

Approved:

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DocuSigned by:

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Department of Transportation

CONTRACT AWARDS COMMITTEE

AUTHORITY:

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

REFERENCE:

Sections 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 Analysis

PURPOSE:

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

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.

DEFINITIONS:

District(s): FDOT Districts and Turnpike Enterprise

Official Estimate: Construction cost estimate used for evaluating bids received on a proposal and protected by Section 337.168(1), Florida Statutes.

Technical Review Committee (TRC): Refer to *Procedure No. 600-010-004, Technical Review Committee.*

RESPONSIBILITIES:

The Contract Awards Committee (CAC) will consider the recommendations of the Technical Review Committee (TRC), 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 CAC will be the Department's official decision except as noted in *Section 5.5 of Procedure No. 600-010-001, Preparation of the Official Construction Cost Estimate and Contract Bid Review Analysis.*

PROCEDURE:

1. MEMBERSHIP

Members that comprise the Central Office CAC (Class 1 contracts) and the District CAC (Class 7 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) Manager, Contracts Administration or designee (non-voting)
- (e) State Estimates Engineer or designee (non-voting)
- (f) Chairperson, Technical Review Committee or designee (non-voting)

Office of General Counsel should attend these meetings as an advisor.

*Substitutes for voting members above will be as selected by the 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 or designee (non-voting)
- (e) District Traffic Operations Engineer or designee (non-voting)
- (f) District Construction Engineer or designee (non-voting)
- (g) District Estimates Engineer or designee (non-voting)
- (h) District Contracts Administrator or designee (non-voting)

Though the District CAC's actual membership will be determined by each District, the Office of General Counsel should attend these meetings as an advisor.

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

2. DUTIES OF THE CAC

- 2.1** The Central/District CAC shall meet approximately 14 calendar days after the monthly letting to assess the recommendations made by the TRC or at the call of the Chairperson for any other reason.
- 2.2** The Chairperson shall ensure documentation of each action by the CAC and shall determine by majority vote of its voting members the official decision. The Chairperson will sign the minutes giving concurrence of the decisions of the CAC 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 analysis documents presented on each proposal
 - (g) The official decision of the Central/District CAC
- 2.3** Minutes of the CAC 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 **Section 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 CAC, 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 CAC 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 **Section 337.168(1), F.S.** These minutes shall be maintained for 25 years by Central Office Estimates on Class 1 contract proposals and by the District Contracts Administration Manager on Class 7 contract proposals.
- 2.5** Each member of the CAC shall sign a **Conflict of Interest/Confidentiality Certification Technical Review / Awards Committee for Low Bid Projects, Form**

No. 375-030-50 to document that they do not have a conflict of interest with any of the bidders being evaluated.

3. TRAINING

None Required

4. FORMS

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

375-030-50, Conflict of Interest/Confidentiality Certification Technical Review / Awards Committee for Low Bid Projects