APPENDIX I  STEPS IN PROCESSING INFORMAL BIDS CONTRACT

BEFORE SUBMITTAL TO DES-OE:

1. If and when the Department deems that it is for 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 request to Office of Business and Economic Opportunity (OBEO) and justify a "zero" UDBE 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, request the capital allocation be made through the G-11 process.

AFTER SUBMITTAL TO DES-OE:

2. SE DOES NOT have to prepare the 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 26 for BEES processing through Contract Awards.

6. After receipt of the Informal Contract Tentative Schedule, Scheduling keys in the advertisement, bid opening, and plans approval dates in the project database.

7. DES-OE SE (SE) processes informal project to meet the "Informal Contract Tentative Schedule."

8. DES-OE Specification Engineer (SE) obtains project plans from Bin Room.

9. SE copies District SPs and supporting documentation from submittals folder on the OE Fileserver into their own working folder.
10. SE provides the appropriate plans and request form to the Specialty Seniors.

11. SE prepares Job File before beginning PS&E review.

12. Highway, Electrical and Landscape SEs verify (review) the District PS&E's conformance to Section 1.3.6 of the RTL Guide and Section 6 of the RTL Certification. DCC will be developed from this verification.

13. SE logs into the DCRD and inputs comments. When comments are complete, Highway, Electrical and Landscape SEs will post respective comments.

14. Highway, Electrical and Landscape SEs send the "Notification of DCC" to the District SE with a copy to the list of personnel included in the memo.

15. Dates for "Notification of DCC" e-mail and DCC date in project database will correspond.

16. Highway, Electrical and Landscape SEs key in respective DCC dates in the project database when all comments have been posted. The latest of these dates will become the actual DCC date.

17. District responds to the highway, electrical and landscape comments in the DCRD. Every comment must be replied to and posted by the district. District will e-mail SE and Area Senior when all replies are posted.

18. SEs verify that all replies are complete and incorporate the revisions in the project plans and special provisions. Revisions to the estimate are made by the SE.

19. Highway, Electrical and Landscape SEs 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, and PE seal sheets (excluding coop agreements and encroachment permits).

20. Highway, Electrical and Landscape SEs will resolve each complete thread of comment and reply by marking "Resolve" in the DCRD. The resolution of comment/reply constitutes agreement that the issue is resolved.

21. Landscape and Electrical SEs provide completed PS&E portion to the Highway SE, then key in respective DCR dates into the project database.

22. All comments must be resolved in the DCRD before a DR or DCR date is given by SE.
23. SE will:

   a. Incorporate the specialty project plan redlines and revised or added specs.

   b. Provide the completed redlined project plans with the Index, Sheet Number and Plans Approval date to PPU for delineating redlines.

   c. After delineation, PPU will provide the SE a hardcopy for verification (proofing) and for any green lines. USE THE FINAL COPY TO GIVE TO INFORMAL COORDINATOR FOR REPRODUCTION.

24. Highway SE keys in the DCR date in the database. If the specialty groups are involved, the latest of the 3 dates will become the actual DCR date. Note: Once the DCR date is inputted in the database, Scheduling will take care of all other necessary information required for RTL or database.

25. If and when the District requests for RTL dates, Scheduling will take care of all necessary information required for RTL Cert and database.

26. The BEES will be processed:

   a. Contract Awards locks the BEES after receipt of the "INFORMAL CONTRACT TENTATIVE SCHEDULE." Goals are also set after the BEES are locked pending Office of Federal Resources identifying the project is "NO FED AID" or Fed aid.

   b. Contract Awards provides a copy of the BEES to the SE.

   c. SE redlines the provided copy per review of the PS&E. SE to contact the Informal Coordinator if there are major revisions to the estimate. NOTE: SE is the Task Manager for the completed red-lined BEES.

   d. SE 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 code indicated in the BEES to the SE 1 day before the project is "due to typing." This is the so-called "Green-lined BEES."

   f. SE proof reads the "Green-lined BEES" and return to the "Estimate box" in Contract Awards.

   g. Contract Awards gives the original "Green-lined BEES" to BBAU (1. Ruth, 2. Carol 3. Art in that order) on the day it is due to typing. This will be the final and tagged copy in the Job File.
27. SE submits the specifications to the "Informal" folder inside the "Due to Typing." SE sends an email to "DES-OE Addenda" with cc to the Informal Coordinator, informing BBAU that an informal project has been submitted in the due to typing.

28. BBAU emails the Notice to Bidders and Special Provisions (NTBSP) and Bid books to the Informal Coordinator for editing.

29. Informal Coordinator edits the NTBSP and Bid books and return back to BBAU.

30. BBAU incorporates the edits, print the books and give to SE to proof read. BBAU will also give the "Green-lined BEES" to the SE.

31. SE proof reads the Estimate, NTBSP and Bid books, make revisions if any and return back to BBAU. All revisions to the Estimate MUST go back to Contract Awards for incorporation. DO NOT just redline the estimate in the books, the "Green-lined BEES" must be revised, otherwise the BEES system will have errors.

32. BBAU incorporates revisions and print a final copy. BBAU gives the hard copy of the final NTBSP and Bid books to the SE.

33. SE provides the following documents to BBAU for reproduction:
   a. Final Notice to Bidders and Special Provisions
   b. Final Bid book
   c. IH if applicable (will be printed by BBAU as provided in Step 26)
   d. Project plans
   e. Inclusion to the Plan Holders letter - 10 copies

34. Informal Coordinator provides the list of contacted contractors to BBAU for use in packaging and shipping the documents.

35. BBAU sends the above documents to reproduction 2 days before the shipping date.

36. After receipt of the reproduced documents, BBAU packages the following documents to each of the list of contacted contractors:
   a. 1 copy of the Bid Book
   b. 4 copies of the Notice to Bidders and Special Provisions
c. 4 copies of the project plans
d. 1 copy of the "Inclusion to the Plan Holders letter"
e. 1 copy of the IH if applicable

37. BBAU ships the packaged documents 1 day before the scheduled advertisement date to the list of contacted contractors.

38. Project is advertised.

38.1. BBAU posts the following electronic documents:
   b. Project plans
   c. Information Handout, if applicable
   d. Federal Wages, if federal aid project
   e. Cross sections, if provided

38.2. Scheduling will:
   a. Pull the Bid Items List from the "Weekly-Estimate" in the "Informal" folder located at (\Stfmcaddm02\hqoevol\BBU Adden Prep)
   b. Post the Bid Items List in the Advertised Projects website

39. If and when addendum is requested, follow the procedure in the addendum manual with the additional task as follows:
   a. Informal Coordinator creates a word document listing the email addresses of the "List of Bidders."
   b. Informal Coordinator provides the list to the assigned BBAU at the same time the addendum letter is approved and signed.
   c. BBAU emails the Notification Letter to the normal group plus the "List of Bidders" email addresses.

40. Informal project's bids are opened and the contract is awarded to the lowest responsible bidder on the same day of or within 10 days of bid opening depending on the requirement of the provision.