

Approved:

Department of Transportation

Effective: August 19, 2011
Office: Specifications and Estimates
Topic No. 600-010-006-h

CONTRACT AWARDS COMMITTEES

PURPOSE:

This procedure describes the responsibilities of the Central/District Contract Awards Committees in determining whether or not to award construction and maintenance contracts (class 1 and class 7).

AUTHORITY:

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

SCOPE:

Individuals affected are District Secretaries, Chief Engineer, District Directors of Transportation Development, District Directors of Transportation Operations, Central/District Contracts Administration Managers, Central/District Estimates Engineers, Director Office of Design, Director Office of Construction, District Construction Engineers, District Traffic Operations Engineers, and District Maintenance Engineers.

REFERENCE:

Subsections 334.044(7), (29); 337.11(4); 337.168(1) and (3), F.S.
Procedure No. 600-010-004, Technical Review Committee
Procedure No. 600-010-001, Preparation of the Authorization / Official Construction Cost Estimate and Contract Bid Review Package

DEFINITION:

District: District and Turnpike Enterprise

GENERAL:

The Contract Awards Committee will consider the recommendations of the Technical Review Committee, as described in **Procedure No. 600-010-004, Technical Review Committee**, prior to making a decision to award or reject bids. The decision reached by the Contract Awards Committee will be the Department's official decision except as noted in **Section 5.5.3**

of Procedure No. 600-010-001, Preparation of the Authorization / Official Construction Cost Estimate and Contract Bid Review Package.

1. MEMBERSHIP

Members that comprise the Central Office Contract Awards Committee (for Central Office let contracts) and the District Contract Awards Committee (for District let contracts) are as follows: (Each is a voting member unless otherwise noted.)

1.1 Central Office

- (a) Chief Engineer, Chairperson*
- (b) District Secretary*
- (c) Central Office Director*
- (d) Contracts Administration Manager or designee (non-voting)
- (e) State Estimates Engineer or designee (non-voting)
- (f) Chairperson, Technical Review Committee or designee (non-voting)

Central Office General Counsel may attend these meetings as an advisor.

*Substitutes for voting members above will be as selected by chairperson.

1.2 District Office (suggested Members)

- (a) District Secretary, Chairperson
- (b) District Director of Transportation Operations
- (c) District Director of Transportation Development
- (d) District Maintenance Engineer (non-voting)
- (e) District Traffic Operations Engineer (non-voting)
- (f) District Construction Engineer (non-voting)
- (g) District Estimates Engineer (non-voting)
- (h) District Contracts Administration Manager (non-voting)

Central Office General Counsel may attend these meetings as an advisor.

The District Contract Awards Committee's actual membership will be determined by each District.

2. DUTIES OF THE CONTRACT AWARDS COMMITTEE

- 2.1** The Central/District Contract Awards Committees shall meet approximately 14 calendar days after the monthly letting to assess the recommendations made by the Technical Review Committee or at the call of the chairperson for any other reason.

2.2 The chairperson shall document each action by the Contract Awards Committee and shall determine by majority vote of its voting members the official decision. The Contract Awards Committee will then document each decision. The chairperson will sign the minutes giving concurrence of the decisions of the Contract Awards Committee and provide the Central/ District Contracts Administration Manager an original signed copy of the minutes. This memo shall contain the following information:

- (a) Proposal Number
- (b) Financial Project Number
- (c) District Number
- (d) Federal Aid Project Number
- (e) Circumstances which caused the proposal to be reviewed
- (f) A summary of the bid review documents presented on each proposal
- (g) The official decision of the Central/District Contract Awards Committee

2.3 Minutes of the Contract Awards Committee will be taken. All references to the official estimate and percentages relating to the official estimate contained in these minutes are confidential until the contract is executed or the proposal is no longer under active consideration pursuant to **Subsection 337.168(1), F.S.** These references to the official estimate and percentages relating to the official estimate shall be redacted from the minutes of the Contract Awards Committee, prior to release pursuant to a public records request. This is required until the contract is executed or the proposal is no longer under active consideration.

2.4 Each member of the Contract Awards Committee shall be responsible for maintaining the confidentiality of the official estimate in their copy of the minutes of the Contract Awards Committee until the official estimate is no longer deemed confidential pursuant to **Subsection 337.168(1), F.S.** These minutes shall be maintained for 25 years by the chairperson of the Central Office Contract Awards committee and by the District Contracts Administration Manager on District proposals.

2.5 Each member of the Contract Awards Committee shall sign a **Conflict of Interest Certification Technical Review / Awards Committee Low Bid Projects, Form No. 375-030-50** to document that they do not have a conflict of interest with any of the contractors being evaluated.

3. TRAINING

None Required

4. FORMS

Form No. 375-030-50, Conflict of Interest Certification Technical Review / Awards Committee Low Bid Projects