

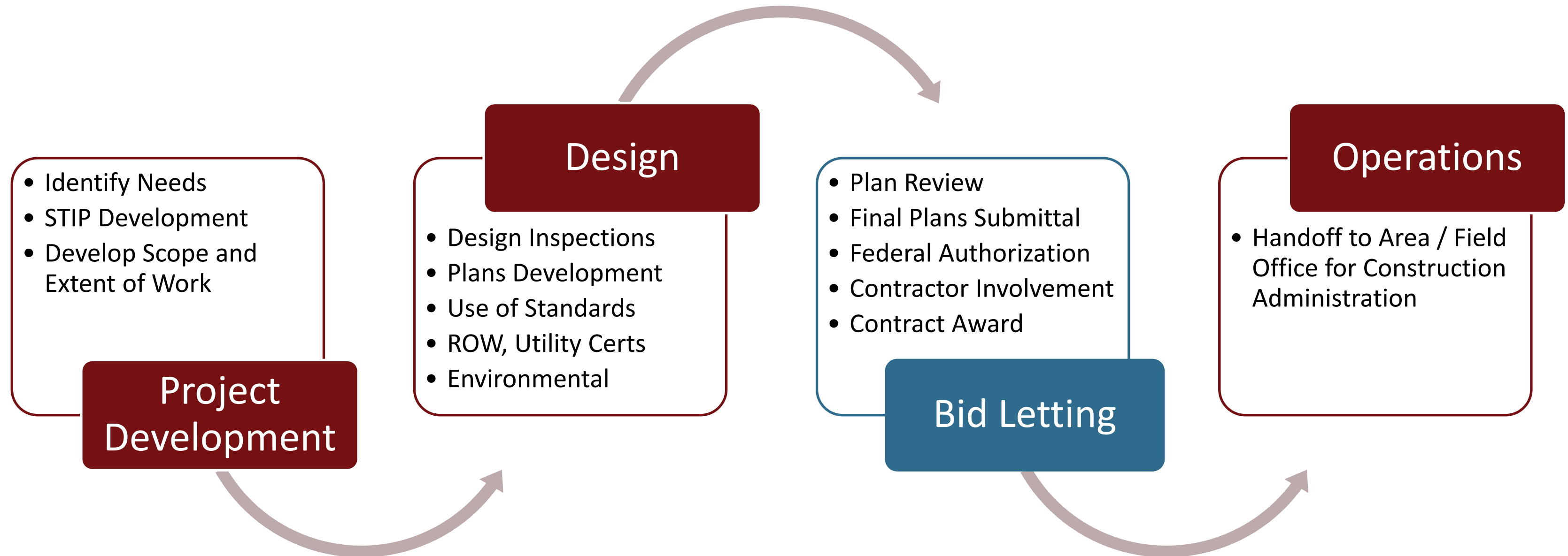
Bid Letting Process

Office of Project Development

SDDOT Division of Planning and Engineering

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION

Bid Letting within Lifecycle of a Project



Process Summary – Bid Letting

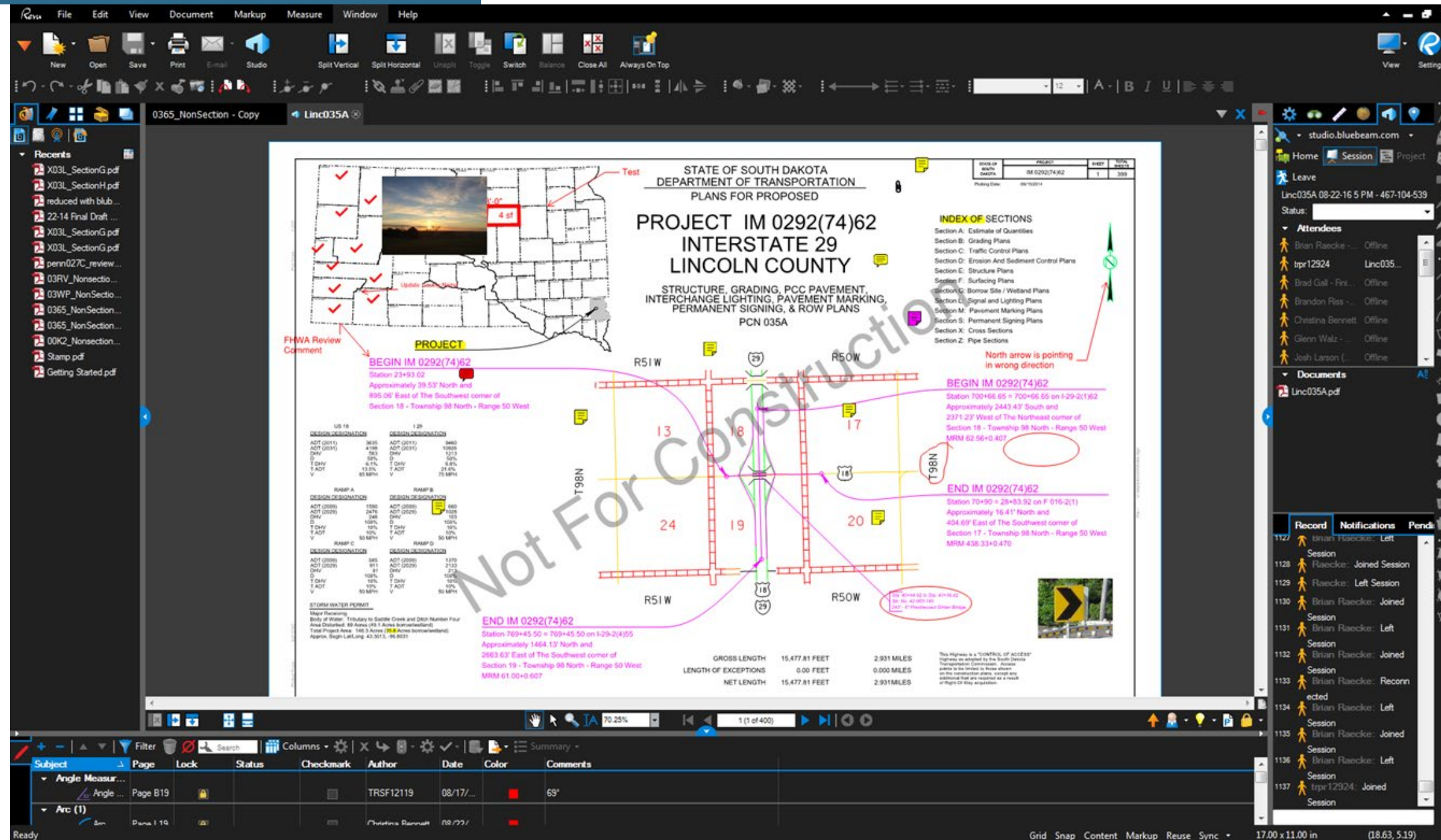
- Construction Plan Review
- Final Construction Plans Submittal
- Schedule Projects For Letting
- Prepare Engineer Estimates
- Prepare Contract for Bidding
- Bid Advertisement & Fielding Contractor Questions
- Conduct Bid Opening and Post Bid Analysis
- Commission Consideration for Award
- Notice to Proceed

Construction Plan Review

- Electronic Construction Plan Review typically conducted 4-7 months in advance of the Letting
 - Collaborative Review involving multiple offices
 - Conducted via Bluebeam (web-based real-time)
- Review Comments addressed by the Project Manager and Design Team

FINAL PLAN REVIEW - BLUEBEAM

Interactive plan review by all pertinent personnel



Bid Letting Timeline



Final Plans Submittal

QA Review
Prepare Engineers Estimate
FHWA Funding Agreement (292)

3.5 Weeks Estimated Timeframe



PS&E Submittal & FHWA Review

Prepare Bid Package

- Plans
- Provisions
- Contract Documents

2 Weeks



Advertise Plans & Specifications

Q&A
Addenda

3.5 Weeks



Bid Opening & Analysis

Review Bids
Transportation Commission

1-3 Weeks



Notice to Proceed

Award Contracts

- 30 days

Execute Contract/Notice to Proceed

- 20 days

Why is a QA review needed?

Projects need a secondary review as changes from review often affect other sections of plans creating a domino effect.



Addenda and CCO's can be rampant. We need to eliminate issues before releasing them to contractors.

PLAN ERRORS = HIGHER PROJECT COSTS



Scheduling Projects for Letting

- Schedule Project within the Bid Letting System approximately 3 - 5 months prior to the Bid Opening
- Publish and Maintain Anticipated Letting Schedule
- Factors
 - Final Plans Delivery
 - ROW/Utility/Airport/Railroad Certifications
 - Environmental Clearances
 - Coordination with other projects
- Balance lettings to achieve competitive bids

RELEVANT HISTORIC BID DATA

LOCATION/SIGHT
CONDITIONS



MARKET PRICES



MATERIAL
AVAILABILITY/
QUANTITIES



PRODUCTION
RATES & TIMING



ENGINEERS ESTIMATES

FACTORS TO CONSIDER

SD
DOT

STIP Estimate vs Engineer's Estimate

- **STIP Estimate = Planning Estimate**
 - High Level Estimate done at time the project is scoped and programmed and updated annually
 - Based on Scope of Work
 - Unknowns/Variables: Quantities, Geotechnical Findings, Phasing, Scope Revisions, Extent of Utility, ROW, Environmental Impacts, Site Conditions, Market Conditions
- **Engineer's Estimate**
 - Detailed Estimate based on Final Construction Plans (sometimes 300+ individual Bid Items)

Contract Preparation

- Prequalification
 - Prospective bidder must be prequalified in accordance with Administrative Rule 70:07:02
- Subletting
 - 23 CFR 635.116 Prime Contractor must perform 30% of the work
- Disadvantaged Business Enterprise (DBE)
- TERO
- Federal Requirements: FHWA 1273, Davis-Bacon, etc.
- Special Provisions

Bid Advertisement

- Advertise upon FHWA Approval of Project Funding Agreement (PS&E Package)
- Advertise Construction Plans and Bid Proposal Package 3.5 weeks (26 days) prior to bid opening

Bid Advertisement

[Advertisement of Highway Bid Letting](#)
[As Checked Bid Results](#)

[SDEBS Log In](#)

Log in to SDEBS to place your company on the plan holders, to access bid files, and to prepare/submit your bid.

The Transportation Commission is expected to take action on these items at their meeting on September 10, 2026. Bid abstracts will be posted once all contracts in the letting are executed, approximately 6 weeks after the bid opening. Once bid abstracts are posted, construction plans will no longer be available for viewing or printing through the Department's website. The successful low bidder will be provided 10 complimentary sets of plans along with a disc to use as needed.

Projects Available for Bidding		
Item #	Contract Information	Plans
1	P 6542(04) - Grading, PCC Surf, C&G, Storm Sewer - PCN - 09V7 Belle Fourche Area 1 - addendums for this contract 13 - questions for this contract <u>Contract Status: Awarded</u> <u>Work Type 2 or Work Type 3 or Work Type 12</u> <u>Plan Holder List</u> <u>Special Provisions</u> <u>Project Q&A</u> <u>View Addenda</u>	<u>SectionA.pdf</u> <u>SectionB.pdf</u> <u>SectionC.pdf</u> <u>SectionD.pdf</u> <u>SectionF.pdf</u> <u>SectionS.pdf</u> <u>SectionX.pdf</u> <u>SectionZ.pdf</u>
2	BRO-B 8055(36) - Structure & Approach Grading - PCN - 09MJ Watertown Area 0 - addendums for this contract 0 - questions for this contract <u>Contract Status: Awarded</u> <u>Work Type 9</u> <u>Plan Holder List</u> <u>Special Provisions</u> <u>Project Q&A</u> <u>View Addenda</u>	<u>NonSection.pdf</u>

Q&A Forum & Addenda

Questions and Answers For:
P 6542(04) - Grading, PCC Surf, C&G, Storm Sewer - PCN - 09V7

Ask a New Question

The forum is now closed. No further questions or answers will be posted.

Please refer to the following link for rules and information regarding the Q&A Forum: [Q&A Forum Information](#)

The department may post questions and answers until 10:00 am CT on 9/1/2026 at which time the forum will be closed.

[Printer Friendly Version](#)

Date Submitted:	8/25/2026 3:17:00 PM	Company:	Core & Main
Question #6			
What size is the existing watermain that needs to have a vertical adjustment on plan page B47? I didn't see this one specified, where the 6 other lowerings shown on the plans had an existing watermain size indicated.			
Answer	Date Answered: 8/26/2026 3:28:55 PM		
The existing watermain requiring the vertical adjustment on Sheet B47 is a 6-inch Plastic/PVC watermain.			

Date Submitted:	8/25/2026 3:18:27 PM	Company:	Core & Main
Question #7			
I'm wondering if the plans have enough bend fittings called out for the watermain lowerings. Only one out of the seven has 4 - bend fittings called out, and the other six only have two called out for each lowering. It seems like 4 bend fittings will be needed for each watermain lowering in order to bring the watermain down, but then also bring it back up to connect to the existing pipe.			
Answer	Date Answered: 8/26/2026 3:41:04 PM		
The watermain adjustment bend location(s) shown in the plan view(s) were intended only to help visualize where the vertical adjustments are located. Please refer to the water main lowering detail on sheet B52 for additional information. Per water main lowering plan note on sheet B10: All costs to lower the water main at necessary crossings included but not limited to, furnishing, installing piping, bends, and restraints will be included in the contract unit price per each for "Water Main Lowering".			

Checklist for Bid Submission

PCN: 0ACX

Project: IM 0902(194)109

Letting Date: 10/7/2026

Project DBE Goal: NONE

Addendum: 0

Total Bid for Award Consideration = \$39,597.00

View

Edit

✓ Bid Item Detail - Bidder has completed all required fields

View

Edit

✓ Bidders List - Bidder has certified as complete

View

Edit

✓ Bid Item Detail - Bidder has completed all required fields

View

Edit

✓ Addenda - No addenda issued to date

Q&A Forum and Addenda Acknowledgement

Project Item Bid Detail

PCN(s): 0ACX

Project(s): IM 0902(194)109

Location: I90 W - Fm Exit 107 (Cedar Butte Rd) to Exit 131 (SD240)

Improvement: Interstate Fence

County(s): Pennington

Letting Date: 10/07/2026

Time Until Opening : **15 Days 11:20:28**

Project DBE Goal: NONE

Prequalification Classification: Work Type 13

10 of 10 available fields have been entered

Total Bid For Items: \$39,597.00

Save

No Unit Price Entered		Unit Price Entered	Alt. Item - Editable	Alt. Item - No Edit	Fixed Price Item	Addenda Item
Line #	Item Nbr	Item Description	Unit	Quantity	Unit Price	Unit Price * Qty
1	009E0010	Mobilization	LS	1.000	10,000.00	\$10,000.00
2	009E1000	Incentive/Disincentive Pay	Day	0.000	1,000.00	\$0.00
3	009E4100	Construction Schedule, Category I	LS	1.000	1.00	\$1.00
4	100E0100	Clearing	LS	1.000	1.00	\$1.00
5	110E0600	Remove Fence	Ft	5,400.000	1.00	\$5,400.00
6	110E0605	Remove Chain Link Fence	Ft	8,190.000	1.00	\$8,190.00
7	621E0160	6' Chain Link Fence with Tension Wired Top	Ft	15,970.000	1.00	\$15,970.00

Sam Weisgram Submitted 010018_004652_20261007.txt Sep 21 2026 10:44PM for PCN: 0ACX Project: Item 1 - IM 0902(194)109 Letting Date: 10/07/2026

Sam Weisgram Withdrew 010018_004652_20261007.txt Sep 21 2026 10:44PM for PCN: 0ACX Project: Item 1 - IM 0902(194)109 Letting Date: 10/07/2026

BID OPENINGS

PREQUALIFICATION STATUS

Prequalified for specified work type

Prequalification has not expired

BIDDING CAPACITY

Maximum bidding capacity – amount of outstanding work

Per contract amount

BID PROPOSAL GUARANTY

A security to guarantee the bidder will enter into contract if the bid is accepted.

Bid Bond - 5% of the total amount of the bid

Post Bid Opening

- Check for Good Standing
 - Secretary of State, Department of Revenue
- DBE & GFE Documentation
- Bid Analysis
 - Compare Unit Prices (bid vs. estimate)
 - Justify/Understand Difference & Evaluate for Unbalancing
 - Collaborate with Stakeholders
 - Internal Staff, Consultants, Local Governments, etc.
 - Identify and evaluate potential project/plan revisions
 - Learn through experiences and document findings

BID ANALYSIS/PROJECT RECOMMENDATION

Transportation Commission Meeting

- Regular meeting fourth Thursday of every month
- Scheduled conference calls
- Listen Live (<http://boardsandcommissions.sd.gov>)

Recommendation to Transportation Commission

- Urgency of project
 - Options for re-letting
 - Justification for Pricing
 - Concurrences (City, County, FHWA)
 - Bids 10%+ above estimate requires justification
-
- SDCL 31-5-10: Contracts for all highway construction must be approved by the Commission



Notice of Award to the Low Bidder

- Project Award must occur within 30 calendar days of opening
- Award Packet
 - Letter of Award with Instructions for Execution
 - Bonding & Insurance requirements
 - Fuel Adjustment Affidavit
 - Other Required Forms, etc.

Contract Execution and Notice to Proceed

- Contractor: 20 calendar days to return the completed contract
 - Signed and Notarized Affidavit
 - Performance Bond
 - Fuel Adjustment Affidavit
 - Certificate of Insurance
- Department: 15 calendar days to execute and issue Notice to Proceed
 - 10 Hardcopies of Plans & Proposals mailed and electronic version available via SDDOT Contractor SharePoint site.