

Approved:

Effective: August 19, 2011  
Office: Specification and Estimates  
Topic No. 600-010-001-f



Department of Transportation

## **PREPARATION OF THE AUTHORIZATION / OFFICIAL CONSTRUCTION COST ESTIMATE AND CONTRACT BID REVIEW PACKAGE**

### **PURPOSE:**

To provide standard procedures for preparing the authorization and official construction cost estimates and bid review packages for Central Office Let (Class 1) construction contracts advertised for competitive bidding and considered for contract award.

### **AUTHORITY:**

Subsections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

### **SCOPE:**

This procedure describes the responsibilities and activities of the District and Central Estimates Offices in preparing the authorization and official construction cost estimates and bid review packages from proposal development through the bid review process. Individuals affected by this procedure include Central and District personnel involved with estimates, specifications, design, construction, contracts administration, work program, production management, federal aid, and the District Directors of Transportation Development.

### **REFERENCES:**

Subsections 337.168(1) and (3), F.S.  
Procedure No. 600-010-004, Technical Review Committee  
Procedure No. 600-010-006, Contract Awards Committee  
Plans Preparation Manual, Volume 1 – Chapter 20

### **DEFINITIONS:**

**Addendums:** Changes made to a proposal after advertisement but prior to the letting.

**Authorization Estimate:** Cost estimate used for federal authorization, advertisement, and WPA amount.

**Bid-Based Estimating:** Method of estimating in which historical bid data is used.

**Central Office Estimates:** Estimates Section of the State Specifications and Estimates Office.

**Central Office Project Review:** Project Review Section of the State Specifications and Estimates Office.

**Class 1 Contract:** Contracts let in the Central Office.

**Class 7 Contract:** Contracts let in the District Office.

**Contract Plans:** The signed and sealed documents prepared during the design phase and used by construction personnel to build a project.

**Cost-Based Estimating:** Method of estimating which uses material, equipment, labor costs, and production rates.

**Designer Interface:** Department developed program that interfaces with Trns\*port and is used by designers and estimators in loading pay item and quantity information into Trns\*port PES.

**District:** District and Turnpike Enterprise

**District Designer:** District Design Office or Turnpike Enterprise Office or Consultant staff who prepares the contract plans.

**District Estimator:** District Estimates Office or Turnpike Enterprise Office staff member who prepares the authorization/official estimate and contract bid review packages.

**District Project Manager:** Individual responsible, in the District or Turnpike Enterprise, for the contract plans development.

**Initial Contingency Amount:** Cost, as defined by **Section 7.4.6.1 of the Construction Project Administration Manual Topic No. 700-000-000**, added to the project for unforeseen work.

**Letting:** Receipt and processing of bids from contractors at a predetermined date and time for a specific listing of proposals.

**Materially Unbalanced:** A bid that generates reasonable doubt that award to that bidder would result in the lowest ultimate cost or, a switch in low bidder due to a quantity error.

**Mathematically Unbalanced:** A unit price or lump sum bid that does not reflect a reasonable cost for the respective pay item, as determined by the Department's mathematically unbalanced bid algorithm.

**Notice to Contractor:** A document that lists pay items with significantly unbalanced bids that requires an explanation and confirmation of the unit price bid from the contractor.

**Official Estimate:** Department's official construction cost estimate used for evaluating bids received on a proposal.

**Plans, Specifications & Estimate (PS&E):** The contract plans, specifications package and estimate submittal used for project authorization, advertisement, and letting.

**Project:** Planned construction activity with set limits and scope, as defined in the Department's Work Program.

**Proposal:** Project or group of projects prepared for construction cost estimating and bidding purposes.

**Revisions:** Changes made to a proposal after acceptance of the PS&E submittal by Central Office, but prior to advertisement.

**Specifications Package:** The signed and sealed document prepared for inclusion in the contract documents, which is comprised of special provisions, developmental specifications, supplemental specifications, and appendices.

**Significantly Unbalanced:** a mathematically unbalanced bid that is 75% lower than the statistical average.

**Statistical Average:** For a given pay item, the sum of all bids for that item plus the Department's Official Estimate which are then divided by the total number of bids plus one. This average does not include statistical outliers as determined by the Department's unit price algorithm.

**Trns\*port CES (Cost Estimation System):** A module in the Trns\*port system suite used by estimators as a tool for pricing construction proposals.

**Trns\*port LAS (Letting and Awards System):** A module in the Trns\*port system suite used for bid lettings and contract award.

**Trns\*port PES (Proposal and Estimates System):** A module in the Trns\*port system suite used to summarize the design related pay items and quantities on a proposal.

**Trns\*port System:** An AASHTO suite of software products that facilitates contract estimating, bidding, award, and construction administration.

**Work Program:** The statewide project specific list of transportation system improvements that meets the objectives and priorities of the Florida Transportation Plan.

**WPA (Work Program Administration):** Department mainframe database containing information such as project descriptions and location, estimated costs, and scheduled phases for all past and present department projects. WPA is a part of the Financial Management system.

## **GENERAL:**

This procedure begins with the receipt of contract plans and specifications package in the District Estimates Office and preparing the proposal in Trns\*port. The District Estimates Office prepares the authorization estimate and the official estimate. The official estimate is maintained in compliance with **Section 337.168(1), Florida Statutes**. After the Department's bid letting is held, post letting activities will begin in Central Office Estimates to prepare for bid reviews. The bid reviews are conducted by the District Estimates Offices and may include discussions with the contractors. The District Estimates Office prepares bid review documents as required to evaluate each contractor's bid. The bid review documents are forwarded to Central Office Estimates for review and preparation for the Technical Review Committee and Contract Awards Committee meetings.

## **1. PREPARATION OF PROPOSALS**

### **1.1 Proposal and Estimates System (PES)**

Trns\*port PES module facilitates the development of a proposal for cost estimating and bidding purposes. Trns\*port PES will be used by the District Estimates Office to create the proposal. The proposal may contain multiple projects, each of which contains its appropriate pay items and quantities by category.

### **1.2 Creating a Proposal**

District Estimators will create a proposal in Trns\*port PES with the project(s) characteristics and other pertinent information prior to the contract package due in Tallahassee (PS&E) submittal date to Central Office. Project(s) characteristics and other pertinent information are loaded as header information and as site records in Trns\*port PES. This includes, but is not limited to the project intent & scope and standard/special acquisition time. Instructions for creating a proposal are included in

the *Trns\*port System PES Production Users Document at the following web address:*

*([http://www.dot.state.fl.us/construction/trnsport/Maint%20Sm%20Users/trng\\_manual/Menus/PES%20Menu.pdf](http://www.dot.state.fl.us/construction/trnsport/Maint%20Sm%20Users/trng_manual/Menus/PES%20Menu.pdf)). Central Office Project Review will perform a cursory review of the proposal before transfer of control to Central Office Contracts Administration for advertisement.*

## **2. PREPARATION OF THE AUTHORIZATION AND OFFICIAL CONSTRUCTION COST ESTIMATES**

### **2.1 Federal and State Requirements**

A construction cost estimate will be completed within the timeframes for the appropriate activities on Production Management's and Contract Administration's Offices critical dates chart. The Federal and State requirements are as follows:

**2.1.1 Federal Aid Projects:** The authorization estimate will be completed by the contract package (PS&E) due date shown on the critical dates chart published by Production Management Office. The District Estimator makes the authorization estimate available to the Office of Construction, Federal Aid Management, Production Management and Contracts Administration Offices by posting it on a pre-determined server location. The Federal Aid Management Office requires that the budget (authorization) cost estimate be posted by the due date for Federal aid assembly of PS&E listed on the critical dates chart published by Production Management Office. The District Estimator will prepare the official estimate for all proposals after the authorization estimate has been posted.

**2.1.2 State Projects:** The authorization estimate will be completed by the contract package (PS&E) due date shown on the critical dates chart published by Production Management Office. For state funded proposals, the District makes the authorization estimate available to the Office of Construction, Federal Aid Management, Production Management and Contracts Administration Offices by posting it on a pre-determined server location. The District Estimator will prepare the official estimate for all proposals after the authorization estimate has been posted.

### **2.2 Plans and Specifications**

**2.2.1 Design Functions:** District Design and Consultant Project Management Offices are responsible for ensuring projects have been established in Trns\*port and that all pay items are updated to ensure consistency with the contract plans. Each District Design and Consultant Project Management Offices has access to the Department's Designer Interface, which is used for loading/maintaining pay items and quantities on projects. Prior to the contract package (PS&E) due date, the District Project Manager will make the plans available to the District Estimator. The District Estimator reviews the plans to determine if there are any special conditions or pay item notes that would affect the overall cost of the project or the cost of any individual pay item.

**2.2.2 Specifications:** The District Specifications Office provides information concerning those pay item tasks and/or materials which are altered for a particular job and, therefore, require special provisions or technical special provisions for items not listed in the Standard Specifications. The District Estimator will review these special provisions or technical special provisions to determine if there are any unusual conditions that will affect the cost of any individual pay item or the overall cost of the project.

## **2.3 Pay Item Unit Prices**

**2.3.1** District Estimators will verify with the District Project Manager or Designer that all work is represented by the pay items and quantities in the proposal. District Estimators will notify the appropriate District Project Manager/Designer of any discrepancies identified.

Trns\*port CES is the primary tool used in estimating pay item unit prices from historical bid data. In addition to Trns\*port CES, it is recommended the District Estimators use engineering judgment and estimating expertise/experience to refine pay item unit prices for a specific proposal. District Estimators should take into consideration the following issues when determining pay item unit prices:

- (1) Does the pay item contain costs for other work, as referenced by a plan note or specification, which would cause the unit price for this item to be higher than the computer-generated price?
- (2) Is the project in a remote area far enough away from the asphalt plant, concrete plant, and/or borrow pit sources, which would cause unit prices to be inflated due to haul distance?
- (3) Has liquid asphalt changed significantly in price, which would impact the unit price of asphalt pavement?
- (4) Does the pay item involve specialized work that has a very low production rate, which would increase the unit price?
- (5) Is larger than normal equipment required to do the work (such as driving piles or setting beams), which would increase the unit price?
- (6) Is the project located in an area that will require daily mobilization and/or demobilization or phased construction, which would increase the unit price?
- (7) Are contractors in the project vicinity overloaded with work?
- (8) Is innovative bidding being used on the proposal?

**NOTE:** *The above is not intended to be a complete list of considerations. The District Estimator should review other issues specific to the proposal being estimated.*

Prior to the letting, District Estimators should review and update unit prices (if necessary) on major items to address any recent cost trends.

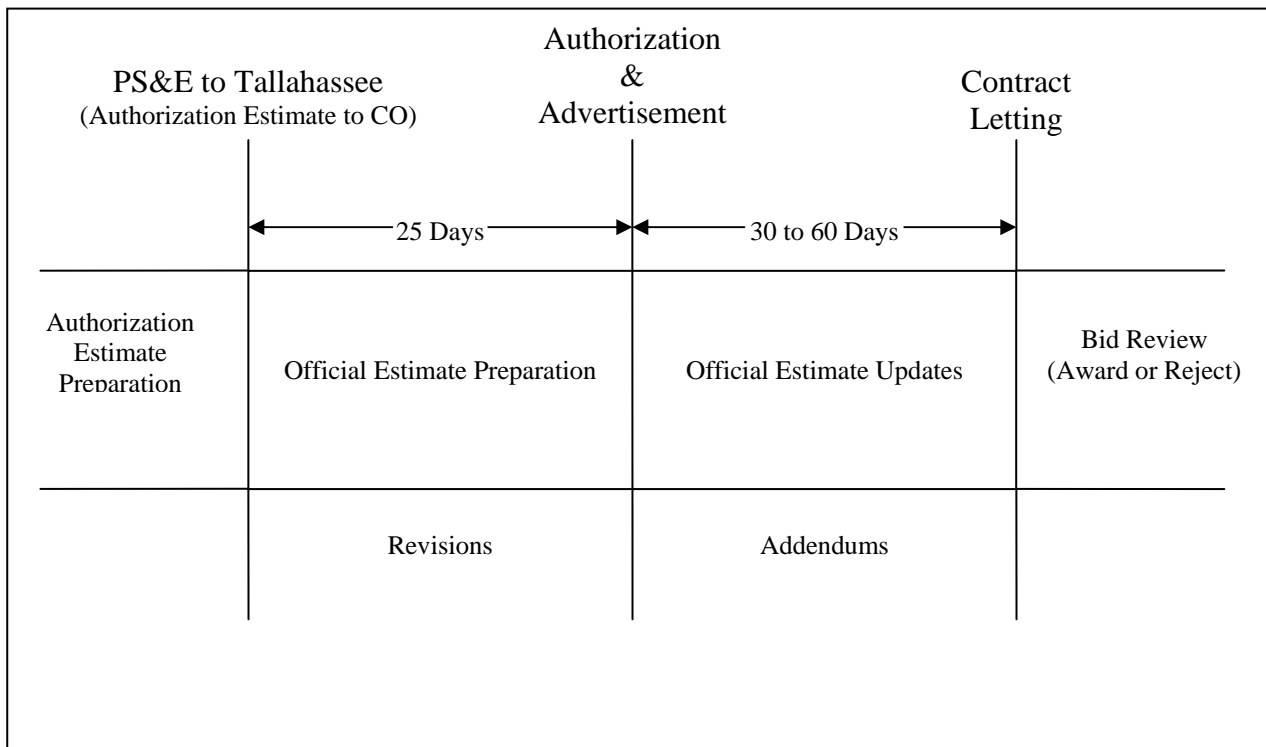
**2.3.2** The District Estimator may choose to use a cost-based estimating method to determine unit prices for certain pay items that are highly variable. Information on the use of this estimating method is available from Central Office Estimates.

## 2.4 Initial Contingency Amount

Initial contingency amount will be calculated based on the total proposal amount of the authorization estimate minus any amounts for speed/law enforcement officers, in accordance with the requirements of **Section 7.4.6.1 (Maximum Funding Limits)** in the **Construction Project Administration Manual (CPAM), Topic No. 700-000-000**. Funds will be encumbered based on the authorization estimate. No additional adjustments will be made to the initial contingency amount due to the official estimate or any revisions to the official estimate during advertisement.

## 2.5 Preparation for Advertisement and Letting

Below is a graphic of the cost estimating process from PS&E to contract letting:



The District Project Manager must ensure that the authorization estimate is entered into the Work Program. It is particularly important to update the Work Program before proceeding to contract advertisement for construction letting.

Preparation of the official estimate begins after the contract package (PS&E) due date. Control of the proposal shall be transferred to Central Office Project Review (email to CO-PROJREV) by close of business on the sixth working day before the advertisement date. Proposal control can be returned to the District as needed, for official estimate cost updates, up to five working days prior to the letting.

## **2.6 Revisions and Addendums**

### **2.6.1 Revisions**

All plan pay item and/or quantity changes made to the proposal after acceptance of the project by Central Office Project Review will require a revision memo. These changes should be made at the project level. When changes are complete, the District Estimator will need to regenerate section and line numbers on the proposal. The District Estimator will evaluate if changes are needed to the unit prices of effected pay items and revise accordingly.

### **2.6.2 Addendums**

All plan pay item and/or quantity changes made to the proposal after contract advertisement will require a revision memo. Central Office Contracts Administration will create an addendum header before transferring the proposal back to the District so that changes are made under the appropriate addendum header. The District Estimator will make all addendum changes at the proposal level. The District Estimator will evaluate if changes are needed to the unit prices of effected pay items and revise accordingly.

## **3. SECURITY OF THE OFFICIAL ESTIMATE**

### **3.1 Confidentiality of the Official Estimate**

The official estimate is confidential until contract execution in accordance with **Subsection 337.168(1), F.S.** It is recommended that the official estimate not be disclosed beginning with contract advertisement. This is usually 1-2 months prior to contract letting. If a contract bid is rejected, the official estimate will remain confidential until the project is no longer under active consideration.

**Note:** *The contractor's unit price bids are also confidential until the Department provides notice of an intended decision or until 30 days after the letting. If the Department rejects all bids and provides notice of the intent to readvertise, the rejected bids remain confidential until the Department provides notice of an intended decision on*



*the readvertised proposal or until the Department withdraws the proposal from active consideration. A bid proposal is not exempt for longer than 12 months after the initial Department notice rejecting all bids.*

### **3.2 Confidentiality of the Official Estimate in Trns\*port**

The official estimate will reside in the Trns\*port PES. Access to official estimates is restricted to a select group of authorized personnel. Authorized personnel is limited to District and Central Office Estimates personnel and as determined on an individual basis by Districts and Central Office Estimates personnel.

It is the responsibility of the Central Office Estimates PES Security Coordinator to ensure that the Trns\*port PES Security Coordinator role for District Estimates personnel is assigned to those District staff members who are required to develop official estimates and/or assign users to control groups. It is the role of the District Estimates Office PES Security Coordinator to ensure that access to the official estimate in Trns\*port PES is limited to only those who, by virtue of their designated responsibilities and functional area, are required to have access to it.

### **3.3 Other Considerations for Ensuring Confidentiality of the Official Estimates**

It is the responsibility of District and Central Office Estimates personnel to maintain confidentiality of the official estimates, logic for bid unit price evaluation computer programs, and outputs revealing the official estimate in accordance with **Subsections 337.168(1) and (3), F.S.** Official estimates must not be posted for public viewing or kept in any unsecured files. Official estimates must not match the respective project cost amount in Work Program or be revealed in any public documents prior to contract execution.

For purposes of contract review and award, members of the Technical Review Committees and Contracts Award Committees must have access to computer outputs revealing the Official Estimates after, but not before, the bid letting.

## **4. LETTING ACTIVITIES**

### **4.1 Pre-Letting Activities**

Two days prior to the bid letting, Central Office Estimates will compare the official estimates in Trns\*port PES to the official estimates in Trns\*port LAS. This comparison is done to ensure the correct official estimate for bid comparison is used in the letting. Central Office Contracts Administration and Districts are immediately notified by Central Office Estimates if there are any discrepancies.

## 4.2 Post-Letting Activities

**4.2.1** The ***Executive Summary of Letting*** report is produced by the Central and District Estimates Offices after notification by Contracts Administration that all bids have been loaded and verified in the Trns\*port database. This report sorts the bidders on each contract in order of their total bid and indicates the percentage difference between each of the bids and the Department's official estimate. In order to maintain its confidentiality, this report is only made available to specified Department personnel. All contract totals outside the automatic award criteria are reviewed and presented to the Technical Review and Contract Award Committees.

**4.2.2** Central Office Estimates personnel will send a request to complete a ***Form No. 600-010-02, District Response to Post-Bid Evaluation of Bids in Excess of Approved Award Criteria*** on all above tolerance contracts to the District Directors of Transportation Development and the District Estimates Coordinators on the Friday immediately following the letting. This form is to be completed and forwarded to Central Office Estimates by the following Friday (one week from requested date). The District's response will include a recommendation to award or reject and re-let, signed by the District Secretary or designee. This response will be included in the review package submitted to the Technical Review and Contract Award Committees. Exceptions to completing this form are contracts with a low bid greater than 15% above the official estimate, including post-bid adjustments and a budget amount greater than \$5 million dollars. Contracts meeting this requirement will not require a ***Post-Bid Evaluation, Form No. 600-010-02***. Evaluations for such exceptions will be handled in a separate correspondence from the appropriate District Secretary to the Secretary.

**4.2.3** The ***Unbalanced Items Report*** is generated by the District Estimator after notification by Contracts Administration that all bids have been loaded and verified in the Trns\*port database. This report flags pay items that are unbalanced or front-loaded based on the unit bid prices being above or below a tolerance value of the statistical average of all bids and estimate. The flagged pay items are forwarded to the District Design Project Managers or Designers for pay item and quantity verification. They review the computation book and check quantities of pay items identified for calculation errors. If a quantity or pay item is found to be in error, the District Project Manager and Designer calculates the correct quantity, or determines the correct pay item, and includes this information on the ***Unbalanced Bid Review Report*** for the District Estimator's review. The District Estimator re-calculates the bids based on the corrected quantities identified in the ***Unbalanced Bid Review Report***. If there is a switch in the low bidder after the bids have been recalculated, the bid may be considered materially unbalanced. In this case, the low bid will be further evaluated since it may not represent the lowest possible cost to the Department. Determination of the low bidder and recommendations to award or reject these proposals should be reviewed by a Central Office General Counsel representative during the Technical Review Committee and/or Contract Awards Committee meetings.

## 5. CONTRACT BID REVIEWS

A list of contracts requiring a desk review is generated by Central Office Estimates personnel after notification by Contracts Administration that all bids have been loaded and verified in the Trns\*port database. The appropriate Districts are notified by Central Office Estimates of specific contracts requiring a desk review. The District Estimators will use the ***Unbalanced Items Report*** to determine which pay items have a significant absolute plus or minus dollar difference between the low bid and the estimate. Once the pay items are identified, the District Estimator will contact the contractor. The pay items with significant differences are discussed with the contractor in a desk review and/or a field review.

### 5.1 Determination of the Contract Bid Review List

A desk review is required for the following contracts:

- (1) Low bid is 10% or higher above the official estimate for contracts in which the estimate is greater than \$500,000.
- (2) Low bid is 15% or higher above the official estimate for contracts in which the estimate is less than or equal to \$500,000.
- (3) Low bid is 25% or higher below the official estimate for all contracts.
- (4) Single-bidder contracts
- (5) Re-let contracts

In addition to the above, contracts that contain significantly unbalanced bids, such as penny bids, will be reviewed. These contracts will require an explanation of the unbalanced bid from the contractor. Materially unbalanced contracts will be reviewed also (see ***Section 4.2.3***).

Contracts that do not meet any of the above criteria will be considered as automatic award by the Contract Awards Committee.

A contract bid review list is generated and maintained by Central Office Estimates based on the criteria stated above.

### 5.2 Desk Review

A conference call is scheduled with the contractor to discuss pay items showing significant differences between the estimate and low bid amount (as shown on the ***Unbalanced Items Report***). It is imperative that bids are discussed with the respective contractor on all contracts requiring bid review so all pertinent information can be obtained for award consideration. The contractor is asked to substantiate their bid on

each of the pay items previously identified as having a significant difference. Detailed questions are asked to thoroughly understand the contractor's bid relative to the official estimate. After careful consideration of the contractor's explanation(s), the District Estimator will determine if a post-bid adjustment is needed for the official estimate.

Post-bid adjustments are made only if the official estimate contains quantity errors or unit prices that did not consider intricacies involved with the work. Quantity errors are entered on the quantity adjustment worksheet to determine if the change in quantity results in a switch in low bidder. Unit prices necessitating an adjustment will use the statistical average unit price as the basis for the adjustment, unless there are overriding circumstances for using a different price.

In addition to the above, single bid contracts will include explanations for why other proposal holders did not bid.

For all contracts that are re-let, the letting history will be included. Letting history will include the previous proposal number, letting date, official estimate, low bidder, low bid amount, and the total number of bidders.

Upon completion of the desk review, the District Estimator will prepare a detailed report for inclusion in the contract bid review package. The report will include a summary of the desk review findings and the results of the Unbalanced Bid Review Report and Notice to Contractor Report. The summary of desk review findings must include:

1. Name of the Department and contractor conducting the conference call;
2. Date and time of the conference call; and
3. Substance of the questions and responses of the contractor.

If a contract is being considered for rejection by the District due to a high bid, then the District Estimates Office will notify the low bid contractor and provide them with a brief explanation for the rejection. Notification to the contractor should be a phone call to the same person contacted for desk review information. This notification will take place at least two working days prior to any action taken by the Contract Awards Committee. The District Estimates Office will document this notification to the contractor in their desk review letter. This requirement will apply to all Class 1 and Class 7 construction contracts.

### **5.3 Field Review**

A field review may be held on the above tolerance contracts when discrepancies between the contractor's bid and the estimate are not resolved by a conference call. If a field review is conducted, the contractor is contacted by phone within five working days after the letting. After the date and location for the meeting is set, representatives from District Design, District Construction and District Estimates are notified and asked to attend. The field review results are included in the bid review package.

## 5.4 Notice to Contractor

Contracts with significantly unbalanced bids require the low bidder to sign a **Notice to Contractor Report** that is produced by the District Estimator. Pay items, quantities, unit prices, and other pertinent information described on the form for significantly unbalanced bids are identified and shown on the **Notice to Contractor Report**. The District Estimator will contact the contractor to obtain an explanation for each significantly unbalanced bid and record this explanation on the **Notice to Contractor Report**. The District Estimator will forward the completed form (preferably electronically) to the contractor for signing by the Contractor's Chief Estimator or Company Officer. If this form is forwarded in an electronic computer file format, a non-editable computer file format (such as Adobe PDF format) is required. Contracts are not considered for award until this form has been signed and successfully returned to the Department per the instructions on the form.

## 5.5 Secretary's Concurrence

**5.5.1** The requirements in **Section 5.5** apply to all Central Office and District contract lets with a low bid greater than 15% above the official estimate, including post-bid adjustments and a budget amount greater than \$5 million dollars.

**5.5.2** The **Form No. 600-010-02, District Response to Post-Bid Evaluation of Bids in Excess of Approved Award Criteria** is not required for contracts meeting the requirements in **Section 5.5.1**. The District Secretary or designee will provide a brief explanation for awarding the contract. Explanations will focus on engineering reasons to mitigate Department liability, critical safety issues, environmental requirements, and other significant factors. Contract bid information such as number of bidders and industry workload is not required.

**5.5.3** The Contract Awards Committee will review and make a recommendation to the Secretary on all contracts meeting the criteria in **Section 5.5.1**. Contracts recommended for award or for rejection are forwarded to the Secretary, Assistant Secretaries, and the appropriate District Secretary for final determination. The Technical Review Committee will not review these contracts.

## 5.6 Contract Bid Review Schedule for Class 1 Contracts

### Contract Bid Review Process Schedule Class 1 Contracts

Timeframe	Proposed Activity Schedule	Responsibility
Day 0 (Wed)	Bids received. Review letting results.	Central & District Estimates Office
	Prepare bid review list. Send out post-bid letter.	Central Office Estimates
Day 1 (Thu)	Arrange phone conference or meeting with contractor.	District Estimates Office
	Begin desk review letter header information (example: scope, low bid, estimate, number of bidders, etc).	District Estimates Office
	Verification of bid data.	Central Office Contracts Administration
Day 2 (Fri)	Begin quantity verification with design (unbalanced bids).	District Estimates Office
	Prepare list of items to discuss with contractor.	District Estimates Office
Days 3 & 4 (Sat/Sun)	Weekend	
Days 5 -7 (Mon - Wed)	Reviews items with contractor. Prepare desk review letter.	District Estimates Office
Day 8 (Thu)	Complete desk review letter and other analysis/documentation needed for bid review.	District Estimates Office
	Email desk review letter, notice to contractor form, unbalanced bid review by designer & post-bid evaluation to Central Office Estimates.	District Estimates Office
Day 9 (Fri)	Review bid review packages and post on SharePoint for Technical Review and Contract Awards Committees members.	Central Office Estimates
Day 10 & 11 (Sat/Sun)	Weekend	
Day 12 (Mon)	Review bid documents on SharePoint	Technical Review & Contract Awards Committees
Day 13 (Tue)	Technical Review Committee meeting @ 2:00pm	Central Office Contracts Administration & Central Office Estimates
Day 14 (Wed)	Contract Awards Committee meeting @ 1:00pm	Central Office Contracts Administration & Central Office Estimates
Day 14 (Wed)	Post award notice	Central Office Contracts Administration

## **6. CONTRACT BID REVIEW PACKAGE**

### **6.1 Bid Review Package**

A complete bid review package will consist of the following:

- (1) Desk Review Letter
- (2) Unbalanced Items Report
- (3) Unbalanced Bid Review Report (including quantity adjustment worksheet if applicable)
- (4) Notice to Contractor Report
- (5) Form No. 600-010-02, District Response to Post-Bid Evaluation of Bids in Excess of Approved Award Criteria
- (6) Any other pertinent document(s)

The contract bid review package is forwarded to Central Office Estimates for review. Central Office Estimates will maintain and secure the bid review packages.

### **6.2 Distribution of Bid Review Package**

The bid review package is maintained by Central Office Estimates. All documents in the bid review package are posted on a secured web site to ensure confidentiality. A bid review package for all contracts requiring a bid review will be made available to each member of the Technical Review and Contract Awards Committees by Central Office Estimates.

## **7. TECHNICAL REVIEW COMMITTEE MEETING**

In the event a proposal needs a review, the State Estimates Engineer and the Contracts Administrator will conduct a Technical Review Committee meeting approximately 13 days after the letting. The committee will discuss all pertinent factors concerning the low bid and make a recommendation to award or reject the contract. These procedures are covered in ***Procedure No. 600-010-004, Technical Review Committee.***

## **8. THE CONTRACT AWARDS COMMITTEE MEETING**

The results of the Technical Review Committee meeting are presented by the Technical Review Committee chairperson to the Contract Awards Committee approximately 14 days after the letting. The Contract Awards Committee will make an official decision to award or reject the contract. These procedures are covered in ***Procedure No. 600-010-006, Contract Awards Committee.***

## **9. TRAINING**

None required, but the following training is recommended:

**9.1** Introduction to Trns\*port PES/CES training course (TRESS course number AT-05-0008 is provided for District Estimates staff only. Central Office Estimates will provide this training to the Districts.

**9.2** Basis of Estimates and Proposal Summary of Quantities course (TRESS course number BT-05-0116) is recommended for designers. Central Office Estimates will provide this training to District staff and consultants.

**9.3** Contract Bid Review training (TRESS course number BT-05-0134) is provided for District Estimates staff only. Central Office Estimates will provide this training to the Districts.

## **10. FORMS**

The following form is located in the Department's Forms Library:

- Form No. 600-010-02, District Response to Post-bid Evaluation of Bids in Excess of Approved Awards Criteria

Note: The following reports are located in STARS (State Transportation Adhoc Reporting System):

- Unbalanced Bid Review Report
- Notice to Contractor Report