

Prior to Proposal Development

Prepare 36 month advertisement report from IPM Reports

Filters	Accomplishment 1, 5, 6, 7, 8, 9 Status Activity Dates Set and Maintenance only Date range First day of the month of the adv meeting to the last day of the 36 th month
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Mark all projects that are part of the Federal Obligation Strategy with “FS”. Place a note in the note column with the order number for all projects in SCD.

Add notes from previous month if the projects have not yet advertised and the action of the note has not taken place.

Add a note for all projects that are late starting the key activities 12, 51, 52, 72, 72C by running a query against the data warehouse. Record notes on all projects that indicate issues leading to advertisement or a change in advertisement.

Communicate the issues expressed in the meeting to the plan reviewer of any project in SCD (enter a note in the Plan Reviewer comments in Project Tracker)

Within four days of the advertisement meeting, send to the Division Administrator a report stating the number of projects that moved advertisement date. Reporting if it moved in or out of the federal fiscal year, the District, and accomplishment

Proposal Package Check In

Receive proposal package from Plan Coordination.

Enter a begin date in IPM for activity 72. In the Project Tracker record control form enter the UPC, the next sequential Order #, the proposed advertisement date, # of bridges, Program Manager and any issues at submission. If the project is a No Plan RAAP enter YES in the No Plan indicator box.

Run the “Assignment Query” from the Menu of Project Tracker. Copy the data and replace the date in the tab “Drop in Data” in the Workload Chart in the Workload folder on the P drive. Refresh the Pivot table. Copy the results of assignments by Plan Reviewer for advertisement month to the chart data table. Reformat the date to month and year. Print the “Project Count by Plan Reviewer” tab and share with the section manager to determine assignment of the project to a Plan Reviewer. Run an IPM 36 month advertisement report for the next four months to see what else is expected.

When the project is assigned, the Plan Review Section Manager sends an email to the Project Manager and copies the Plan Reviewer, Estimator, Data Manager, Specification Section Head, Federal Submission Section Manager, and the key contact for Environmental. The email contains the identifiers for the project and any issues that surround the project at submission to SCD.

Enter the project data in the Project Tracker for the following data fields:

Advertisement Date	ACE or Responsible	Limits From:
Letting Date	from the LD-406	Limits To:
District	CN Budget at	Date of Previous Bid
County	Submission	Date Bid Withdrawn
Route	Funding Status	Construction End
Residency	FHWA No	Date
Funding Type (Federal, State, or Other)	Proposal Only PCN from PES TRNS*PORT	Project Status or Phase
Associated UPCs	Description	Estimator
Project Number	Funding Division	# of Bridges
UPC	(PD, OPD, or Asset Man.)	Issues at Submission
		Lessons Learned

Order numbers are sequential using “A” through “K” and 2 digits for RAAP. SAAP begins with “N” through “Z” except for the letter “O”. The letter “E” is reserved for emergency contracts. Locality projects are number starting with 500 and followed by an “E” for enhancement and “L” for locally administered.

The record control form is the only place that you can enter Plan Reviewer, Date Received, No Plan indicator, UPC, and Order#. This eliminates any inadvertent changing of the key project identifiers in the other forms.

Send a complete package from L&D to the Estimator. Make up the 5x8 card with the Plan Reviewer, UPC, and Order #. Look for railroad involvement in the plans , plan narrative and LD-406. Enter the railroad in Project Tracker or N/A. Look for Coast Guard permit in CEDAR, IPM Documents, or LD-406.

Date received entered in Project Tracker; Use the date that the project was assigned to a Plan Reviewer

Change control to CD in TRNS*PORT for the Prime and all associated projects. For TRNS*PORT proposal, change control group to CD if applicable. Print three copies of the estimate and write on all copies "PM estimate run by SCD". Deliver estimates to the Plan Reviewer, Civil Rights Division, and Federal Submission Team

Check IPM/PCES to make sure the project is funded for construction. For Operations Planning Division (OPD) projects use shared folder access

Print Entry page of Project Tracker, First page of IPM, and Pool

Check to see if there are plans in Falcon. Order 2 sets of ½ size plan sheet prints (Plan Reviewer / Estimator). Federal Oversight add 1 for Federal Submission team with cross sections.

Make sure that the plan narrative and LD-442 is in the Documents in IPM. For Min-Plan and No-Plan projects, ensure there is a copy of the C-99 (except maintenance jobs)

Check funding, status, title sheet, activities, and team members for consistency with the Pool and IPM data

Check with environmental on permits and asbestos removal on demolition items. Use CEDAR and RUMS for this process in addition to an email to environmental.

Review of Plans

Once a project has been assigned, the Plan Reviewer manages the project through the bid letting. The reviewer assumes responsibility for corrections to the quantities in the initial estimate and the building of the proposal. The Estimator is responsible for the prices and informing the Project Manager when the control estimate exceeds the budgeted funds.

As preliminary research into the proposed project has been completed the plan reviewer is now ready to review the plans / no-plan assemblies which were assigned to them. The review process itself is non-standardized and relies on the experience and knowledge of the reviewer to detect inconsistencies or problems, which could arise during the construction process. Below are some of the strategies and processes the plan reviewer uses in the evaluation:

Verification – Plans are reviewed for omissions, miscalculations, or inconsistencies with the specifications, standards, and TRANSPORT estimate. Several examples are bid items, pay units, general notes, items on plan sheet inconsistent with summaries, or insertable sheets. The incomplete description on a drainage note or the sketch of an aggregate structure without a qualifying quantity can also serve as examples of omissions and inconsistencies. At this stage the plan reviewer has a working knowledge of all the pay items associated with the project and is aware of any non-standard item, which may need to be covered by a copied note or special provision.

Environmental Uniformity – Environmental permit are researched using CEDAR. The reviewer should proofread the permit itself to confirm that the wording and description match the projects data and stationing. The plans and notes are evaluated to see if the permit requires any special considerations which are not incorporated into the project. Examples of these special considerations are planting, cofferdams, erosion and siltation control structures or special seeding requirements.

Maintenance of Traffic (MOT) – The plans are evaluated to ensure the MOT is adequate and reasonable.

Constructability – Can the project be built in accordance with the plans and specifications?

After the review of the plans and estimate, the plan reviewer makes notes and emails the Project Manager the review findings associated with the assessment of the above items. Allow enough time for the designer to research and answer all questions posed by the plan reviewer.

At the time of submission all Special Provisions and Copied Notes associated with this project should have been submitted to the Central Office Specification Section for Review. Reviewer request additional provisions, if required, from Central Office Specification Section on non-standard items and other project specific provisions such as special design structures, limits of operation, or incentive / disincentive.

Proposal Development

Once all issues are settled and questions are answered by the Project Manager, the development of the proposal begins.

Modify the items and quantities in the estimate & build TRNS*PORT Proposal

Update and maintain Project Tracker

Develop Merge Data Sheet from Project Tracker

Select Special Provisions and Copied Notes off of the Division Server, which are applicable to the project.

Inserts Environmental sketches in proposal

Insert the revised Schedule of Items (Price Sheets)

Assign the number of trainees if required.

Assign wage rates if required.

Before the proposal package is submitted to Document Assembly it is reviewed by a different plan Reviewer to be critiqued. This independent plan reviewer checks for completeness and evaluates the proposal for the following factors:

- Special Provisions and Copied Notes have been inserted which are relevant to the project.
- Permits are included and correct
- Item numbers are in sequential order.
- Item quantities have correct units of measure
- Major Items are identified
- Items requiring Fuel Adjustment are identified
- Items requiring Price Adjustments are identified
- Items have the correct Specification Number or are referenced by "Plan" or "Attd."
- Spelling and Punctuation are checked on the Price Sheet Items as well as the Merge sheet
- The contract time limit is consistent with the C-19 and Project Tracker.

The independent reviewer returns the proposal to the original reviewer who makes corrections accordingly.

Incorporates all required documents to be sent to Document Assembly.

Document Assembly section post the proposal on the server for bidability.

The proposal is revised based on Bidability comments.

Plans are ordered for printing.

Plans and Proposals are provided to the Federal Submission Section for Federal Oversight projects

Showing dates are established by coordinating with the Districts 2 weeks prior to advertisement. Since some showings require mandatory attendance by the contractor, dates are chosen to avoid conflicts.

Project Advertisement

The bid proposal is corrected and submitted to the Document Assembly Section by 1 week prior to advertisement.

The advertisement data is submitted to the Document Assembly Section to be reproduced and mailed to all pre-qualified contractors.

The external web Construction Advertisement Bulletin Board (CABB) has questions which are submitted by contractors. They are accessed on line from the Construction external website. Responses are prepared in concert with the Plan Reviewer, PM, Specification Engineer, and the State Contract Engineer.

Formal revisions may be required to incorporate any necessary changes to the plans and/or proposal prior to receipt of bids. The Plan Reviewer makes item and quantity changes to the TRNS*PORT PES estimate and revises the proposal and notifies the estimator. The Document Specialist creates an electronic copy of the letter to contractor announcing the revision.

Bid Letting

The Plan Reviewers retrieve bid documents from the plan file room and the mail rooms to make sure that any paper bid bond confirmations are received prior to the bids being read. At 10:00 am the Plan Reviewers receive the bids from the Web Master who has downloaded them after they have been unencrypted by BidX.

The Plan Reviewers check for the following three items: Acknowledgement of any and all revisions by date, Bid Bond has been documented in BidX or a paper copy exists, Bidders are listed as attendees at the required Project Showing if one was held.

Bids are sorted by order number and given to the Contract Engineer or delegate to read the contractor's name, total bid amount, and that the lowest bid does or does not fall within the engineers estimate.

Contract Execution:

Once the contract is executed by the Chief Engineer the date is put in Project Tracker. Also the control group in PES is changed in the Prime Project, Projects and Proposal from CD to CCAS. Also the completion date has to be checked, so when it is passed to Site Manager it operates properly. Then the projects are up-dated in LAS on the Bid Letting Screen so the project can be passed to Site Manager. After that is complete an E-Mail request is sent to the Helpdesk Central Office and CO Vita Production asking them to make the pass.

The Contract is executed by the Chief Engineer and the Document Assembly Section sends a Notice to Proceed letter to the contractor.