

A map of South Dakota serves as the background for the slide. It shows major highways, cities, and natural areas like the Black Hills National Forest and Badlands National Park. Overlaid on the map is the title 'Bid Letting Process' in large red font, the office name 'Office of Project Development SDDOT Division of Planning and Engineering' in smaller red font, and the department name 'SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION' in blue font at the bottom. On the right side, there is a vertical red bar containing the 'SD DOT' logo.

# Bid Letting Process

Office of Project Development  
SDDOT Division of Planning and Engineering

**SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION**



# Bid Letting Overview:

- Construction Plan Review
- Final Construction Plans Submittal
- Scheduling Projects for Letting
- Preparing Engineer Estimates
- Setting Contract Bidding Requirements “Proposal”
- Bid Advertisement
- Fielding Contractor Questions (Q&A Forum & Addenda)
- Conducting Bid Opening and Post Bid Analysis
- Commission Consideration of Award
- Awarding Contracts & Issuing the Notice to Proceed



# CONSTRUCTION PLAN REVIEW

- **Electronic Construction Plan Review**

- Conducted 4-7 months in advance of Letting
- Collaborative Review involving multiple Offices
- Conducted via Bluebeam (web-based real-time)

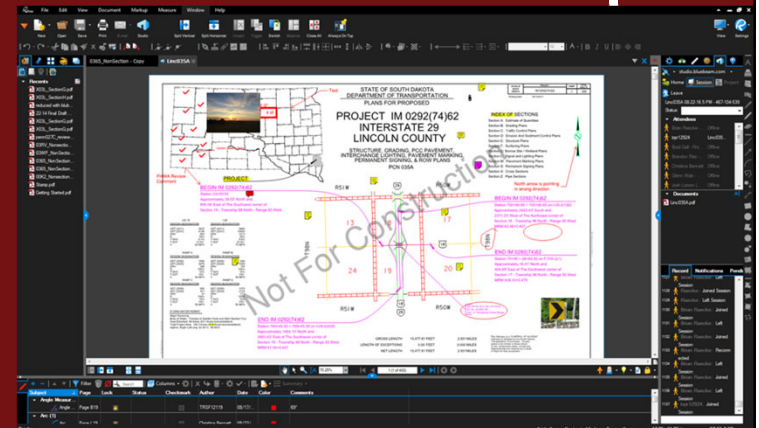


- **Review Comments addressed by the Project Manager and Design Team**

- **Final Plan Submittal to Bid Letting**

- Includes submittal of all necessary clearance and certifications

- **Conduct Quality Assurance Review**



# Scheduling Projects for Letting

- **Schedule Projects within the Bid Letting System approximately 3-4 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**
- **Ramifications**
  - Bid Prices
  - Completion Dates
  - Programming (future project scheduling)



## STIP Estimate

- High Level – Planning Estimate
- Based on scope of work
  - Often use average per mile costs
- Initially completed at time the project is scoped and programmed
- Updated annually as additional information is available

## Engineers Estimate

- Detailed Estimate
- Based on final construction plans
  - Up to 300+ individual Bid Items with Quantities
- Completed approximately 2-3 months prior to the Bid Letting

### LOCATION/SIGHT CONDITIONS



### MARKET PRICES



### MATERIAL AVAILABILITY/ QUANTITIES



### TIMING



# Factors to Consider



# Contract Preparation & Bid Advertisement

## ▶ Prequalification Work Type

Administrative Rule 70:07:02

## ▶ Contract Requirements

DBE, TERO, FHWA 1273, Davis-Bacon, Completion Dates, etc.

## ▶ Special Provisions

Standard & Project Specific

## ▶ Obtain FHWA approval of PS&E

## ▶ Advertise Construction Plans and Bid Proposal Package

3.5-week advertisement (26 days)

## ▶ Q&A Forum & Addenda



# Q&A Forum and Addenda

## Q&A Forum

05/17/2023 Letting / Q&A List

Questions and Answers For:

**NH 0018(157)438 - Grading, PCC Surfacing, Replace Str RCBC - PCN - 6923**

[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](#)

Questions and answers may be posted until 10:00 am CT on 5/16/2023 at which time the forum will be closed.

[Printer Friendly Version](#)

Date Submitted:	4/25/2023 12:00:00 AM	Company:	DOT
Question #1			
Is there a DBE goal for this project? The NOTICE TO CONTRACTORS say both 3% and NOT SPECIFIED.			
Answer	Date Answered: 4/25/2023 8:09:29 AM		
There is a 3% DBE goal for this project. PEN AND INK strike out "THE DBE GOAL FOR THIS PROEJCT IS: NOT SPECIFIED" from the NOTICE TO CONTRACTORS.			

Date Submitted:	4/25/2023 11:31:47 AM	Company:	JIM RIVER FENCING LLC
Question #2			
What type of fence and gate is being removed and the reset?			
Answer	Date Answered: 5/3/2023 8:13:33 AM		
The remove fence for reset and remove gate for reset at Sta. 156+55.32-159+55.34 is a 6 rail steel panel fence with a standard			

[pdf  
files.pdf](#)



# SD Electronic Bid System (SDEBS)

Project: 320  
PCN: 12345678912  
Loca: 09/08/2020  
Imp: 12345678912  
Coun: 12345678912  
Lett: 12345678912  
Proj: 12345678912  
320

## Proposal Guaranty Information

☒ Annual Bid Bond Code (from Profile)  
☐ Project Specific Bid Bond Code  
☐ Paper Bid Bond  
☐ Other Proposal Guaranty

Bid Bond Authorization: 12345678912 09/08/2020

## Prequalification warning!

- Bidder is not currently prequalified for the work type specified.
- Bidder prequalification has expired.
- The total amount being prepared to bid exceeds the bidder's per contract bidding capacity.
- The total amount being prepared to bid exceeds the bidder's current bidding capacity.

Please review your contractor profile. You may proceed with transmitting at your own risk, but remain responsible for meeting all prequalification requirements b

## Q&A Forum and Addenda Acknowledgement

☒ The submission of a bid proposal will be considered conclusive evidence that the bidder has investigated and is satisfied as to the the conditions t materials to be furnished, according to all contract documents including the Project Q&A Forum and all Addenda. In addition, the contractor acknow prior to the bid opening. In submitting a complete and final bid, a prospective bidder will be deemed to have accounted for any and all information p submits a bid proposal. By checking the box, the Bidder is acknowledging they have read and understand the terms and conditions of the bidding pa

## Affidavit Acknowledgement

☒ I do hereby certify that I, We, or any owner or partner holding a controlling interest, director or officer of the bidder; principal investigator, projec submitted, have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of fre the last 3 years none of the above have been suspended, debarred, voluntarily excluded, or determined ineligible by any federal or state agency, bec business entity described therein by a court of competent jurisdiction in any matter involving fraud or official misconduct for which we are currentl against any of the above for any of the above listed reasons.



## PREQUALIFICATION STATUS

Prequalified is specified work type  
Prequalification has not expired

## BIDDING CAPACTIY

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

# BID OPENINGS



# Bid Analysis/ Post Bid Opening

**Good Standing (Secretary of State, Motor Vehicles, Revenue)**

**DBE & GFE Documentation**

## **Bid Analysis**

- Compare Unit Prices (bid vs. estimate)
- Unbalanced Bids
- Justify Differences
- Identify Potential Revisions
- Learn Through Experiences





- Urgency of project
- Options for re-bidding
- Stakeholder Concurrence (City, County, FHWA)
- Justification for bids over estimate (10%+)

## Transportation Commission Recommendation



# Award & Contract

Award Packet sent to successful bidder within 30 calendar days of bid opening

- Letter of Award
- Fuel Adjustment Affidavit
- Bid Item List with Contract Unit Prices
- DBE Information (DOT 289's)

Returned Award Packet with 20 Calendar Days

- Signature, Dates & Notary Checked
- Performance Bond
- Fuel Adjustment Affidavit
- Certificate of Insurance
- Department Signatures
- Contract Executed (Region, Area, Operations  
Finance and State Auditor Office)

Hard Copies of Plans, Proposal, Addenda, and Q&A Mailed to Successful Bidder and made available on Contractor SharePoint



# QUESTIONS

