

Advertising Highways Projects for Construction Bids

Coordination with Contracts Section

GENERAL

Your project must receive Authority to Proceed (ATP) for Phase 4 (Construction) prior to submitting advertising package to contracts (contract documents and additional information available to bidders).

Memo to Contracts Section

Fill out the PS&E Final Contract Transmittal Memo. There is an instructional checklist included with the memo to remind you of the items to be included as deliverables to Contracts Section and format to provide them in. The following file path provides memo

location: L:\HighwayDesignMasters\SubmittalForms\FinalPS&E

Addenda

- After the project has advertised for bids and prior to bid opening, is the timeframe for when an addendum will be issued. Fill out the addendum cover memo and provide it with all content to be issued through addendum. The memo template is located at: L:\HighwayDesignMasters\SubmittalForms\Addendum
- Within the addendum folder (and attached), you will also find an instructional guideline that provides format directions for how to properly depict changes to Special Provision Specifications being issued through addenda.
- Contracts Section identifies the Addendum No. and Attachment No. for all content to be issued through addenda. Designers do not identify any attachment numbers. Revised plan sheets are the only location designers are to identify Addendum No. (within revision block).

Miscellaneous Advertising Phase Information

- Standard Specification Section 102-1.04 last paragraph reads, *“Any questions about bidding procedures, site conditions, or Contract requirements must be submitted in writing to the persons designated on the Invitation To Bid. Questions must be submitted in sufficient time to get a reply before submitting a bid. No oral responses or other oral statements are binding on the Department. Any response to a material question shall be issued by addendum sent to all bidders.”*
- Unless otherwise stated specifically in the contract specific special provisions (rarely would we) Standard Specification Section 104-1.01 applies, it reads *“The Contractor is responsible for the means, methods, techniques, sequence, and procedures of construction, safety, and quality control, and is responsible to perform and furnish the work in accordance with the Contract documents.”*

- Do we issue an Addendum or Notice to Bidders? Contracts Section will determine the proper documents type to issue. If there is a change to the contract documents, then an addendum will be issued. If we are making information available such as questions/answers or posting as-built drawings on the procurement webpage, then we may issue a Notice to Bidders.
- How long does it take from the day we advertise a project until construction can begin? Short answer is about 2 months. Keep in mind that the day you submit your contract documents to Contracts Section is not the day a project will be advertised. If a complete set of project documents is submitted and no changes are necessary, then a project will advertise within 1-2 days of providing the complete set of contract documents. But all projects are unique and factors outside of the Departments control can impact the timeline of Advertising until boots on the ground construction work begins. A general milestone schedule looks like:

Generic Schedule Advertising to Award

Phase	Duration	Notes
Advertising	Min. 3 Weeks	Contracting Officer may approve a reduced timeframe
Bid Opening	1 day	2PM Wednesday or Friday. Typically on the same day unchecked bid results get posted on website and Confirming Letter sent to low bidder
Concurrence Memo (Recommendation Memo) with Design PM's Bid Analysis	Normally takes 1-5 days	<u>Duration can be much longer</u> if issues with funding or something else. Design PM, Project Control Chief, Highway Design Chief sign/initial
Notice of Intent to Award (NOI)	10 days	NOI issued upon execution of Concurrence Memo. NOI being issued starts the protest period (10 day duration)
Letter of Award (LOA)	1 day	Contractor has at least 15 days after NOI to submit documents/forms. After protest period ends and low bidder executes necessary forms LOA is issued by Contracts Section and Construction Section takes over project. Standard Specification 103-1.03 says bid award is usually within 40 days after bid opening.
Construction Section Issues NTP	?1-3 weeks?	Work can begin upon issuing Notice to Proceed (NTP). Construction will typically need to approve SWPPP and/or other project submittals prior to NTP, duration varies

-X. Addendum Format

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1. Addendum Identification.

Make addendum content bold and as noted below:

a. Deleted Text.

Deleting text in the as advertised document and not replacing it with new text:

- 1) Replace the text with: *****Deleted*****

b. Replacing Text.

Replacing text in the as advertised document:

- 1) Make bold the **replacement text**.
- 2) Do not say *****Deleted*****, followed by the **replacement text**.

c. Added Text.

Adding text in the as advertised document:

- 1) Make bold the **added text**.

d. Replacement Section.

When a Section in the as advertised document is extensively edited, replace the Section.

- 1) At the beginning, bold the specials' type identification:
 - a) **Special Provisions**
 - b) **Standard Modification**
- 2) At the end, bold the code:
 - a) **CR000-mmddyy, S/SE000-mmddyy** (Central Region and Statewide Special Provisions)
 - b) **E000-mmddyy** (Standard Modification)
- 3) Except as is typical to the specifications format, do not bold the text between 1) and 2).

2. Multiple Addendum.

- a. Addendum content is not directly identified with the addendum number.
- b. Identify current addendum content only, bold **text** or *****Deleted*****.
- c. Remove bold from the previous addendum content.
- d. Remove, *****Deleted*****, when not part of the current addendum.

3. Page Numbering.

Pages are typically printed each face, two sided printing.

a. Page Number Orientation.

Do not change the orientation of the page numbers from the as advertised document.

- 1) Typical orientation:
 - a) Front side is an odd number (Odd_{front})
 - b) Back side is an even number (Even_{back})

As advertised pages: Odd_{front}/Even_{back}

X. Addendum Format

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b. Added Pages.

1) Identify additional pages with alpha capitals, letters. 00-A, 00-B etc.

2) Modifications and additions requiring an odd number of added pages:

Adding an odd number of pages require the insertion of a blank page sequenced with the added addendum pages.

Add a blank page to keep the numbering orientation of the as advertised pages from reversing, as in: an odd number being placed on the back side of the page and an even number on the front side of the page.

Place on the added page, **Page Is Intentionally Blank**, centered in the page horizontally and vertically.

Example:

Add pages between page 17 and 18 (17_{Front}/18_{Back}); 18 and 19 (/18_{Back}, 19_{Front}/)

a) Two pages [even number of pages]:

17, 17-A, 17-B, 18 (17/17-A, 17-B/18)

18, 18-A, 18-B, 19 (/18, 18-A/18-B, 19/)

b) One/three/five... page(s) [odd number of page(s)]: *Requires adding a blank page*17, 17-A, 17-B, 17-C (17/17-A, 17-B/17-C, 17-D_{blank}/18)18, 18-A, 18-B, 18-C (/18, 18-A/18-B, 18-C/18-D_{blank}, 19/)4. Documentation.

Submit to Contracts for publication:

a. Pages printed single sided.

Relative to the as advertised document, both sides of a sheet/page accounting for added pages:

1) The side of the sheet with the modifications or additions, and

2) The opposing side, modified or added/not modified or added by the addendum