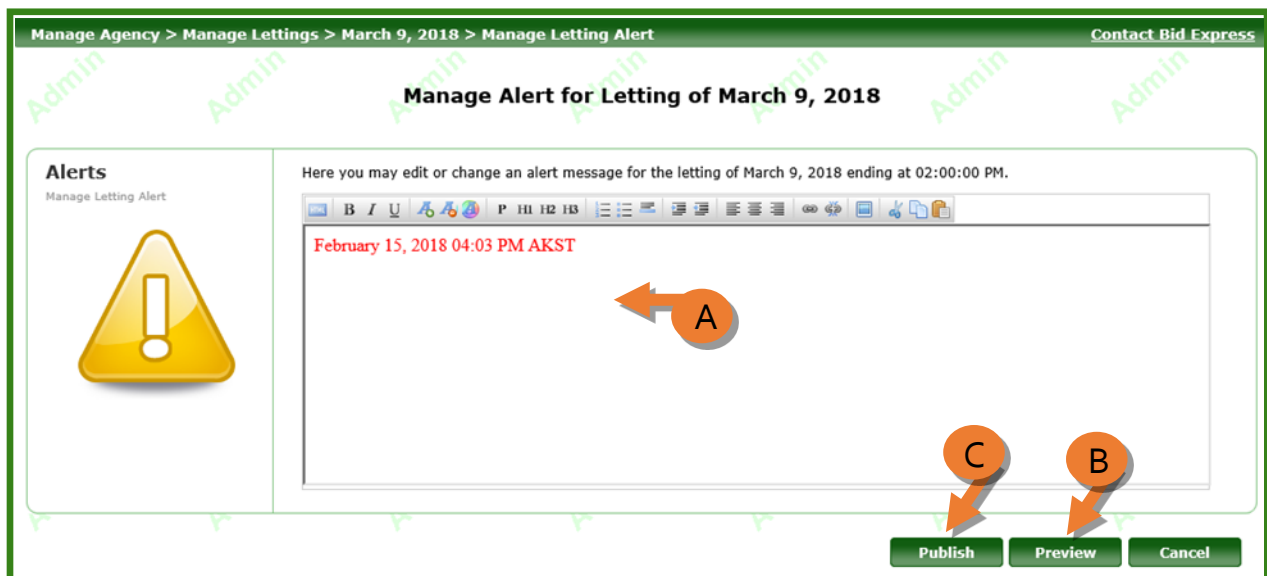


Figure 7.50

A pop up window will appear with the preview (Figure 7.51).

7. (C) Close the Preview pop up window and make changes or click **<Publish>** (see Figure 7.50).

NOTE: You may modify alert information as much as necessary.

Manage this Letting

◀ Letting of January 25, 2018 ▶

Van Horn Road

Letting ID: NR18-008  
District ID: NR  
Cut-Off Time: 02:00:00 PM AKST

January 21, 2018 03:13 PM AKST  
Due to XYZ the advertisement period for this proposal has been extended to 28 days.

Export (csv) | Export (tab)

Time Remaining  
3 Days 22 Hours

Also Available  
Questions and Answers

Proposal	Call Order ▲	Project ID	Items	Amendments	Plan Sheets	Counties
NFWY00112	1		4	0	0	Fairbanks North Star
Van Horn Road Reconstruction						
(1 Active Proposal)						

Figure 7.51

To Create a Proposal Alert:

1. From the Letting page, click the blue **Proposal ID** link (Figure 7.52).

Proposal	Call Order ▲	Project ID	Plan Sheets
CFHWY00650	1	6512478	0
Upgrade pedestrian facilities at the Lake Otis and Tudor intersection.			
(1 Active Proposal)			

Figure 7.52

2. Click the **Alert** link just below the green header bar at the top of the page (Figure 7.53).

Alaska Department of Transportation & Public Facilities ▼

Manage Agency > Manage Lettings > April 20, 2018 > CFHWY00650

Contractor View | Questions and Answers | Withdraw | Alert | Attachments

Figure 7.53

(Figure 7.54)

8. The current date and time will autopopulate in the entry field. Alert text always defaults to red to make it more visible. You may remove or change the date/time information or reformat the text.
9. (A) Enter the additional information about the letting.
10. (B) Click the **<Preview>** button.



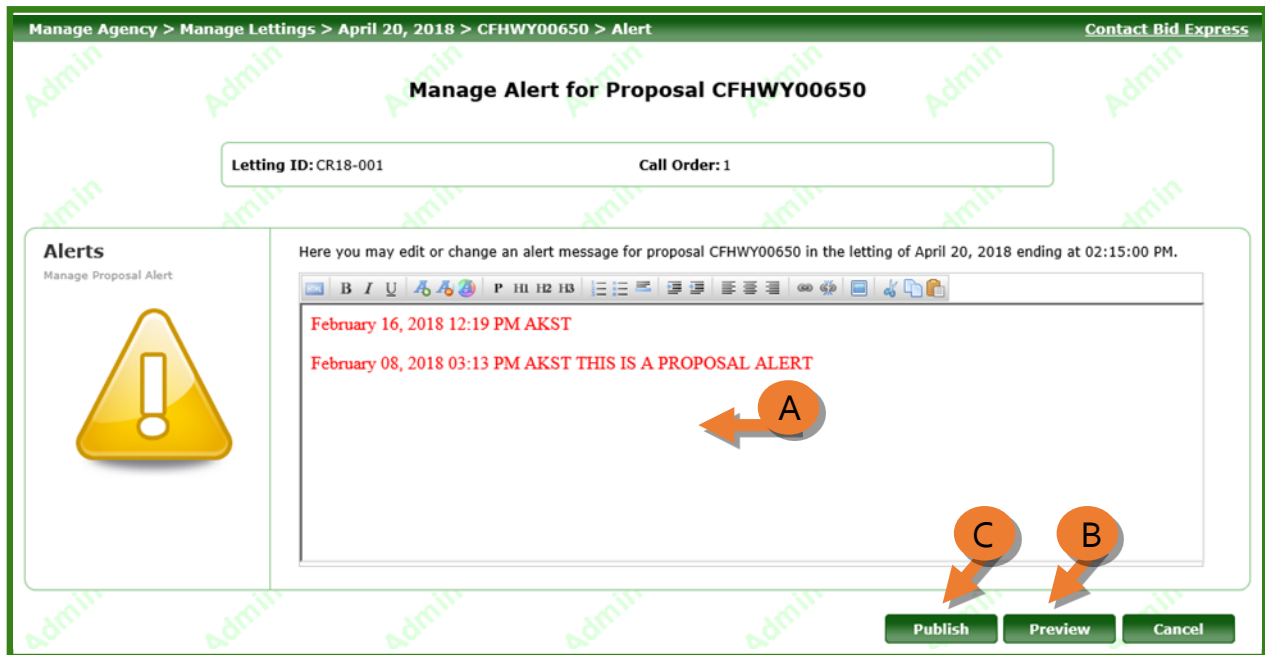


Figure 7.54

A pop up window will appear with the preview (Figure 7.55).

11. (C) Close the Preview pop up window and make changes or click **<Publish>** (see Figure 7.54).  
NOTE: You may modify alert information as much as necessary.



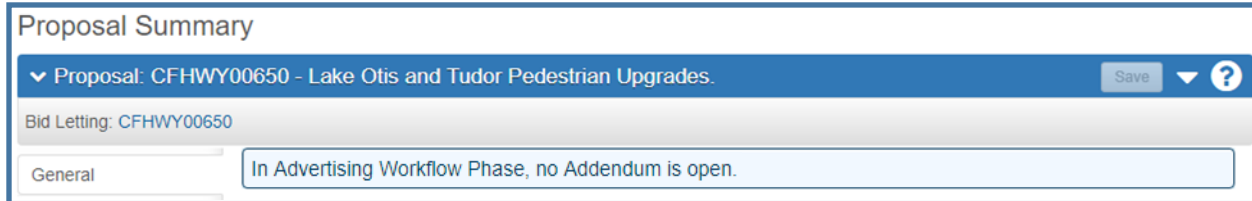
Figure 7.55

---

## Addenda and Notices to Bidders

---

When the letting is advertised, the **proposal workflow phase** must be changed to **Advertising**. See the Managing Proposal Workflow section earlier in this chapter for instructions. This workflow phase allows Letting Users to create addenda and notices to bidders and make project and proposal level addenda changes. While the proposal is in the Advertising workflow phase, a blue Advertising/Addendum banner will appear at the top of the proposal and associated project screens (*Figure 7.56*).



The screenshot shows a web interface titled "Proposal Summary". Below the title is a blue header bar with the text "▼ Proposal: CFHWY00650 - Lake Otis and Tudor Pedestrian Upgrades." on the left, a "Save" button, a dropdown arrow, and a help icon (?) on the right. Below this is a light gray bar with the text "Bid Letting: CFHWY00650". At the bottom, there is a tab labeled "General" and a blue-bordered box containing the text "In Advertising Workflow Phase, no Addendum is open."

*Figure 7.56*

After a proposal has been advertised, subsequent changes to proposal information that affect contractor bidding (such as proposal time or items) must be tracked and distributed to bidders. This is accomplished by adding addenda to the proposal. Notices to bidders are created in the addenda area of AWP. The main difference between addenda and notices to bidders in AWP is that addenda require exporting and uploading the addenda ebsx files to Bid Express, whereas notices to bidders do not.

---

## Creating an Addendum in AWP

---

Though an addendum can be created by many different people, only those with the Letting User role can create an addendum and make changes to project/proposal information in AWP. An addendum will only be created and any changes made in AWP once all the pieces of the addendum have been gathered and approved/signed. Because each addendum contains different information and may include plans or spec changes (changes outside of the info in AWP Preconstruction), the addenda area of AWP is mainly for creating the cover sheet for the addendum and as a mechanism to update the Bid Express ebsx files. If there are item modifications, see the instructions below.

The Addendum Summary component contains a rolling list of all the addenda and notices to bidders currently recorded for the proposal (*Figure 7.57*). Each row represents one addendum or notice to bidders. You can view information about any addendum in the list, but you can only change information in the most recent addendum. If the most recent addendum has been approved, you cannot change any information in the record.

**Addendum Summary**

▼ Proposal: CFHWY00650 - Lake Otis and Tudor Pedestrian Upgrades. Save ?

In Addenda phase, no Addendum is open.

New 0 added | 0 changed

Created Dt	Closed Dt	Approved Dt	NTB/Add#	Number of Pages	Issuing Officer
01/18/2018	01/18/2018	01/18/2018	Q ADD02 Addendum 2	5	AubinAVI - Joel G. St. Aubin, P.E. - Chief of Aviation Design
01/16/2018	01/16/2018	01/16/2018	Q NTB01 Notice to Bidders 1	2	Junge - Wolfgang E. Junge, P.E. - Central Region Preconstruction E...
01/16/2018	01/16/2018	01/16/2018	Q ADD01 Addendum 1	8	Junge - Wolfgang E. Junge, P.E. - Central Region Preconstruction E...

Figure 7.57

To add an addendum:

1. Make sure your addendum documents are compiled and the addendum has been approved/signed. Once an addendum has been approved in AWP it cannot be modified.
2. Make sure your proposal workflow is set to Advertising (the blue notification banner should appear on the proposal and associated project screens).
3. On the Proposal Summary component, click the **Addenda** quick link on top (Figure 7.58).

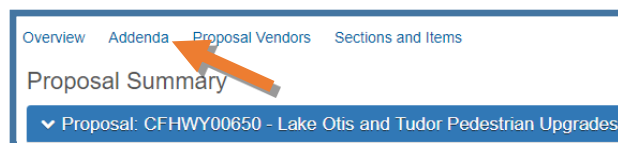


Figure 7.58

(Figure 7.59)

NOTE: For your first addendum/NTB, you can begin entering your information into the Addendum/NTB row that is already there. To add additional Addenda or NTBs, first click the **<New>** button.

4. (A) In the **Add/NTB** field, search for and select **Addendum 1** (or whichever is appropriate).
5. (B) In the **Number of Pages** field, enter the total number of pages of the addendum.
6. (C) From the **Issuing Officer** dropdown, select the appropriate issuing officer for the addendum.

NOTE: If the Issuing Officer dropdown list needs to be updated, please let a Module Administrator know.

7. (D) Click **<Save>**.

The screenshot shows the 'Addendum Summary' form for proposal CFHWY00650. Callout A points to the 'Created Dt' field (01/15/2018). Callout B points to the 'Closed Dt' field. Callout C points to the 'Issuing Officer' dropdown menu. Callout D points to the 'Save' button in the top right corner. The form includes a 'New' button, a status bar indicating 'In Advertising Workflow Phase and Addendum or NTB is open.', and a table with columns for 'Created Dt', 'Closed Dt', and 'Approved Dt'. Below the table are input fields for 'NTB/Add#', 'Number of Pages', and 'Issuing Officer'.

Figure 7.59

8. (E) Expand the Addendum Summary component **action menu** (Figure 7.60).
9. (F) Select **Open**.

This screenshot shows the same 'Addendum Summary' form, but with the action menu expanded. Callout E points to the action menu icon (a downward arrow) in the top right. Callout F points to the 'Open' option within the expanded menu. The menu also lists 'Approve' and 'Close' options. The rest of the form, including the 'New' button, status bar, and input fields, remains the same as in Figure 7.59.

Figure 7.60

A green message bar will appear letting you know an addendum is open (Figure 7.61).

Addendum Successfully Opened ✕

Figure 7.61

When an addendum is open, AWP tracks any changes made to the proposal or associated project(s).

---

## Modifying General Project or Proposal Information via Addendum

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If the addendum is modifying general Project or Proposal information such as Description of Work/Scope, reference chapters three (3) and five (5) for guidance.

---

## Adding, Deleting, or Modifying Items via Addendum

---

To access project items:

NOTE: Items cannot be modified or added in the Item Worksheet during Advertising phase.

1. Navigate to the Proposal Summary component for your proposal while in Advertising mode (the blue notification banner should appear).
2. (A) Select the **Projects** tab (*Figure 7.62*).
3. (B) Click the **Project** link.

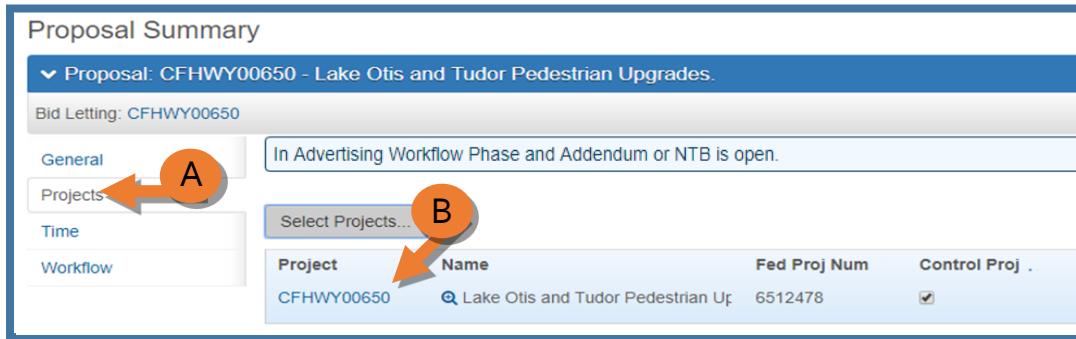


Figure 7.62

4. On the Project Summary component, click the **Categories and Items** quick link (*Figure 7.63*).



Figure 7.63

5. Select the **Items** tab (*Figure 7.64*).

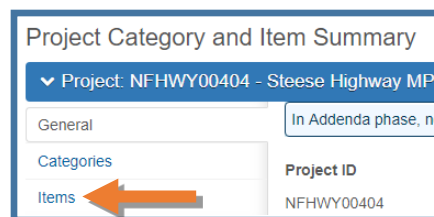


Figure 7.64

To modify an item (Figure 7.65):

6. Click the **Expand/Collapse** arrow for the item you want to modify.
7. Make any necessary changes (see Chapter 3 for more info on Project Items)
8. Repeat for all items that require modification.
9. Click **<Save>**.

The screenshot shows the 'Project Category and Item Summary' interface for 'Project: NFHWY00404 - Steese Highway MP 0 - 5 Rehabilitation'. The 'Items' tab is selected. A search bar contains 'Type search criteria or press Enter'. The 'Category ID' dropdown is set to 'No Filter'. A 'New' button is visible. Below it, a table lists items:

Item ID	Description	Quantity	Unit
10	202.0002.0000 - Removal of Pavement	29,000.000	SY
20	203.0003.0000 - Unclassified Excavation	2,500.000	CY
30	203.0006.0000 - Borrow	19,700.000	TON

An orange arrow points to the expand/collapse arrow for item 30.

Figure 7.65

To add a new item:

1. Click the **<New>** button (Figure 7.66).

The screenshot shows the 'Project Category and Item Summary' interface for 'Project: NFHWY00404 - Steese Highway MP 0 - 5 Rehabilitation'. The 'Items' tab is selected. A search bar contains 'Type search criteria or press Enter'. The 'New' button is highlighted with an orange arrow. Below it, a table lists items:

Item ID	Description
10	202.0002.0000 - Removal

Figure 7.66

(Figure 7.67)

2. (A) In the **Item ID** field, search for and select the item you want to add.
3. (B) In the Quantity field, enter the estimated quantity for the addendum item.
4. (C) In the Project Item Unit Price field, enter the estimated unit price for the addendum item.

5. (D) From the Category ID dropdown, select the category to which the addendum item should be assigned.

6. (E) In the **Proposal Line Number** field, type the appropriate proposal line number.

NOTES:

- If the item should be inserted between two existing items, enter a number that lies between the two existing items line numbers. For example, if the addendum item should be between existing line numbers 110 and 120, enter any number in between those two numbers, like 115.
- If you are unsure which line number to assign, run the Bid Schedule report (from Global Reports) to identify the correct proposal line number to enter. (See chapter 10 for guidance on running the Bid Schedule report.)

7. Click **<Save>**.

The screenshot shows a software interface for adding a new item. The title bar reads '406.0001.0000 - Rumble Strips' and 'LS'. The form is divided into several sections. On the left, under 'Item ID', there is a search box containing '406.0001.0000' with a magnifying glass icon and a dropdown showing 'Rumble Strips'. Below this is a section 'Fill only ONE Supplemental Description' with three input fields: 'Bid Schedule Supplemental Description', 'Roll Up Supplemental Description', and 'Combine With Like Items'. At the bottom of this section is a link 'Supplemental Description Required - Instructions'. On the right, the 'Unit of Measure' is 'LS'. The 'Quantity' is '1.000'. The 'Project Item Unit Price' is '12,000.00'. The 'Extended Amount' is '12,000.00'. The 'Category ID' dropdown is set to 'Basic Bid - - Basic Bid'. The 'Proposal Item Line Number' is '55'. There is a 'Comments' field at the bottom right. At the bottom of the form, there are fields for 'Last Updated By' and 'Last Updated Date'. Five orange circles with letters A through E are overlaid on the form with arrows pointing to specific fields: A points to the Item ID search box, B points to the Quantity field, C points to the Project Item Unit Price field, D points to the Category ID dropdown, and E points to the Proposal Item Line Number field.

Figure 7.67

If your new item needs its own Fund Package (it has special funding different than the current funding set up for items) click the **Fund Package Overview** quick link on the Project Summary component (Figure 7.68) and see chapter 4 for guidance in creating fund packages.

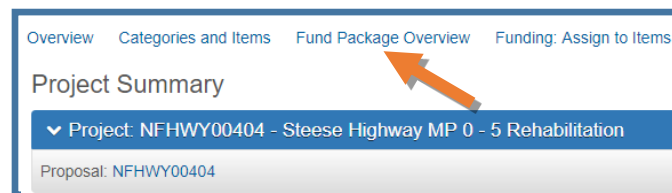


Figure 7.68

If your item is to be assigned to a current fund package:

8. On the top of the Items page, click the **Funding: Assign to Items** quick link (Figure 7.69).

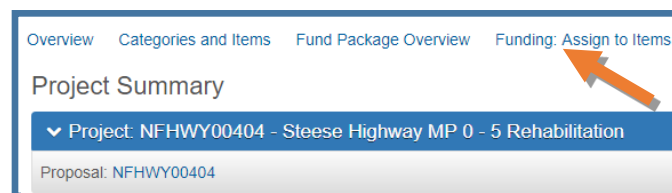



Figure 7.69

NOTES:

- The new item will appear at the bottom of the list. Though you assigned it a Proposal Line Number to make sure it appears in the correct order in the Bid Schedule, the system assigns the next project number. Project items being out of order doesn't matter.
  - For more information about assigning fund packages to items, see chapter 4.
9. Select the radio button associated with the correct fund package.
  10. Click **<Save>**.

To delete an item (Figure 7.70):

1. On the Project Summary component, (A) click the **Items** tab.
2. (B) Expand the item row **action menu**.
3. (C) Select **Delete**.
4. (D) The item record is marked for deletion and users may "undo"  the action until the user clicks **<Save>**.



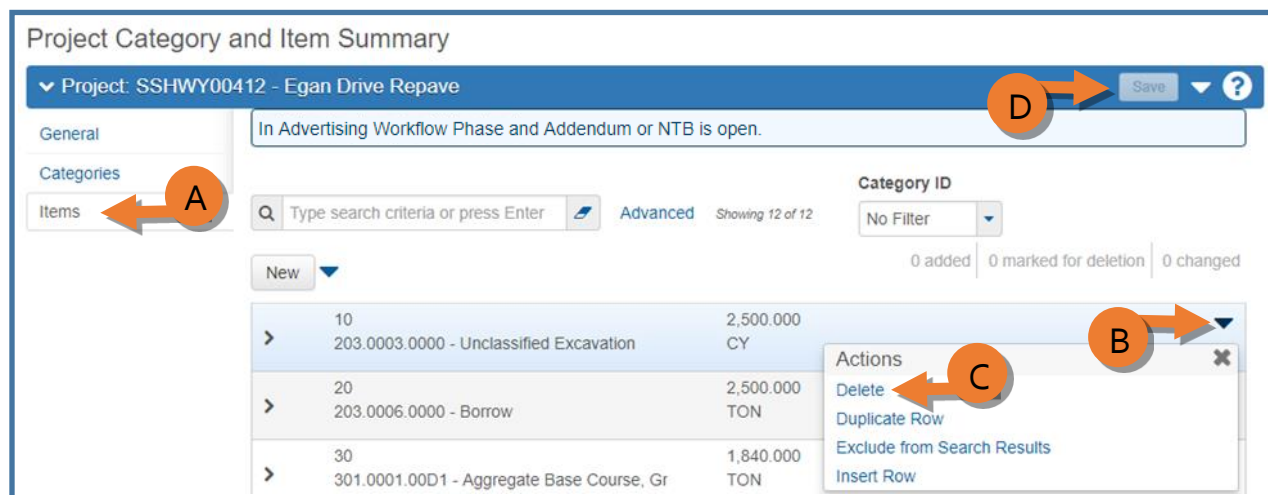


Figure 7.70

Once you have completed all addendum item modifications/additions, you must regenerate your proposal sections and items.

From the Project Category and Item Summary component Items tab, you can navigate to the Proposal Summary two ways:

Option 1:

From your project items page, click the **Previous** dropdown and select the **Proposal Summary** for the proposal you are updating (Figure 7.71).



Figure 7.71

Option 2:

From the Funding Assignment component, click the Project quick link (Figure 7.72). In the Project Summary component, click the Proposal hypertext link (Figure 7.73).

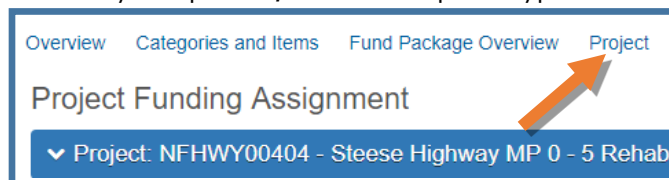


Figure 7.72

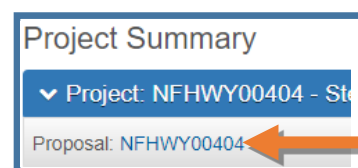


Figure 7.73

On the Proposal Summary component, click the Sections and Items quick link (Figure 7.74).

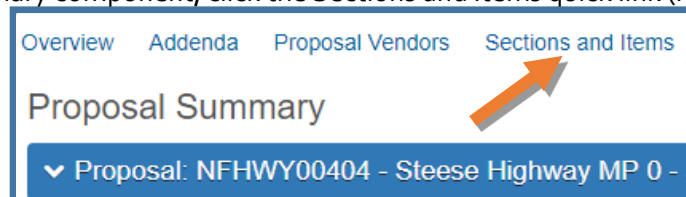


Figure 7.74

(Figure 7.75)

1. (A) Expand the component **action menu**.
2. (B) Select **Assign Items to Sections**.

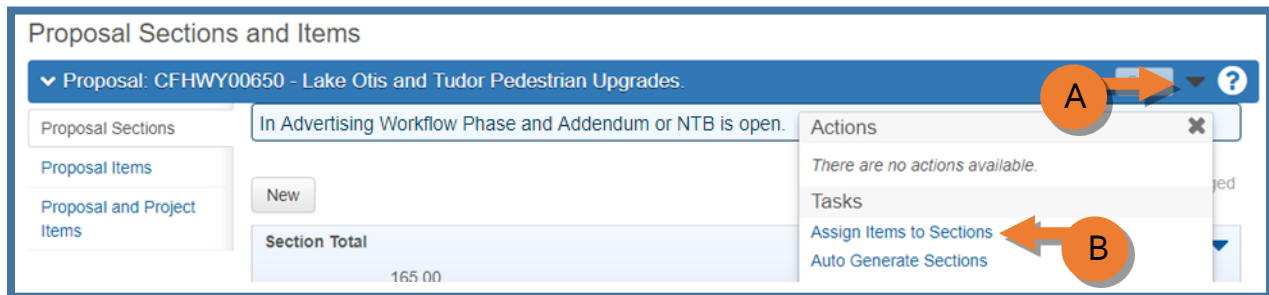


Figure 7.75

Notice in the window to the right side of the screen that Section(s) have been assigned to letter(s) (Figure 7.76). Also notice that it is still referencing Project Line numbers, so the new item appears at the bottom.

3. (C) Click the **Expand/Collapse** arrow for the category you just updated.
4. (D) For the new item, click the radio button to assign the item to the appropriate section.
5. (E) Click **<Save>**.

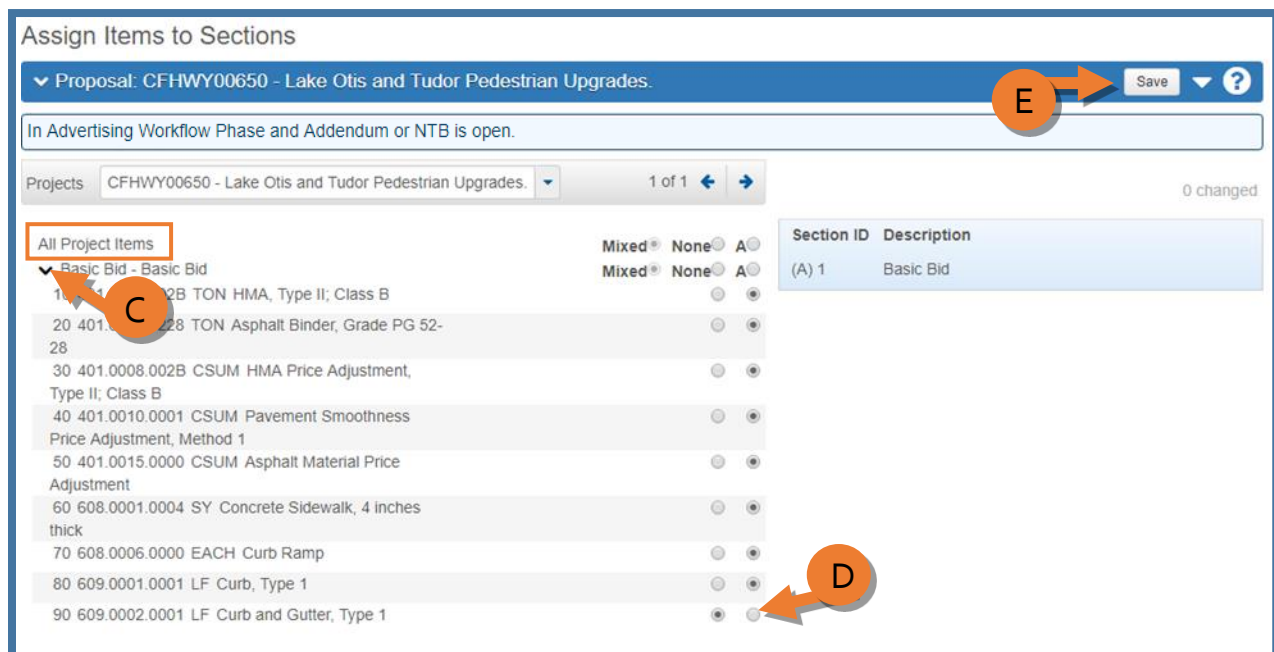


Figure 7.76

## Approving / Deleting an Addendum in AWP

Once all addendum changes have been made in AWP, check the changes by running the Addenda Detail report. The Proposal Addenda Detail report itemizes all the changes made when an addendum is open. Once you have reviewed all the changes, you can approve the addendum.

**\*\*Before approving the addendum, revalidate your proposal\*\***

Generating the Proposal Addenda Detail report:

1. Navigate back to the Bid Letting Summary.
2. (A) From the Bid Letting Summary component, select the **Proposals** tab (Figure 7.77).
3. (B) Click the **Proposal** link

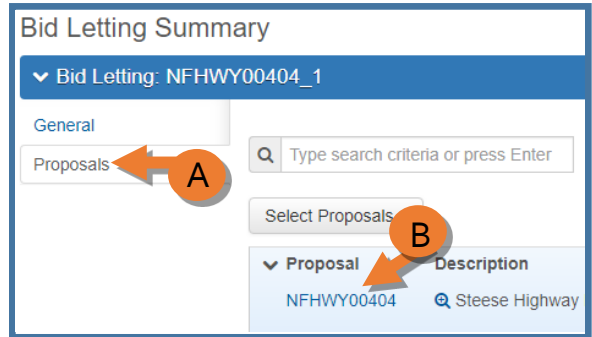


Figure 7.77

4. (C) Expand the Proposal Summary component **action menu** (Figure 7.78)
5. (D) Select **Addendum/Notice to Bidders Detail** report.

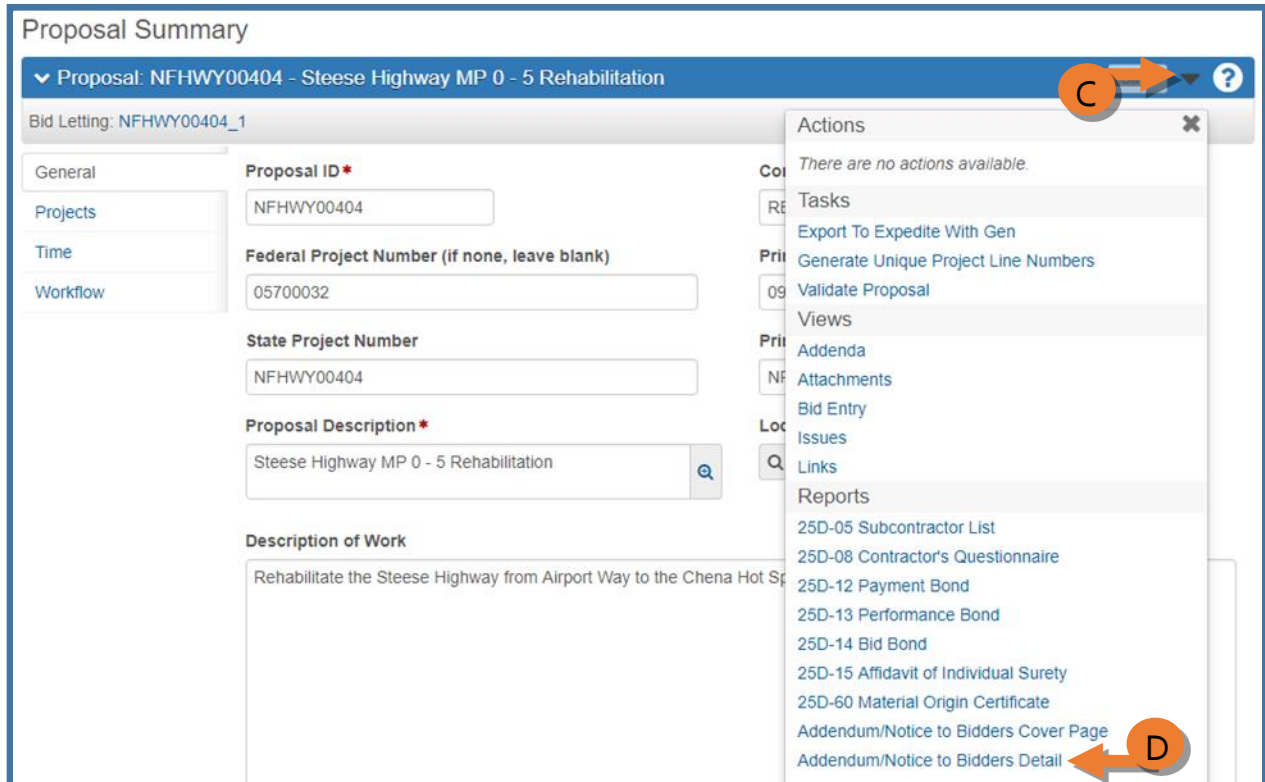


Figure 7.78

6. (E) Click **<Execute>** (Figure 7.79).



Figure 7.79

To approve an addendum:

NOTE: You do not need to Close an addendum. When you Approve, it automatically closes it.

1. Return to the Addenda Summary component. You can do this by navigating back to the Proposal Summary component (from the Previous button dropdown) and clicking the **Addenda** quick link (see Figure 7.58)
2. (A) Expand the component **action menu** (Figure 7.80)
3. (B) Select **Approve**.

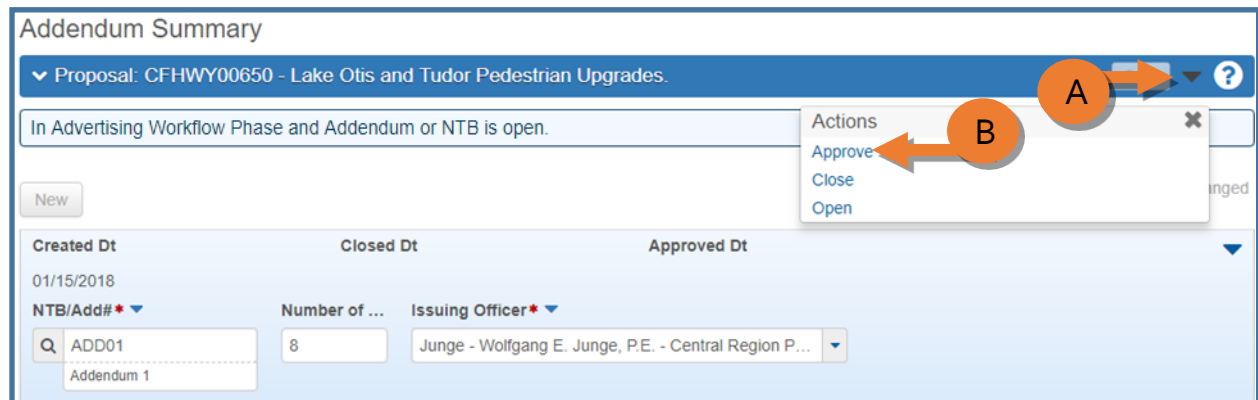


Figure 7.80

You will see a green message bar confirming the addendum has been approved (Figure 7.81)

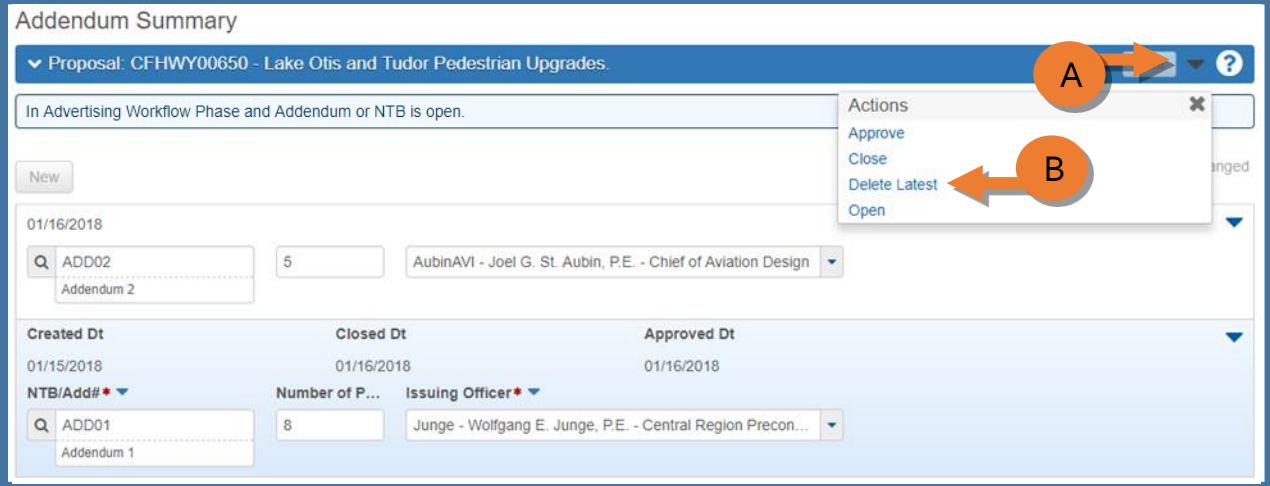
Addendum Successfully Approved

Figure 7.81

To delete an addendum:

NOTE: You can only delete the most recent addendum or NTB, regardless of whether it is open, closed, or approved. When you delete an addendum, the system resets all proposal and project information to the values that existed before the addendum was added.

1. (A) On the Addendum Summary component, expand the **action menu** (Figure 7.82)
2. (B) Select **Delete Latest**.



The screenshot shows the 'Addendum Summary' interface. At the top, a blue header bar contains the text 'Proposal: CFHWY00650 - Lake Otis and Tudor Pedestrian Upgrades.' Below this, a status bar indicates 'In Advertising Workflow Phase and Addendum or NTB is open.' The main content area displays two addendums. The first addendum, 'ADD02', is highlighted. An 'Actions' menu is open for this addendum, showing options: 'Approve', 'Close', 'Delete Latest', and 'Open'. An orange arrow labeled 'A' points to the 'Actions' menu icon, and another orange arrow labeled 'B' points to the 'Delete Latest' option. Below the addendums, there are fields for 'Created Dt', 'Closed Dt', and 'Approved Dt', all showing the date '01/16/2018'. At the bottom, there are search fields for 'NTB/Add#', 'Number of P...', and 'Issuing Officer'.

Figure 7.82

You will see a green message bar confirming the addendum has been deleted (Figure 7.83)

Addendum Successfully Deleted

Figure 7.83

## Final Addendum Processing

Generate the Addendum cover page (this is the cover page for your addendum packet):

1. Navigate to the Proposal Summary component. You can click the **Proposal** quick link at the top of the Addenda Summary component page.  
(Figure 7.84)
2. (A) Expand the component **action menu**.
3. (B) Select **Addendum/Notice to Bidders Cover Page** report.

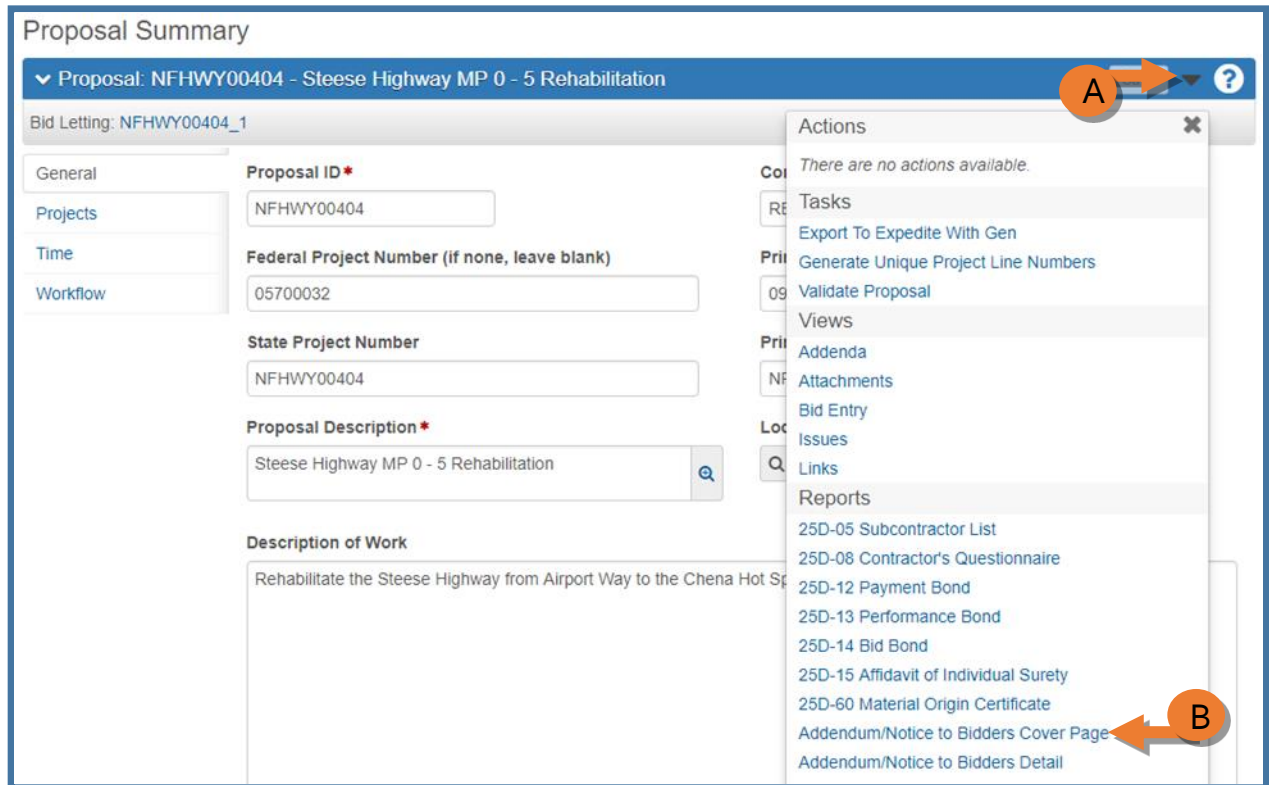


Figure 7.84

(Figure 7.85)

4. (C) From the **Addendum Number** dropdown, select the Addendum you want to run the report for.
5. (D) Click **<Execute>**.

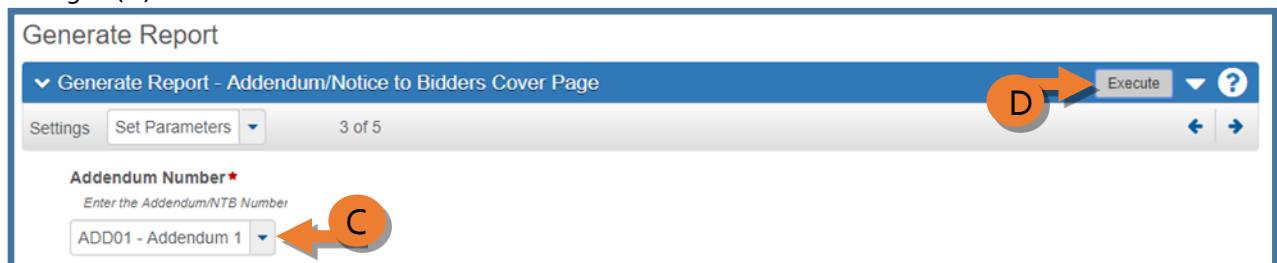


Figure 7.85

Generate the addendum ebsx file and addendum ebsx zip file to be uploaded to Bid Express. Follow the same steps as the **Exporting the Proposal for Use with AWP Bids** section.

Notice that the ebsx file now has .001x after it instead of ebsx (Figure 7.86). This indicates addendum file 001. Every subsequent addendum will be .002x, .003x, etc.

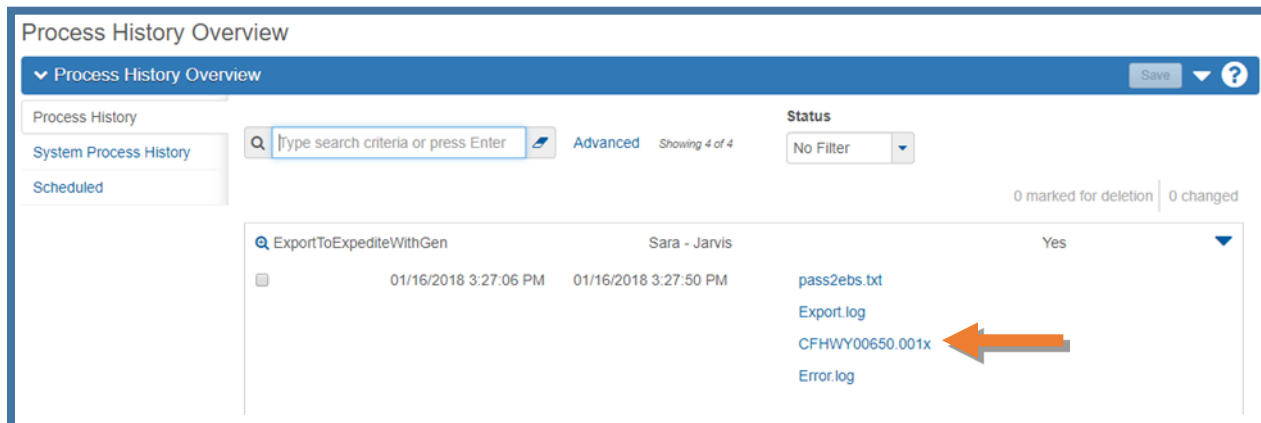


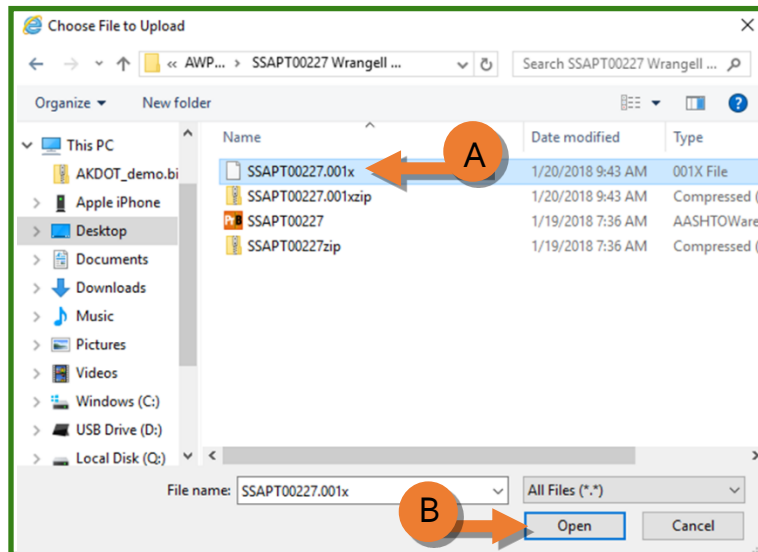
Figure 7.86

1. Right click on the addendum link and save to the project folder on the shared drive (see Figure 7.25 and Figure 7.26).
2. Create a zip folder that contains the addendum file (be sure to add zip to the folder name) (see Figure 7.27 and Figure 7.28).
3. Log into Bid Express (see Figure 7.29).
4. Click on the **<Admin>** button on the top right of the screen (see Figure 7.30).
5. Upload the addenda .001x ebsx file (different path than uploading original file).
  - a. In the AASHTOWare Project Bids container, click the **Upload AASHTOWare Project Bids Files** link (Figure 7.87).



Figure 7.87

6. Click the **<Browse>** button (see *Figure 7.37*)
7. Navigate to the proposal folder on your shared drive and (A) select the ebsx addendum file (ends in .001x, .002x, etc) (*Figure 7.88*).
8. (B) Click **<Open>**.

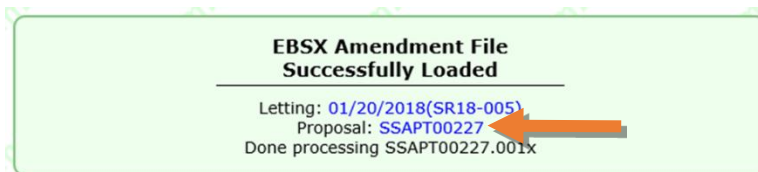


*Figure 7.88*

9. Click the **<Upload>** button.

A green message bar will appear letting you know the ebsx Amendment file was successfully uploaded (*Figure 7.89*)

10. Click on the blue **Proposal link** in the success message bar to go to the Proposal.

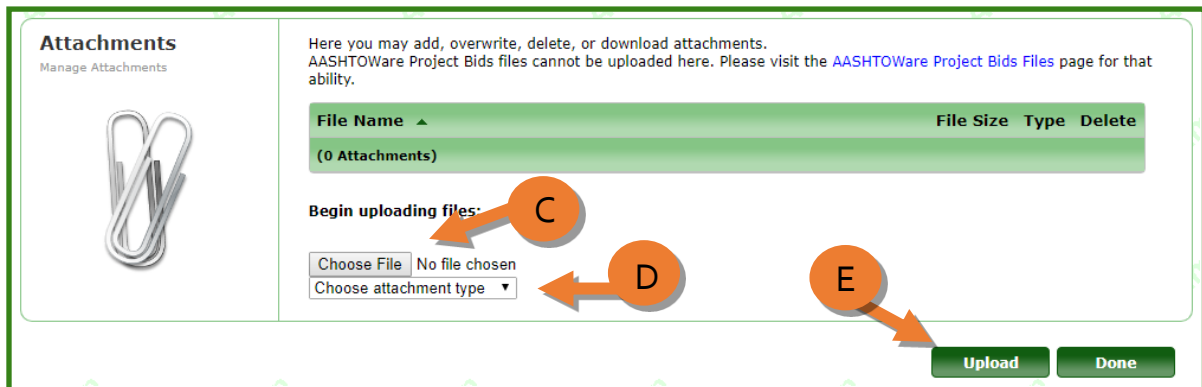


*Figure 7.89*



Now you can attach the compiled addendum PDF and the new zip file containing the original ebsx and the addendum ebsx file(s).

11. From the proposal page, click the **attachments** link just below the green header bar at the top of the page (see *Figure 7.40*).  
(*Figure 7.90*)
12. (C) Click the **<Choose File>** button.
13. Navigate to the file you want to upload, click **<Open>**.
14. (D) Select the **Bid Forms EBSX** attachment type for your new zip file and the **Addendum** attachment type for your PDF.
15. (E) Click the **<Upload>** button.



*Figure 7.90*

## Creating / Issuing a Notice to Bidders

Notices to Bidders (NTB) are created in the AWP Addenda area and follow the same basic process in AWP.

To create a Notice to Bidders:

1. Create a word doc or other file with the actual Notice to Bidders information.
2. Navigate to the Proposal Summary component for the proposal you want to issue an NTB for.
3. Click the **Addenda** quick link on top of the page (see *Figure 7.58*).

(*Figure 7.91*).

NOTE: For your first addendum/NTB, you can begin entering your information into the Addendum/NTB row that is already there. To add additional Addenda or NTBs, first click the **<New>** button.

4. (A) In the **Add/NTB** field, search for and select **Notice to Bidders 1** (or whichever is appropriate).
5. (B) In the **Number of Pages** field, enter the total number of pages of the notice to bidders.
6. (C) From the **Issuing Officer** dropdown, select the appropriate issuing officer for the notice.  
NOTE: If the Issuing Officer dropdown list needs to be updated, please let a Module Administrator know.
7. (D) Click **<Save>**.

The screenshot shows the 'Addendum Summary' interface. At the top, there's a blue header bar with a dropdown menu showing 'Proposal: CFHWY00650 - Lake Otis and Tudor Pedestrian Upgrades.' Below this is a status bar indicating 'In Advertising Workflow Phase, no Addendum is open.' The main area contains a table with columns: 'Created Dt', 'Closed Dt', 'Approved Dt', 'NTB/Add#', 'Number of Pages', and 'Issuing Officer'. The first row is for 'NTB01' (Notice to Bidders 1) with 2 pages. The second row is for 'ADD01' (Addendum 1) with 8 pages. Arrows labeled A, B, C, and D point to the 'NTB/Add#' field, 'Number of Pages' field, 'Issuing Officer' dropdown, and the 'Save' button respectively.

Figure 7.91

8. Expand the Addendum Summary component **action menu** and select **Approve** (see *Figure 7.80*).

NOTE: There is no need to open an NTB like is necessary with an addendum.

Generate the Notice to Bidders cover page:

9. Navigate to the Proposal Summary component. You can click the **Proposal** quick link at the top of the Addenda Summary component page (*Figure 7.92*).

The screenshot shows the 'Proposal Summary' component page. At the top, there's a navigation bar with links: 'Overview', 'Bid Entry', 'Proposal', 'Proposal Vendors', and 'Sections and Items'. Below this is a section titled 'Addendum Summary' with a dropdown menu showing 'Proposal: NFHWY00404 - Steese Highway MP 0 - 5 Rehabilit.' An arrow points to the 'Proposal' link in the navigation bar.

Figure 7.92

10. Expand the component **action menu** and select **Addendum/Notice to Bidders Cover Page** report.
11. (A) From the **Addenda Number** dropdown, select the Notice to Bidders you want to run the report for (*Figure 7.93*).
12. (B) Click **<Execute>**.

*Figure 7.93*

This is the cover page for your Notice to Bidders packet.

Attach the NTB PDF file to the proposal in Bid Express (see *Figure 7.40* and *Figure 7.41*).

1. Log into Bid Express (see *Figure 7.29*).
2. Click the blue **Letting Date** link for your letting (*Figure 7.94*).

February 16, 2018	NFHWY00404	NR
Steese Highway MP 0 - 5 Rehabilitation		

*Figure 7.94*

3. Click the blue **Proposal** link (*Figure 7.95*).

Proposal	Call Order ▲	Project ID	Plan Sheets
CFHWY00650	1	6512478	0
Upgrade pedestrian facilities at the Lake Otis and Tudor intersection.			
(1 Active Proposal)			

*Figure 7.95*

4. From the proposal page, click the **attachments** link just below the green header bar at the top of the page (see *Figure 7.40*).  
(*Figure 7.96*)
5. (C) Click the **<Choose File>** button.
6. Navigate to the file you want to upload, click **<Open>**.
7. (D) Select the **Notice to Bidders** attachment type.
8. (E) Click the **<Upload>** button.

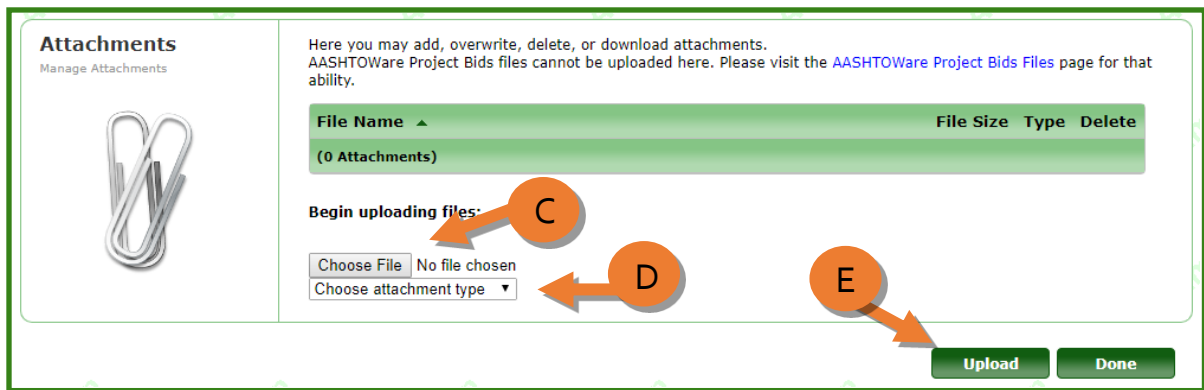


Figure 7.96

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## Postponing a Letting via Notice to Bidders

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If you need to quickly postpone a letting by NTB, which will then be postponed officially by Addendum, please follow these steps:

1. Create the NTB document, including your NTB Cover page (see previous section).
2. Log into Bid Express.
3. Click the **Admin** button at the top right of the screen (Figure 7.97).



4. In the Letting and Vendor Data section, select **Manage Lettings, Proposals, and Bids** (Figure 7.98).



5. Click the blue **Letting Date** link for the letting you want to postpone by NTB.
6. Click the **Edit Letting** link below the green header bar at the top of the page (Figure 7.99).



(Figure 7.100)

7. (A) Adjust your **Letting Time**.
8. (B) Click in the **Opening Date** field. A calendar and time selection area will open. Select the same date and time as the Letting Date field.
9. (C) In the **Comments** box, add a comment. NOTE: This comment is not visible to contractors.
10. (D) Click **<Save>**.

The screenshot shows the 'Edit Letting' form with the following fields and annotations:

- \*Letting ID:** DBTEST1
- \*Letting Date:** 04/27/2018
- \*Letting Time:** 02:00:00 PM (Annotation A points to this field)
- \*Opening Date:** 04/27/2018 02:00:00 PM (Annotation B points to this field)
- \*Make Letting Visible On:** 04/24/2018 11:00:00 AM
- District ID:** NR
- Description:** Design Build Test 1
- \*Comments:** Postponed by NTB 1, will be postponed further by Addendum 3 (Annotation C points to this field)
- Buttons:** Save and Cancel (Annotation D points to the Save button)

Figure 7.100

11. Attach your NTB PDF document to the Bid Express proposal.

## Postponing a Letting via Addendum in AWP

To postpone a letting in AWP via Addendum:

*\*Before completing the following steps, **create and open** your AWP Addendum per the previous sections.*

1. Navigate to the Bid Letting Summary component for the letting you want to postpone (Figure 7.101).
2. (A) Expand the component action menu.
3. (B) Select **Add New**.

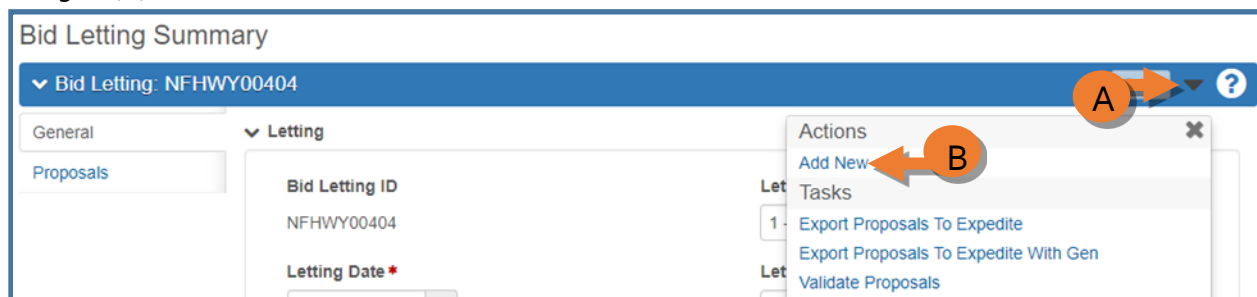


Figure 7.101

The Quick Add Bid Letting component will appear (Figure 7.102).

4. (C) In the **Letting ID** field, enter the old letting ID and add \_1 on the end (i.e. NFHWY00404\_1).
5. (D) In the **Letting Date** field, click the **calendar icon** and select the new letting date.
6. (E) In the **Letting Time** field, enter the time for the new letting.
7. (F) In the **Letting Status** field, select **Scheduled** from the dropdown.
8. (G) Click **<Save>**.

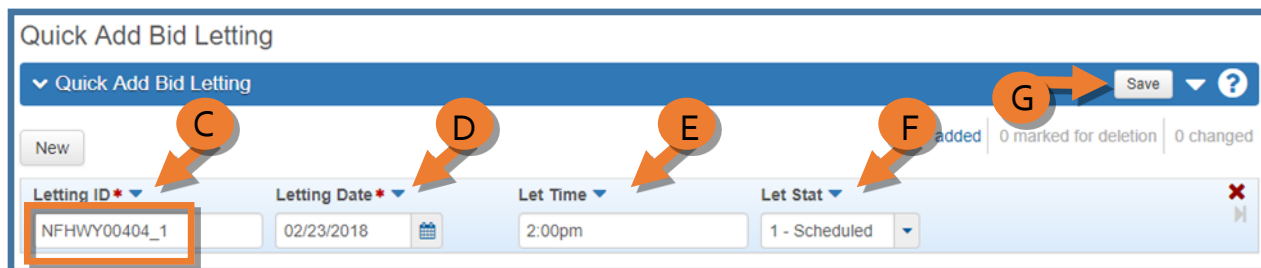


Figure 7.102

9. From the **Previous** dropdown, go back to the Bid Letting Summary for the letting you are postponing (Figure 7.103).

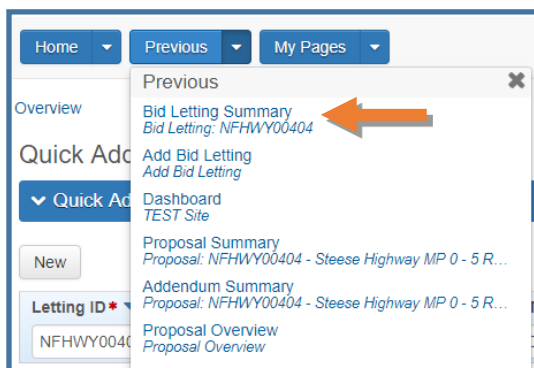


Figure 7.103

10. (H) From the Bid Letting Summary component, click on the **Proposals** tab (Figure 7.104)
11. (I) Expand the proposal row **action menu**.
12. (J) Select **Postpone**.

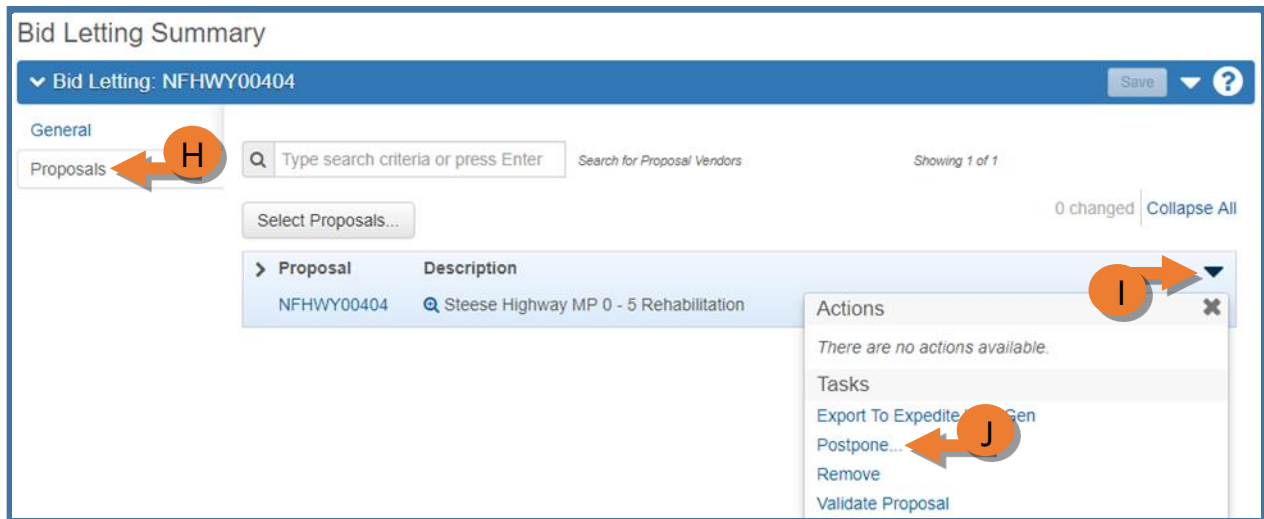


Figure 7.104

13. (K) Search for the new letting you just created (Figure 7.105).
14. (L) Select the new letting ID. The selected letting will have a green checkmark next to it.
15. (M) Click the **<Postpone>** button.

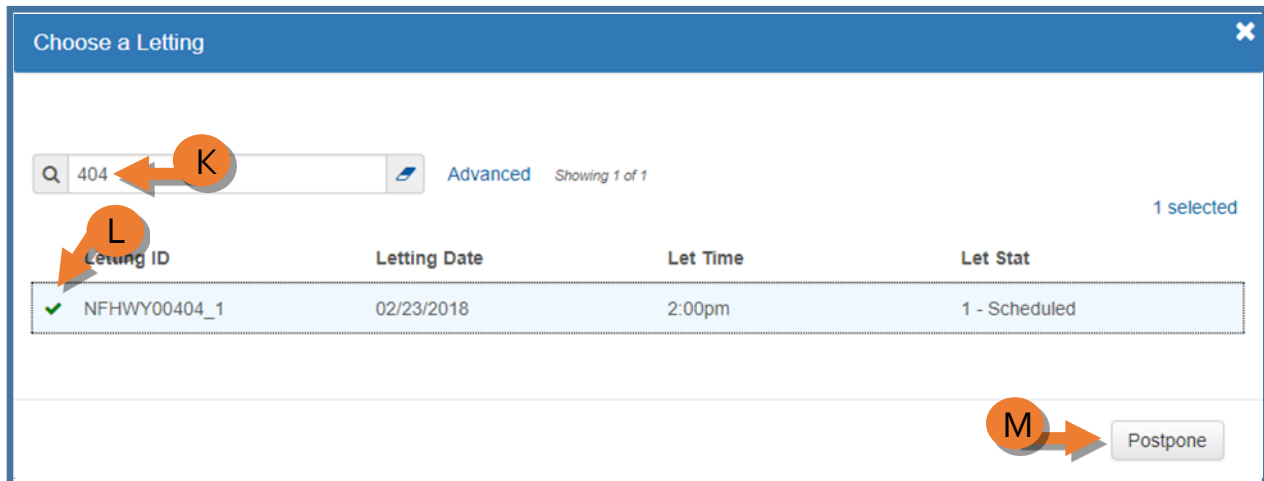


Figure 7.105



A green message bar will appear letting you know the postponement was successful and the proposal will disappear from this letting (Figure 7.106).

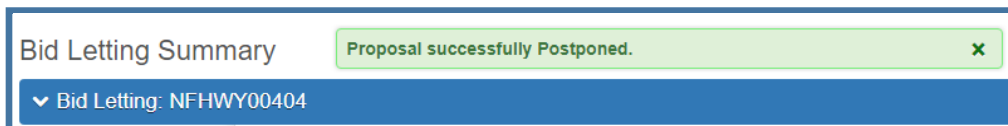


Figure 7.106

16. (N) Click the **General** tab (Figure 7.107).
17. (O) From the **Letting Status** dropdown, change the status to **Re-scheduled**.
18. (P) Click **<Save>**.

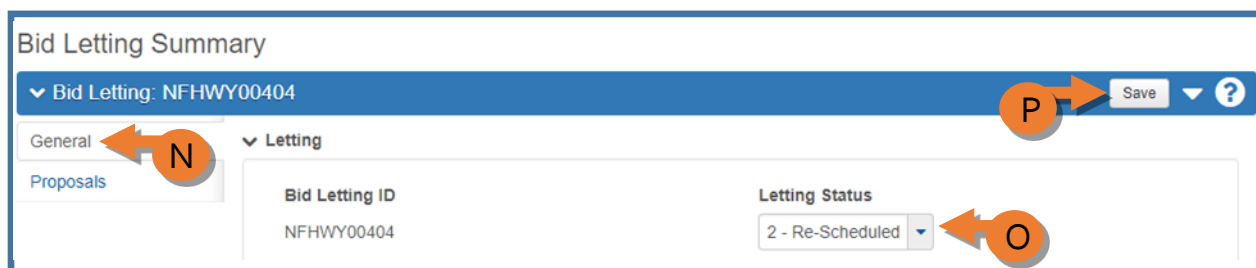


Figure 7.107

19. Return to the Bid Letting Overview component by clicking the **Overview** quick link on the top of the page (Figure 7.108).

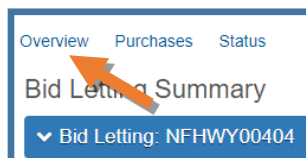


Figure 7.108

20. (Q) Search for your new letting ID (Figure 7.109).
21. (R) Click on the **Letting ID** link.

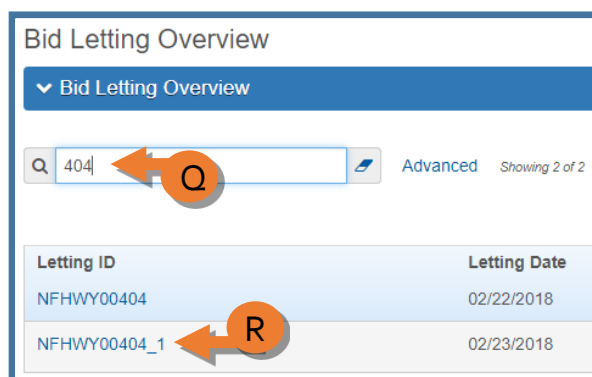


Figure 7.109

(Figure 7.110)

22. (S) In the **Original Letting ID if Postponed** field, search for and select the original letting ID.
23. (T) In the **Letting Location** dropdown, select the bid opening location.
24. (U) In the **Advertised Date** field, enter the advertised date from the **original** letting that has been postponed.
25. (V) Click **<Save>**.

The screenshot shows the 'Bid Letting Summary' interface. At the top, a blue header bar displays 'Bid Letting: NFHWY00404\_1' and a 'Save' button. Below this, a sidebar on the left has tabs for 'General' and 'Proposals'. The main content area is titled 'Letting' and contains several fields: 'Bid Letting ID' (NFHWY00404\_1), 'Letting Date' (02/23/2018), 'Original Letting ID if Postponed' (with a search bar containing 'NFHWY00404'), 'Letting Status' (1 - Scheduled), 'Letting Time (HH:MM AM/PM)' (2:00pm), 'Letting Location' (Fairbanks AK), and 'Advertised Date' (02/15/2018). Annotations include a red circle 'V' with an arrow pointing to the 'Save' button, a red circle 'S' with an arrow pointing to the 'Original Letting ID if Postponed' search field, a red circle 'T' with an arrow pointing to the 'Letting Location' dropdown, and a red circle 'U' with an arrow pointing to the 'Advertised Date' field.

Figure 7.110

Approve and Finalize your Addendum per the previous sections. Once that is complete and you have your Addendum PDF compiled and your addendum ebsx file and new zip file, you will postpone the letting in Bid Express.

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## Postponing a Letting in Bid Express via Addendum

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1. Log onto Bid Express (see *Figure 7.29*).
2. Click on the **<Admin>** button on the top right of the screen (see *Figure 7.30*).

This brings you to the Manage Agency page. Notice that there is an “Admin” watermark across your screen indicating that you are in administrator mode.

3. In the Letting and Vendor Data section, select **Manage Lettings, Proposals, and Bids** (*Figure 7.111*)



*Figure 7.111*

This brings you to the Manage Lettings page.

4. Click the **<Create a Letting>** button (*Figure 7.112*).



*Figure 7.112*

(*Figure 7.113*)

5. (A) In the **Letting ID** field, enter the new AWP Letting ID.
6. (B) Click in the **Letting Date** field. A calendar and time selection area will open. Select the correct date and time of the new letting.
7. (C) Click in the **Opening Date** field. A calendar and time selection area will open. Select the same date and time as the Letting Date field.
8. (D) Click in the **Make Letting Visible On** field. A calendar and time selection area will open. Select the correct date and time to make your new letting visible immediately.
9. (E) In the **District ID** field, enter the region identification. CR, NR, or SR.
10. (F) In the **Description** field, enter the Proposal Name.
11. (G) Click **<Save>**.

**Create a Letting**

\*Letting ID: NFWVY00404\_1 (A)

\*Letting Date: 02/23/2018 02:00:00 PM AKST (B)

\*Opening Date: 02/23/2018 02:00:00 PM AKST (C)

\*Make Letting Visible On: 02/17/2018 02:00:00 PM AKST (D)

District ID: NR (E)

Description: Steese Highway MP 0 - 5 Rehabilitation (F)

Save Cancel (G)

Figure 7.113

You will be returned to the Manage Lettings page and get a green message bar letting you know the letting was successfully created.

Your new letting will appear in the list.

12. Click on the blue **Letting Date** link (Figure 7.114).

<u>Hidden</u>	<a href="#">January 20, 2018</a> (A)	SR18-005	SR	0	X
	Wrangell Airport				

Figure 7.114

13. Click the blue **Upload Bids Files** link to upload the proposal's ebsx addendum file (Figure 7.115).



Figure 7.115

14. Click the <Browse> button (Figure 7.116).

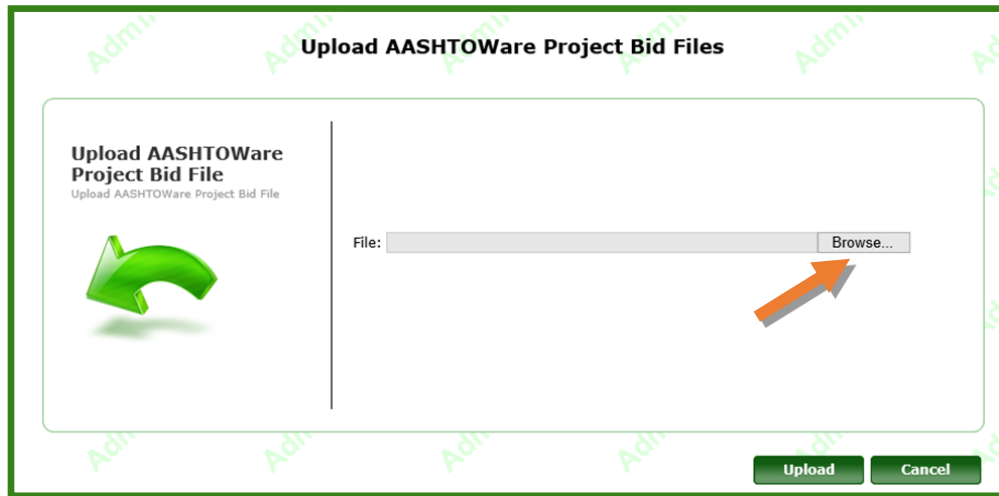


Figure 7.116

15. (H) Navigate to the proposal folder on your shared drive and **select the ebsx addendum** file (ends in .001x, .002x, etc) (Figure 7.117).
16. (I) Click <Open>.

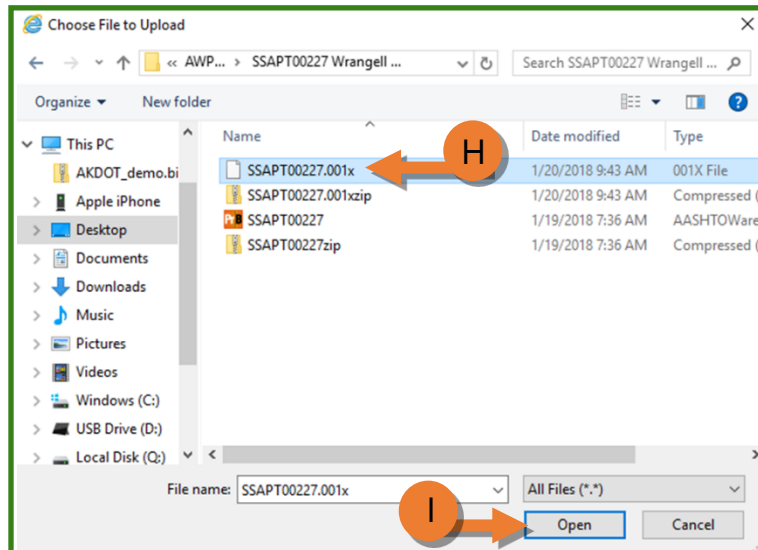


Figure 7.117

17. Click the <Upload> button.

A green message bar will appear letting you know the ebsx Amendment file was successfully uploaded (Figure 7.118).

18. Click on the blue Proposal link in the success message bar to go to the Proposal.

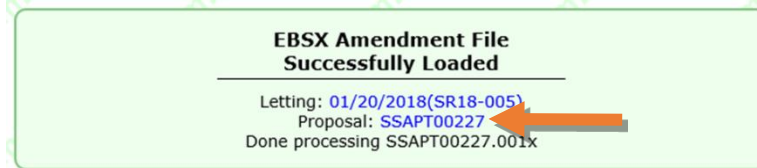


Figure 7.118

Now you can attach the compiled addendum PDF and the new zip file containing the original ebsx file and all addendum ebsx files. NOTE: Remember to delete the existing zip file first.

19. From the proposal page, click the **attachments** link just below the green header bar at the top of the page (see Figure 7.40).  
(Figure 7.119)
20. (J) Click the **<Choose File>** button.
21. Navigate to the file you want to upload, click **<Open>**.
22. (K) Select the **Non-Subscriber Download** attachment type for the zip file and the **Addendum** attachment type for your PDF.
23. (L) Click the **<Upload>** button.

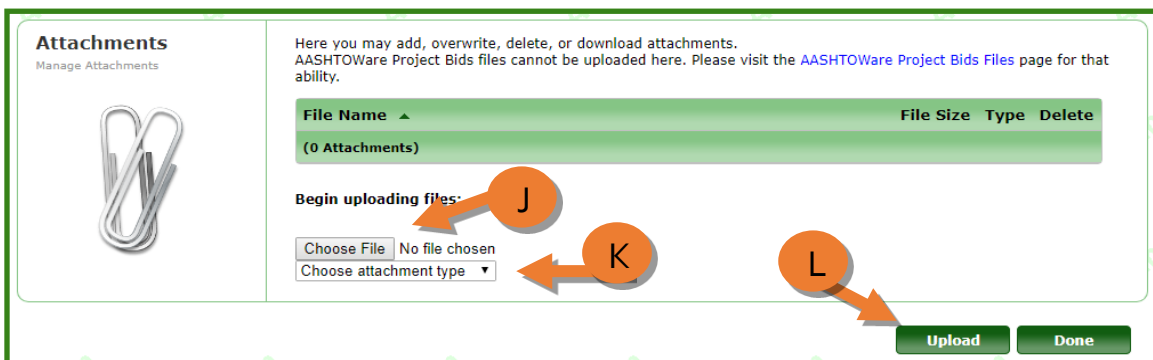
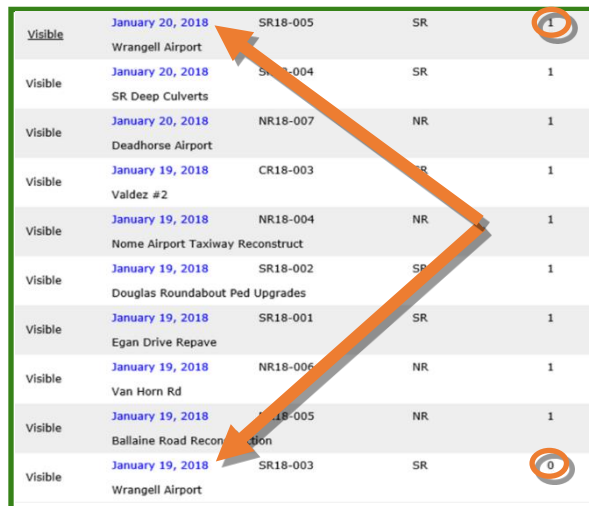


Figure 7.119

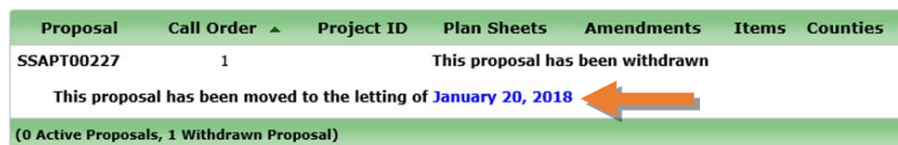
If you return to the Manage Lettings area, you can see both the old and new lettings. The old letting no longer has a proposal on it (Figure 7.120).



Visible	<a href="#">January 20, 2018</a>	SR18-005	SR	1
	Wrangell Airport			
Visible	<a href="#">January 20, 2018</a>	SR18-004	SR	1
	SR Deep Culverts			
Visible	<a href="#">January 20, 2018</a>	NR18-007	NR	1
	Deadhorse Airport			
Visible	<a href="#">January 19, 2018</a>	CR18-003	CR	1
	Valdez #2			
Visible	<a href="#">January 19, 2018</a>	NR18-004	NR	1
	Nome Airport Taxiway Reconstruct			
Visible	<a href="#">January 19, 2018</a>	SR18-002	SR	1
	Douglas Roundabout Ped Upgrades			
Visible	<a href="#">January 19, 2018</a>	SR18-001	SR	1
	Egan Drive Repave			
Visible	<a href="#">January 19, 2018</a>	NR18-006	NR	1
	Van Horn Rd			
Visible	<a href="#">January 19, 2018</a>	NR18-005	NR	1
	Ballaine Road Reconstruction			
Visible	<a href="#">January 19, 2018</a>	SR18-003	SR	0
	Wrangell Airport			

Figure 7.120

If you click on the blue link for the old letting, you will be directed to the new letting for the proposal and can click the blue link to go to the new letting (Figure 7.121).



Proposal	Call Order ▲	Project ID	Plan Sheets	Amendments	Items	Counties
SSAPT00227	1	This proposal has been withdrawn				
This proposal has been moved to the letting of <a href="#">January 20, 2018</a>						
(0 Active Proposals, 1 Withdrawn Proposal)						

Figure 7.121

### Notify Plan Holders of Addendum or Notice to Bidders

Once you have issued the Addendum or Notice to Bidders, notify the Plan Holders. AWP will send an automated email out notifying Plan Holders of the amendment.

1. Navigate to the Proposal Summary component **General** tab for your proposal.
2. In the **Proposal Process Notifications** dropdown, select **Notify Plan Holders**.
3. Click **<Save>**.