

APPENDIX I STEPS IN PROCESSING INFORMAL BIDS CONTRACT

BEFORE SUBMITTAL TO DES-OE:

1. If the Department deems that it is in the best interest of the State for the informal contract to include a **same day award** provision, the District **must** do the following before submittal of the project to DES-OE:

1.1

- a. The District Director must make a request to Office of Business and Economic Opportunity (OBEO) and justify a "zero" DBE or DVBE goal.
- b. OBEO approves or denies the request.
- c. If approved, DES-OE will assign a "zero" goal.

1.2

- a. The project manager through the Director's Order, requests the capital allocation be made through the G-11 process, CTC vote, or Maintenance.

AFTER SUBMITTAL TO DES-OE:

2. DES-OE Independent Quality Assurance (IQA) Engineers will not prepare a DCR memo.
3. Informal Coordinator assigns the project.
4. Informal Coordinator provides the "Informal Contract Tentative Schedule" to affected group.
5. BEES is locked after receipt of the "Informal Contract Tentative Schedule." See Step 24 for BEES processing through Contract Awards.
6. Scheduling keys in the advertisement and bid opening dates in the Project Database after receipt of the "Informal Contract Tentative Schedule."
7. IQA Engineers process informal project to meet the "Informal Contract Tentative Schedule."
8. IQA Engineers obtain project plans from [Project Plans Unit \(PPU\)](#).

9. IQA Engineers copy District SSPs and supporting documentation from submittals folder on the OE Fileserver into their own working folder.
10. IQA Engineers review the District PS&E's conformance to Section 1.3.6 of the CCD Guide and Section 6 of the RTL Certification. DCC will be developed from this verification.
11. IQA Engineer post their comments in DCRD.
12. IQA Engineers key in DCC dates in the Project Database when all comments have been posted. The latest of these dates is the actual DCC date.
13. IQA Engineers send the "Notification of DCC" memo to the District OE and the personnel listed in the "Notification of DCC" memo.
14. The dates for "Notification of DCC" memo and DCC in the Project Database should be the same.
15. District responds to the comments in the DCRD. Every comment must have a posted response. District will e-mail IQA Engineers and Informal Coordinator when all responses are posted.
16. IQA Engineers verify that all responses are complete and incorporate the revisions in the project plans, BEES and special provisions.
17. IQA Engineers resolve each completed comment thread in the DCRD. The resolution of comment/reply constitutes agreement that the issue is resolved.
18. IQA Engineers key in respective DR dates in the Project Database. The latest of these dates will become the actual DR date. Note: DES-OE will not enter a DR date until all comments are resolved, NSSPs approved, and district submits applicable permits and agreements, PCE, electronic information handouts and cross sections, RR clauses/memo, Right of Way Certification, Environmental Certification, and PE seal sheets.
19. IQA Engineers will:
 - a. Incorporate the specialty project plan redlines and revised or added SSP's.
 - b. Provide the completed redlined project plans with the Index, Sheet Number and Plans Approval date to PPU for delineating redlines.
20. After delineation, PPU will provide the IQA Engineers with a hardcopy for verification (proofing) and for any green lines. The final plans will be posted on the advertised projects website.

21. IQA Engineers key in the DCR date in the database. If the specialty engineers are involved, the latest of the date becomes the actual DCR date.
22. If the District requests RTL certification, the Scheduling unit will be responsible for RTL Certification and Project Database updates.
23. The BEES will be processed:
 - a. Contract Awards locks the BEES and sets the goals after receipt of the "Informal Contract Tentative Schedule." This is pending Office of Federal Resources determination of whether the contract will be "NO FED AID" or Federally funded.
 - b. Contract Awards provides a copy of the BEES to the IQA Engineer.
 - c. IQA Engineers redline the provided copy per review of the PS&E. IQA Engineers to contact the Informal Coordinator if there are major revisions to the estimate. The IQA Engineer is the Task Manager for the completed red-lined BEES.
 - d. IQA Engineer puts red-lined BEES in the "Estimate box" in Contract Awards no later than 2 days before project is "due to typing." Contract Awards will assign one time item codes, and do other tasks as required.
 - e. Contract Awards gives back the BEES with the one item time codes indicated in the BEES to the IQA Engineer 1 day before the project is "due to typing." This is the so-called "Green-lined BEES."
 - f. IQA Engineers proof the "Green-lined BEES" and returns to the "Estimate box" in Contract Awards.
 - g. Contract Awards gives the original "Green-lined BEES" to BBAU on the day it is "due to typing." This will be the final and tagged copy in the Job File.
24. IQA Engineer places the SSP's, PE Seals, XS, Contractor list, and IH (if applicable) in the "Informal" folder in the "Due to Typing" folder. IQA Engineer sends an e-mail to "DES-OE Addenda" with a cc to the Informal Coordinator. This email informs BBAU that an informal contract documents has been placed in the due to typing folder.
25. BBAU e-mails the Notice to Bidders and Special Provisions (NTB&SP) and Bid Books to the Informal Coordinator for editing.
26. Informal Coordinator edits the NTB&SP and Bid Books and returns back to BBAU.

27. BBAU incorporates the edits, prints the books and gives to the IQA Engineer to proof read. BBAU will also give the "Green-lined BEES" to the IQA Engineer.
28. IQA Engineers proof the "Green-lined BEES," NTB&SP and Bid Books, make revisions and return back to BBAU. All revisions to the "Green-lined BEES" must go back to Contract Awards for incorporation; otherwise the BEES system will have errors.
29. BBAU incorporates revisions and prints a final copy. BBAU gives the hard copy of the final NTB&SP and Bid Books to the IQA Engineer.
30. IQA Engineer provides the following documents to BBAU for electronic advertisement:
 - a. Final Notice to Bidders and Special Provisions
 - b. Final Bid Book
 - c. IH if applicable (will be handled by BBAU as provided in Step 25)
 - d. Project plans
 - e. List of contacted contractors
31. BBAU posts the following electronic documents:
 - a. Notice to Bidders and Special Provisions
 - b. Project plans
 - c. Information Handout, if applicable
 - d. Federal Wages, if federal aid project
 - e. Cross sections, if provided
32. BBAU will email the Final Bid Book to the List of contacted contractors.
33. Project is advertised.
34. Scheduling will:
 - a. Pull the Bid Items List from the "Weekly-Estimate" in the "Informal" folder located at (\\Stfmcaddm02\hqoevo\BBU Adden Prep)
 - b. Post the Bid Items List in the Advertised Projects Web site
35. If an addendum is requested, follow the procedures in the addendum manual.

36. Informal project bids are opened and the contract is awarded to the lowest responsible bidder on the same day or within 10 days of bid opening depending on the requirements of the provisions.