

Bid Letting Process

Bid Letting Process



- ▶ 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 Submittal to Bid Letting
 - Includes submittal of all necessary clearance and certifications
- ▶ Conduct Quality Assurance Review

Scheduling Projects for Letting

- ▶ Schedule Project 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 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)

Engineer's Estimate

- ▶ Use Relevant Historic Data
- ▶ Factors to consider:
 - ▶ Location
 - ▶ Site Conditions
 - ▶ Material Availability
 - ▶ Timing and Phasing
 - ▶ Quantities & Production
 - ▶ Market Conditions



Contract Preparation



- ▶ Prequalification work type
 - ▶ Prospective bidder must be prequalified in accordance with Administrative Rule 70:07:02
- ▶ Subletting
- ▶ Disadvantaged Business Enterprise (DBE)
- ▶ TERO
- ▶ Federal Requirements: FHWA 1273, Davis-Bacon, etc.
- ▶ Special Provisions

Bid Advertisement

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

Bid Advertisement

02/05/2020 Letting

You will need the free Adobe Acrobat Reader to view these files. [Adobe Website](#)

If a file comes up "File Not Found", please try back later as the servers may be extremely busy for all the requests coming in.
Thank you for your patience.

Advertisement of Highway Bid Letting

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.

Prime Contractors must be prequalified in the work type specified for any bid \$200,000 or greater.

Projects Available for Bidding

Item #	Contract Information	Plans
* 1	NH 0044(167)44 - Urban Reconstruction - PCN - 027K Rapid City Area 0 - addendums for this contract 9 - questions for this contract Work Type 2 or Work Type 3 Plan Holder List Special Provisions Project Q&A View Addenda	SectionA.pdf SectionB.pdf SectionC.pdf SectionD.pdf SectionE.pdf SectionF.pdf SectionL.pdf SectionM.pdf SectionS.pdf SectionX.pdf MachineControlGrading.pdf
* 2	P 0445(00)74 - Turn Lane Construction - PCN - 06WX Rapid City Area 0 - addendums for this contract 1 - questions for this contract Work Type 2 or Work Type 3 Plan Holder List Special Provisions Project Q&A View Addenda	SectionA.pdf SectionB.pdf SectionC.pdf SectionD.pdf SectionE.pdf SectionF.pdf SectionL.pdf SectionM.pdf SectionS.pdf SectionX.pdf

Q&A Forum & Addenda

02/05/2020 Letting / Q&A List

Questions and Answers For:

NH 0044(167)44 - Urban Reconstruction - PCN - 027K

[Ask a New Question](#)

Contractors may submit questions to the forum until 10:00 am CT on 1/31/2020.

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 2/4/2020 at which time the forum will be closed.

[Printer Friendly Version](#)

Date Submitted:	1/20/2020 10:42:18 AM	Company:	Solar Sound Corporation
Question #1			
Item # 635E8412 , 3/4" Innerduct, SDR 13.5 . Is this ducts I.D. large enough for the 48 Strand Fiber Cable?			
Answer	Date Answered:		
Pending...			

Date Submitted:	1/20/2020 11:12:42 AM	Company:	Solar Sound Corporation
Question #2			
Please provide some clarification on the Electrical Service Cabinets and Electrical Service Cabinet with Secondary Disconnect. Are there four Electrical Service Cabinets and two Secondary disconnects installed next to the Signal Control Cabinets? The estimated quantities look like there are six electrical Service Cabinets and two Secondary Disconnects.			
Answer	Date Answered:		
Pending...			

SD Electronic Bid System (SDEBS)

Proposal Guaranty Information

Annual Bid Bond Code (from Profile)

Project Specific Bid Bond Code

Paper Bid Bond

Other Proposal Guaranty

Bid Bond Authorization:

[Create PDF of Forms](#) [Complete Bid](#) [Withdraw Bid](#)

Bid Submission History

Sam Weisgram Submitted 007842_004652_20200219.txt Jan 27 2020 5:27PM for PCN: 01KN Project: Item 3 - BRO 8041(00) Letting Date: 02/19/2020
Sam Weisgram Withdrew 007842_004652_20200219.txt Jan 27 2020 5:27PM for PCN: 01KN Project: Item 3 - BRO 8041(00) Letting Date: 02/19/2020
Sam Weisgram Submitted 007842_004652_20200219.txt Jan 27 2020 5:26PM for PCN: 01KN Project: Item 3 - BRO 8041(00) Letting Date: 02/19/2020

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, bee 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.

Bid Opening

- ▶ Prequalification Status
 - ▶ Prequalified in 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
 - ▶ 5% of the total amount of the bid
 - ▶ Bid bond (paper or electronic)
 - ▶ Cashier's check



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 possible project/plan improvements
 - ▶ Learn through experiences

Recommendation

- ▶ Recommendation for Commission
 - ▶ Urgency of project
 - ▶ Are there options for re-letting?
 - ▶ Concurrences (City, County, FHWA)
 - ▶ Bids 10%+ over estimate require justification
 - ▶ Commission must award all programmed projects



Award & Contract

- ▶ Award Packet sent to successful bidder within 30 calendar days of opening
 - ▶ Letter of Award
 - ▶ Fuel Adjustment Affidavit
 - ▶ Bid Item List with contract unit prices
 - ▶ DBE Information (DOT 289s)
- ▶ Returned Award Packet within 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 Auditors Office)
- ▶ Hardcopies and Disc including Plans, Proposal, Addenda, and Q&A mailed to successful bidder