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Department of Transportation

PREPARATION OF THE AUTHORIZATION / OFFICIAL CONSTRUCTION COST ESTIMATE AND CONTRACT BID REVIEW ANALYSIS

AUTHORITY:

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

REFERENCES:

Sections 119.071(1)(b)2 and 337.168(1) and (3), F.S.
Procedure No. 600-010-004, Technical Review Committee
Procedure No. 600-010-006, Contract Awards Committee
Procedure No. 625-000-002, FDOT Design Manual
Procedure No. 700-000-000, Construction Project Administration Manual
Title 23 CFR 635.114 – Award of contract and concurrence in award
FHWA-NHI-134077 Contract Administration Core Curriculum Manual

PURPOSE:

To provide standard procedures for preparing the Authorization and Official construction cost estimates for Central Office Let (Class 1) and District Office Let (Class 7 and Class 9) construction contracts, and performing a contract bid review and analysis for Class 1 and Class 7 construction contracts advertised for competitive bidding and considered for contract award.

Exceptions to the contract bid review analysis part of this procedure (Sections 5, 6, 7, and 8) are design-build contracts (Class 9). Fast response, push-button, and emergency contracts should have their bids analyzed per this procedure to the extent that the requirements and responsibilities herein apply to the individual contract.

SCOPE:

This procedure describes the responsibilities and activities of the District and Central Estimates Offices in preparing the Authorization and Official Estimates and contract bid review packages from proposal development through the contract bid review process. Individuals affected by this procedure include, but are not limited to, Central and District personnel involved with estimates, specifications, design, construction, contracts administration, work program, production management, federal aid, and the District Directors of Transportation Development.

DEFINITIONS:

Addendum: Changes made to a proposal after advertisement but prior to the letting.

Advertisement: The public announcement, as required by law, inviting bids for work to be performed or materials to be furnished, usually issued as “Notice to Contractors” or “Notice to Bidders.”

AASHTOWare Project: An AASHTOWare suite of software products that facilitate contract estimating, bidding, award, and construction administration.

AASHTOWare Project Preconstruction (PrP): A module of the AASHTOWare Project software application used to develop projects and proposals by loading pay items and other related information. In addition, this module is used for contract letting and award.

Authorization Estimate: Construction cost estimate used for federal authorization, advertisement, and the Work Program construction amount.

Bid-Based Estimating: Method of estimating in which historical bid data is used.

Bidder: An individual, firm, or corporation submitting a bid on a Department proposal of work.

Central Office (CO) Estimates: Estimates Section of the State Program Management Office.

Central Office (CO) Final Plans: Staff within the State Specifications Office responsible for reviewing District contract documents for compliance with requirements for a complete PS&E package for Central Office lettings.

Class 1 Contracts: Contracts let in the Central Office.

Class 7 Contracts: Contracts let in the District Office.

Class 9 Contracts: Design-Build contracts.

Contract Bid Analysis: The activities performed after a Contract Bid Review if the low bid received does not qualify for Automatic Award. The findings of the contract bid analysis are documented in a ***Bid Analysis Report***.

Contract Bid Review: Activity of examining the bids received and the PS&E package for confirmation of pay items, and to determine when the low bid doesn't qualify for Automatic Award.

Contract Plans: The signed and sealed documents prepared during the design phase and used by construction personnel to build a project.

Contract Awards Committee (CAC): Refer to ***Procedure No. 600-010-006, Contract Awards Committee***.

Cost-Based Estimating: Method of estimating which uses material, equipment, labor costs, and production rates.

Designer Interface: Department developed program that interfaces with AASHTOWare Project PrP and is used by designers and estimators in loading pay item and quantity information.

Design Quantities & Estimates (DQE): An in-house developed computer application used by District Estimates staff to price projects and proposals.

District(s): All FDOT Districts and the Turnpike Enterprise.

District Estimator: District Estimates staff member who is responsible for the Official Estimate and contract bid review analysis.

District Design Project Manager: Individual in the District responsible for the contract plans development.

Initial Contingency Amount: Cost, as defined by ***Section 7.4.6.1*** of the ***Construction Project Administration Manual Topic No. 700-000-000***, added to the project for additional work.

Letting: Receipt and processing of bids from bidders at a predetermined date and time for a specific listing of proposals.

Materially Unbalanced Bid: A bid that generates reasonable doubt that award to the bidder would result in the lowest ultimate cost or, one that could cause a switch in low bidder due to a quantity error.

Mathematically Unbalanced Bid: A bid that contains lump sum or unit bid items that do not reasonably reflect the actual costs (plus reasonable profit, overhead costs, and

other indirect costs) to construct the item. A mathematically unbalanced bid is the first step in determining if a bid is materially unbalanced.

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

Plans, Specifications & Estimates (PS&E): The contract plans, specifications package and estimate submittal used for project authorization, advertisement, and letting.

Post-Bid Evaluation: Refers to the District's completion of *Form No. 600-010.02, District Response to Post-Bid Evaluation of Bids in Excess of Approved Award Criteria*, where a contract bid review is required because the low bid is above the High Tolerance.

Project: Planned construction activity with set limits and scope, as defined in the Department's Work Program.

Proposal: Project or group of projects prepared for construction cost estimating and bidding purposes.

Revisions: Changes made to a proposal after acceptance of the PS&E submittal but prior to advertisement.

Specifications Package: The signed and sealed document prepared for inclusion in the contract documents, which is comprised of special provisions, supplemental specifications, and/or technical specifications and/or developmental specifications, and appendices.

Significantly Unbalanced Bid: A bid that is extremely low (mathematically unbalanced) and typically not practical to construct for the price submitted.

Statistical Average: For a given pay item, the sum of all bids for that item plus the Department's Official Estimate which are then divided by the total number of responsive bids plus one. This average does not include statistical outliers as determined by the Department's unit price algorithm.

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

Work Program: The statewide project specific list of transportation system improvements that meets the objectives and priorities of the Florida Transportation Plan.

Work Program Administration (WPA): Department mainframe database containing project descriptions and locations, estimated costs, and scheduled phases for all past

and present Department projects. WPA is a part of the Financial Management (FM) system.

RESPONSIBILITIES:

With the receipt of contract plans and the specifications package, the District Estimator begins preparation of the proposal, including a preliminary construction cost estimate, in AASHTOWare Project PrP.

After the Authorization Estimate is complete, the District Estimator begins preparing the Official Estimate, which is maintained in compliance with **Section 337.168(1), Florida Statutes**.

After the Department's bid letting occurs, post-letting activities begin in Central and/or District Office Estimates to prepare for contract bid reviews. The bid reviews are conducted by the District Estimator and may include discussions or written correspondence with the bidders.

The District Estimator prepares bid review documents as required to evaluate the lowest responsible bid. If the project is to be let as a Class 1 contract, the bid review documents are forwarded to Central Office Estimates for review and preparation for the TRC and CAC meetings. If the project is to be let as a Class 7 contract, the bid review documents are forwarded to District Contracts for review and preparation for the District TRC and CAC.

1. PREPARATION OF PROPOSALS

1.1 AASHTOWare Project Preconstruction (PrP)

The District Estimator will use the AASHTOWare PrP module to create a proposal for cost estimating and bidding purposes, prior to the PS&E submittal due date for Class 1 contracts and prior to the District Final Plans due date for Class 7 contracts. The proposal will include the project(s) intent and scope, standard and/or special acquisition time, and other pertinent information.

Central Office Final Plans staff will perform a cursory review of the proposal before transfer of control to Central Office Contracts Administration for advertisement of Class 1 contracts.

2. PREPARATION OF THE AUTHORIZATION ESTIMATE AND THE OFFICIAL ESTIMATE

2.1 Federal and State Requirements

A construction cost estimate will be completed within the timeframes for the appropriate activities on Production Management's and Contract Administration's Offices critical dates charts. The Federal and State requirements are as follows:

2.1.1 Federal Aid Projects:

The Authorization Estimate will be completed by the "transmit PS&E package" due date shown on the critical dates chart published by the Production Management Office. The District Estimator makes the Authorization Estimate available to the to the District Project Manager, and to the Office of Construction, Federal Aid Management, Production Management, Equal Opportunity Office, and Contracts Administration Office by posting it on a pre-determined server location.

The Federal Aid Management Office requires that the Authorization Estimate be posted by the due date for Federal Aid assembly of PS&E listed on the critical dates chart published by the Production Management Office. The District Estimator will prepare the Official Estimate for all proposals after the Authorization Estimate has been posted. The Official Estimate must be completed prior to the letting and must include all scope and costs for any changes to the contract documents during the advertisement period.

2.1.2 State Funded Projects:

For Class 1 contract proposals, the Authorization Estimate will be completed by the "transmit PS&E package" due date shown on the critical dates chart published by Production Management Office. The District makes the Authorization Estimate available to the District Project Manager, and it shall be made available to the Office of Construction, Federal Aid Management, Production Management, Equal Opportunity Office, and Contracts Administration Office by posting it on a pre-determined server location. After the Authorization Estimate has been posted, the District Estimator will prepare the Official Estimate.

For Class 7 contract proposals, the Authorization Estimate will be distributed as needed by the District. After the Authorization Estimate has been posted, the District Estimator will prepare the Official Estimate.

For both Class 1 and 7 contract proposals, the Official Estimate must be completed prior to the letting and must include all scope and costs for any changes to the contract documents during the advertisement period.

2.2 Plans and Specifications

2.2.1 Design Functions: District Design and Consultant Project Management Offices are responsible for ensuring projects have been established in AASHTOWare PrP and that all pay items are updated to ensure consistency with the contract plans. Each District Design and Consultant Project Management Office has access to the Department's Designer Interface, which is used for loading/maintaining pay items and quantities on projects. Prior to the PS&E submittal due date, the District Design Project Manager will make the plans available to the District Estimator. The District Estimator reviews the plans to determine if there are any special conditions or pay item notes that would affect the overall cost of the project or the cost of any individual pay item.

2.2.2 Specifications: In coordination with the District Specifications Office, the District Design Project Manager provides information concerning those pay item tasks and/or materials which are altered specifically for a particular project and, therefore, require special provisions or technical special provisions for information not provided in the Standard Specifications. The District Estimator will review these special provisions or technical special provisions to determine if there are any unusual conditions that will affect the cost of any individual pay item or the overall cost of the project.

2.3 Pay Item Unit Prices

District Estimators will verify with the District Design Project Manager or Designer that all work is represented by the pay items and quantities in the proposal. District Estimators will notify the appropriate District Design Project Manager/Designer of any discrepancies identified.

The Design, Quantities & Estimates (DQE) System is the primary tool used in estimating pay item unit prices based on historical bid data. In addition to DQE, the District Estimators will need to use engineering judgment and estimating expertise and experience to refine pay item unit prices for a specific proposal. District Estimators should consider many issues when determining pay item unit prices. See the FDOT Estimates Handbook for best-practice guidance.

Prior to the letting, District Estimators should review and update unit prices (if necessary) on major items to address any recent cost trends.

The District Estimator may choose to use a cost-based estimating method to determine unit prices for certain pay items that are highly variable. Information on the use of this estimating method is available from Central Office Estimates.

2.4 Initial Contingency Amount

The initial contingency amount will be calculated based on the total proposal amount of the Authorization Estimate minus any amounts for "DO NOT BID" pay items (i.e. law enforcement officers, partnering, dispute review boards, etc.). Funds will be encumbered based on the Authorization Estimate, therefore, no adjustments will be

made to the initial contingency amount regardless of changes to the Official Estimate up to and during advertisement.

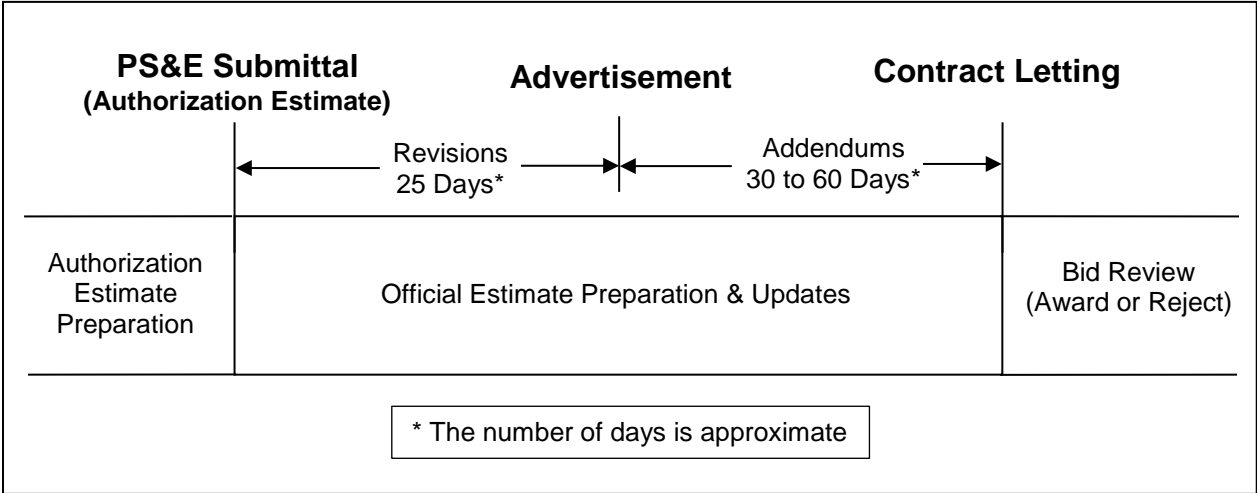
The initial contingency amount will not exceed the applicable maximum limits in accordance with the requirements of the **Construction Project Administration Manual (CPAM)**.

The District Work Program Office will need to be consulted if an initial contingency pay item is desired for an off-system federally funded project.

The initial contingency pay item will not be used on Push-button or Fast Response contracts.

2.5 Preparation for Advertisement and Letting

A graphic of the cost estimating process from PS&E to contract letting:



It is particularly important to update the Authorization Estimate in the Work Program before proceeding to contract advertisement to ensure the correct budget amount is shown in the advertisement. The District Design Project Manager must ensure that the Authorization Estimate is entered into the Work Program and is up to date.

Preparation of the Official Estimate begins after the PS&E submittal is complete. For Class 1 contracts, the proposal will be transferred to Central Office Final Plans (email to CO-FinalPlans) by close of business on the PS&E transmittal due date. For Class 7 contracts, the proposal will be transferred to the District Final Plans Office by close of business on the PS&E transmittal due date.

2.6 Revisions and Addendums

2.6.1 Revisions

All plan pay item and/or quantity changes made to the proposal after acceptance by Central Office Final Plans or District Final Plans will require a revision memo. These changes should be made at the project level. When changes are complete, the District Estimator will need to regenerate section and line numbers on the proposal. The District Estimator will evaluate if changes are needed to the unit prices of affected pay items and revise accordingly.

2.6.2 Addendums

All plan pay item and/or quantity changes made to the proposal after contract advertisement will require a revision memo. Central Office/District Contracts Administration will create an addendum header (for tracking purposes in AASHTOWare PrP) before transferring the proposal back to the District. The District Estimates Office will make the appropriate changes under the addendum header at the proposal level. The District Estimator will evaluate if changes are needed to the unit prices of affected pay items and revise accordingly.

3. SECURITY OF THE AUTHORIZATION ESTIMATE AND OFFICIAL ESTIMATE

Access to the Authorization Estimate details (unit prices or pay items) and to the Official Estimate is restricted to a select group of authorized personnel. Authorized personnel are limited to District and Central Office Estimates personnel and as determined on an individual basis by Districts and Central Office Estimates personnel.

The Official Estimates will be secured in DQE and AASHTOWare PrP until contract execution, at which time they are no longer confidential.

3.1 Confidentiality of the Official Estimate

The Official Estimate is confidential until contract execution in accordance with **Subsection 337.168(1), F.S.** It is recommended that the Official Estimate not be disclosed beginning with contract advertisement. This is usually 1-2 months prior to contract letting. If a contract bid is rejected, the Official Estimate will remain confidential until the project is no longer under active consideration.

Note: *The bidder's unit price bids are also confidential until the Department provides notice of an intended decision or until 30 days after the letting. If the Department rejects all bids and provides notice of the intent to re-advertise, the rejected bids remain confidential until the Department provides notice of an intended decision on the re-advertised proposal or until the Department withdraws the proposal from active consideration. A bid proposal is no longer exempt 12 months after the initial Department notice rejecting all bids.*

3.2 Other Considerations for Ensuring Confidentiality of the Official Estimate

It is the responsibility of District and Central Office Estimates personnel to maintain confidentiality of the Official Estimate, the computer programming logic for bid unit price evaluations, and outputs which reveal the Official Estimate in accordance with **Subsections 337.168(1) and (3), F.S.** The Official Estimate must not be posted for public viewing or kept in any unsecured files. The Official Estimate must not match the respective project cost amounts (Authorization Estimates) in Work Program or be revealed in any public documents prior to contract execution. Districts will be responsible for securing the Official Estimate outside of DQE and AASHTOWare PrP prior to contract execution.

For purposes of contract bid review and award, members of the TRCs and CACs must have access to computer outputs revealing the Official Estimate after contract bid letting for each specific proposal.

4. LETTING ACTIVITIES

4.1 Pre-Letting Activities

Prior to the bid letting, Central Office Estimates will ensure an Official Estimate is in DQE and available for bid comparisons on Class 1 contracts. The District Estimators should ensure an Official Estimate is in DQE and available on Class 7 and Class 9 contracts prior to bid letting. This comparison is done to ensure the correct Official Estimate is used in the letting for bid analysis.

The Official Estimate should not equal the Authorization Estimate for Class 1, Class 7, or Class 9 contracts. The **Estimate Tolerances Report** can be generated for a letting to review these estimates.

4.2 Post-Letting Activities

4.2.1 The **Executive Summary of Letting Report** is produced by the Central and District Estimates Offices after notification by Contracts Administration that all bids have been loaded and verified in the AASHTOWare Project database. This report sorts the bidders on each contract in order of their total bid and indicates the percentage difference between each of the bids and the Department's Official Estimate. To maintain required confidentiality, this report is only made available to specified Department personnel. All contract proposals with bid totals will undergo a contract bid review (per Section 5) and be presented to the TRC and CRC.

4.2.2 The **Unbalanced Items Report** is generated in DQE by the District Estimator after notification by Contracts Administration that all bids have been loaded and verified in the AASHTOWare Project database. This report lists all pay items and the bids and

flags bid items that are unbalanced or front-loaded based on the unit bid prices being above or below a tolerance value of the statistical average of all bids and estimate.

5. CONTRACT BID REVIEWS

District Estimators will review the **Unbalanced Items Report** for flagged pay items, and provide them to the District Design Project Managers or Designers via the **Pay Items & Quantities Verification Report** generated from the District Estimates Secured Dashboard for confirmation of pay items and quantities. District Design Project Managers or Designers will need to review plans and plan summary boxes and verify correct pay items and quantity calculations.

If a pay item or quantity is found to be in error, the District Design Project Manager and/or Designer calculates the correct quantity, or determines the correct pay item, and includes this information on the **Pay Items & Quantities Verification Report** for the District Estimator's review.

The District Estimator re-calculates the bids based on the corrected quantities identified on the **Pay Items & Quantities Verification Report**. Quantity errors are entered on **Form No. 600-000-10, Unbalanced Review Quantity Correction Form** and the bids are recalculated to determine if the change in quantity results in a switch in low bidder. If so, the bid may be considered materially unbalanced. In this case, the low bid will be further evaluated since it may not represent the lowest possible cost to the Department. Determination of the low bidder and recommendations to award or reject these proposals should be made with guidance provided from a Central Office General Counsel representative during the TRC and/or CAC meetings.

If no pay item or quantity errors are found, the bid is considered to be mathematically unbalanced and the **Pay items & Quantities Verification Report** is made available for the TRC and CAC.

If bid factoring is used to determine the low bidder, a **Pay items & Quantities Verification Report** is not needed.

5.1 Determination of Contract Bid Analysis or Automatic Award

A contract bid analysis is required for contracts meeting any of the criteria, below.

Contracts that do not meet any of the below criteria will be considered as automatic award by the TRC and CAC. While no bid analysis is needed for contracts that are within the automatic award criteria, the TRC and CAC should review the summary information related to these contracts and make an award determination.

- Low bid is greater than 10% above the Official Estimate (not including post-bid estimate adjustments) for contracts in which the estimate is greater than \$500,000. (*High Tolerance*)

- Low bid is greater than 15% above the Official Estimate (not including post-bid estimate adjustments) for contracts in which the estimate is less than or equal to \$500,000. (*High Tolerance*)
- Low bid is greater than 25% below the Official Estimate (not including post-bid estimate adjustments) for all contracts. (*Low Tolerance*)
- Single-bidder contracts or contracts with no bidders.
- Re-let contracts.
- Significantly low mathematically unbalanced bids.
- Materially unbalanced bids.
- Irregular bids or other reasons as determined by Contracts Administration.

For Class 1 contracts, a list of contracts for each letting is compiled by Central Office Estimates after notification by Contracts Administration that all bids have been loaded and verified in the AASHTOWare Project database. The appropriate Districts are notified by Central Office Estimates of specific contracts requiring a contract bid analysis and of those within automatic award criteria.

5.2 Contract Bid Analysis

5.2.1 On High Tolerance Class 1 contracts, Central Office Estimates personnel will send a request to complete **Form No. 600-010-02, District Response to Post-Bid Evaluation of Bids in Excess of Approved Award Criteria** to the respective District Directors of Transportation Development and the District Estimates Coordinators no later than one business day following verification of the proposal bids. This form is to be completed and returned to Central Office Estimates no later than one week from when the request was received. The District's response will include a recommendation to award or reject, signed by the District Secretary or designee. This response will be included in the review package submitted to the TRC and CAC.

5.2.2 The **Notice to Bidder Report** is generated from the District Estimates Secured Dashboard for contracts that contain significantly low mathematically unbalanced bids, such as penny bids. This form describes pay items, quantities, unit prices, and other pertinent information about the significantly low bids. The District Estimator will provide this report to the bidder for their completion, which will include an explanation as to why the bid is so low, and for signature by their Company Officer. This form must be in Adobe PDF or other non-editable computer file format that is compatible with Adobe PDF.

For lump sum contracts, a **Notice to Bidder (Lump Sum) Report** is used.

If bid factoring is used to determine the low bidder, a **Notice to Bidder Report** is not required.

5.2.3 For contracts where the low bid exceeds the bid amount tolerance (high or low), a **Pay Items Review Report** is generated from the District Estimates Secured Dashboard. This report lists pay items which show significant differences between the estimate and low bid amount. The pay items will be listed in order of magnitude difference between the estimate and low bid and include enough pay items to account for the difference between the low bid and the High or Low Tolerance amount. This report may be emailed to the low bidder to obtain their response to the selected pay items on the report, or the District Estimator can call the bidder to discuss the selected pay items. The low bidder will need to substantiate their bid on the pay items in the comments sections in the report. The responses provided will be documented by the District Estimator in the **Bid Analysis Report**.

On lump sum contracts, the District Estimator will attempt to obtain a schedule of values from the low bidder to determine which items cover the gap between the low bid and the High Tolerance or Low Tolerance. If a schedule of values is received from the low bidder, the District Estimator can manually create a **Pay Items Review Report** or discuss those items with the low bidder. The responses provided by the bidder will be documented by the District Estimator in the **Bid Analysis Report**.

If bid factoring is used to determine the low bidder, a **Pay Items Review Report** is not needed.

5.2.4 For contracts where the low bid exceeds the bid amount tolerance (High Tolerance or Low Tolerance), the District Estimator may make an adjustment to the Official Estimate. This adjustment may be made after careful consideration of the information obtained from the bidder while reviewing the pay items listed on the **Pay Items Review Report** and is made only if the intricacies involved with the work were not considered in the Official Estimate. Estimate unit prices will be adjusted to the statistical average unit price unless there are overriding circumstances for using a different unit price. The adjusted Official Estimate is detailed in the **Bid Analysis Report** and used to facilitate the TRC and CAC in their award consideration. The Official Estimate is not revised in DQE or AASHTOWare PrP.

5.2.5 If a contract is being considered for rejection by the Department due to exceeding the high tolerance, then the District Estimates Office will notify the low bidder and provide them with a brief explanation of the concern. Notification to the bidder will be an email or phone call to the same person contacted for desk review information. This notification will take place no later than five working days prior to any action taken by the CAC. The District Estimator will document this notification to the bidder in the **Bid Analysis Report**.

5.3 Bid Analysis Report

Upon completion of the contract bid review analysis, the District Estimator will prepare a detailed ***Bid Analysis Report*** to document all findings. The report will include a summary of the bid analysis findings including the results of the ***Pay Items & Quantities Verification Report, Unbalanced Review Quantity of Correction Form, Notice to Bidder Report, Notice to Bidder (Lump Sum) Reports, Pay Items Review Report, Post-Bid Evaluation Form No. 600-010-02*** and other information as necessary for thorough evaluation by the TRC and CAC.

The ***Bid Analysis Report*** must include:

- (1) Name of the Department and bidder personnel involved in the review;
- (2) Date and time of any correspondence or conference calls;
- (3) Substance of the questions and responses of the bidder;
- (4) For single-bidder or no-bidder contracts, an explanation of why proposal holders did not bid;
- (5) Post-bid adjustments to the Official Estimate;
- (6) Letting history of re-let contracts including previous proposal number, letting date, Official Estimate, low bidder, low bid amount, and a list of bidders;
- (7) Other pertinent information regarding the contract bid review analysis; and
- (8) On Class 1 contracts, a recommendation from the District to award or reject the contract (if bid factoring is used to determine the low bidder, a recommendation from the managing office is required).

5.4 Field Review

A field review may be held on the above tolerance contracts when discrepancies between the low bidder's bid and the Official Estimate are not resolved by a conference call. If a field review is conducted, the low bidder is contacted by phone within five working days after the letting. After the date and location for the meeting is set, representatives from District Design, District Construction, District Estimates, and the low bidder are notified and asked to attend. The field review results are documented in the Bid Analysis Report.

5.5 Secretary's Concurrence

The requirements in **Section 5.5** apply to all Class 1 and Class 7 contracts with a low bid greater than 15% above the Official Estimate, including post-bid adjustments and a budget amount greater than \$5 million dollars.

5.5.1 For Class 1 contracts only, **Form No. 600-010-02, District Response to Post-Bid Evaluation of Bids in Excess of Approved Award Criteria** is required.. The District Secretary or designee will provide a brief explanation for awarding the contract. Explanations will focus on engineering reasons to mitigate Department liability, critical safety issues, environmental requirements, and other significant factors.

5.5.2 The CAC will review and make a recommendation to the Secretary or District Secretary on all contracts meeting the criteria in **Section 5.5**. Contracts recommended for award or for rejection are forwarded to the Secretary, or appropriate District Secretary for final determination. The TRC will not review these contracts. For Class 1 contracts, the final determination is documented via memo to the Secretary, from the Chief Engineer, and copied to the pertinent District Secretary, and CO Contracts Administration Manager.

5.6 Contract Bid Review and Analysis Schedule

Contract Bid Review Schedule, Class 1 Contracts

Timeframe	Proposed Activity Schedule	Responsibility
Letting (Wed)	<ul style="list-style-type: none"> Verify bid data 	Central Office Contracts Administration
	<ul style="list-style-type: none"> Review letting results (<i>Executive Summary of Letting</i> and <i>Unbalanced Items Report</i>) Send Post-Bid Evaluation requests to District for completion of <i>Form No. 600-010-02</i> 	Central Office Estimates
	<ul style="list-style-type: none"> Review/ revise/ format automated reports received via email (<i>Pay Items & Quantities Verification Report</i>, <i>Notice to Bidder</i> or <i>Notice to Bidder (Lump Sum)</i>, and <i>Pay Items Review Report</i>) 	District Estimates Office
Day 1 (Thu)	<ul style="list-style-type: none"> Begin pay item and quantity verification Prepare and email <i>Pay Items & Quantities Verification Report</i> to District Design Project Manager and/or Designer 	District Estimates Office
	<ul style="list-style-type: none"> Prepare and email appropriate contract bid review documents (<i>Notice to Bidder</i> or <i>Notice to Bidder (Lump Sum)</i>, and <i>Pay Items Review Report</i>) to low bidder Request low bidder return completed contract bid review documents by close of business on Day 5 (Monday) 	
Day 2 (Fri)	<ul style="list-style-type: none"> Perform additional contract bid review analysis Begin <i>Bid Analysis Report</i> 	District Estimates Office
Days 3 & 4 (Sat/Sun)	Weekend	
Days 5 & 6 (Mon – Tue)	<ul style="list-style-type: none"> Continue contract bid review analysis Review completed documents returned by District Design Project Manager and/or Designer, and low bidder Contact District Design Project Manager and/or Designer if clarification is needed Contact low bidder if clarification is needed 	District Estimates Office
Day 7 (Wed)	<ul style="list-style-type: none"> Finalize <i>Bid Analysis Report</i> containing contract bid review findings Coordinate with Central Office Estimates 	District Estimates Office
Day 8 (Thu)	<ul style="list-style-type: none"> Post all contract bid review documents on District's portion of Central Office Estimates SharePoint site 	District Estimates Office
	<ul style="list-style-type: none"> Review contract bid review package with District 	Central Office Estimates
Day 9 (Fri)	<ul style="list-style-type: none"> Complete review of contract bid review package Post contract bid review package on Central Office Estimates SharePoint site for TRC and CAC Notify TRC and CAC that contract bid review packages are available 	Central Office Estimates
Days 10 & 11 (Sat/Sun)	Weekend	
Day 12 (Mon)	<ul style="list-style-type: none"> Review contract bid review package on Central Office Estimates SharePoint site 	TRC & CACs
Day 13 (Tue)	<ul style="list-style-type: none"> Technical Review Committee meeting at 2:00 PM 	TRC
Day 14 (Wed)	<ul style="list-style-type: none"> Contract Awards Committee meeting at 1:00 PM 	CAC
	<ul style="list-style-type: none"> Post award notice 	Central Office Contracts Administration

The Districts will be responsible for developing and maintaining a bid review and analysis schedule to support their specific processes for Class 7 contracts. The schedule will include key activities such as assembly of a complete bid analysis package for each proposal, distribution of contract bid analysis documents to the TRC and CAC, and attendance at the TRC and CAC meetings.

6. BID ANALYSIS PACKAGE

A complete Bid Analysis Package will consist of the following:

- (1) ***Bid Analysis Report*** (Signed)
- (2) ***Unbalanced Items Report***
- (3) ***Pay Items & Quantities Verification Report*** (if applicable)
- (4) ***Form No. 600-000-10, Unbalanced Review Quantity Correction Form*** (if applicable) (Signed)
- (5) ***Notice to Bidder Report*** (if applicable) (Signed)
- (6) ***Notice to Bidder (Lump Sum) Report*** (if applicable) (Signed)
- (7) ***Form No. 600-010-02, District Response to Post-Bid Evaluation of Bids in Excess of Approved Award Criteria*** (if applicable) (Signed)
- (8) Any other pertinent document(s)

The Bid Analysis Package is forwarded to Central Office Estimates for review. Central Office Estimates will maintain and secure the Bid Analysis Packages for Class 1 contracts. The Districts will be responsible for securing Bid Analysis Packages for Class 7 contracts.

6.1 Distribution of Bid Analysis Package

The Bid Analysis Package is maintained by Central Office Estimates. All documents in the Bid Analysis Package are posted on a secured web site to ensure confidentiality. A Bid Analysis Package for all contracts requiring a bid review will be made available to each member of their TRC and CAC by Central Office Estimates.

7. TECHNICAL REVIEW COMMITTEE MEETING

TRC meetings are covered in ***Procedure No. 600-010-004, Technical Review Committee***. A TRC meeting will be conducted approximately 13 days after the letting. The TRC will review and discuss all pertinent factors concerning the low bid and make a recommendation to award or reject the contract, unless Section 5.5 of this procedure applies.

8. CONTRACT AWARDS COMMITTEE MEETING

The results of the TRC meeting are presented by the TRC chairperson to the CAC approximately 14 days after the letting. CAC will make an official decision to award or reject the contract, except as noted in Section 5.5 of this procedure. These meetings are covered in ***Procedure No. 600-010-006, Contract Awards Committee.***

9. TRAINING

None required, but the following training is recommended:

- Design Quantities & Estimates (DQE) Application & AASHTOWare PrP Joint Training course is available for District Estimates staff only. Central Office Estimates will provide this training to the Districts.
- Design Quantities & Estimates Pricing Engine and System Navigation training is available for District Estimates staff only. Central Office Estimates will provide this training to the Districts.
- Basis of Estimates and Proposal Summary of Quantities course (number BT-05-0116) is recommended for designers. Central Office Estimates will provide this training to District staff and consultants.
- Contract Bid Review training (number BT-05-0134) is provided for District Estimates staff only. Central Office Estimates will provide this training to the Districts.

10. FORMS AND REPORTS

The following forms are in the Department's Forms Library:

- ***600-010-02, District Response to Post-Bid Evaluation of Bids in Excess of Approved Award Criteria***
- ***600-000-10, Unbalanced Review Quantity Correction Form***

The following reports are located in the DQE application:

- ***Estimates Tolerances Report***
- ***Executive Summary Report***
- ***Unbalanced Items Report***

The following reports are located in the District Estimates Secured Dashboard:

- ***Pay Items & Quantities Verification Report***
- ***Notice to Bidder Report***
- ***Notice to Bidder (Lump Sum) Report***
- ***Pay Items Review Report***