



Contract Letting and Award Iowa DOT Process

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Presentation Overview

- Contract Documents
- Contract Time
- The Letting Schedule
- Addendums
- Contract Award Process



Contract Documents

Contract Documents

- Use standard documents to reduce contractor risk & contract costs
 - Standard Plan format and tabulations
 - Standard Bid Items
 - Don't make standard bid items incidental
 - Standard Specifications
 - Readily available materials
 - Proprietary materials require proper documentation
 - Open contract periods



Contract Time

Contract Time

- Offer bidders scheduling flexibility
- Defined duration
- Late Start Date
 - Window of time to start
 - Contractor may start earlier
- Approximate Start Date
- Liquidated Damages



The Letting Schedule

Remember Tuesdays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		★				
		★				

1st Tuesday Two Months Before Letting -Contracts Plan Turn In-

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						

1st Tuesday Two Months Before Letting -Contracts Plan Turn In-

- TPMS
- Complete and final plan
- DOT's web-based Bid Items Application
- Completed Project Development Certification
- Request any special letting considerations
- Special Provisions if needed
- Public Interest Findings (PIF) if needed

1st Tuesday One Month Before Letting -Finalize Letting Documents-

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						

1st Tuesday One Month Before Letting -Finalize Letting Documents-

- Contract Documents Package
 - Proposal
 - SP's
 - Plans
- Engineers estimate
- Concurrent activities (fed aid):
 - Authorization requests
 - DBE goal setting

3rd Tuesday One Month Before Letting -Advertisement / Letting-

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		★				

3rd Tuesday One Month Before Letting -Advertisement / Letting-

- Contract Documents available to industry
- Changes must be by addendum
- Review proposals and plans at <https://www.iowadot.gov/contracts/lettings.html>
- All questions on Bidx Q&A: <https://www.bidx.com/ia/main>

1st Tuesday Letting Month -Letting Clearances-


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						

1st Tuesday – Letting Month

- Project should be clear for letting
 - ROW secured
 - Condemnations held
 - Agreements signed
 - Regulatory permits issued

3rd Tuesday Letting Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		★				



3rd Tuesday

Letting Day/Advertisement

- Bidding Deadline – 10:00 AM
- Bid Opening/Reading – 10:30 AM
- Apparent (As Read) bids posted on <https://www.bidx.com/ia/main>



Addendums

Addendums

- Required to change contract documents after advertisement
- Designer/P.E. requests
- Risks
 - Loss of bidders
 - Withdrawal – delayed letting
- pdf available on <https://www.bidx.com/ia/main>



Contract Award Process

Contract Award Process

- DOT determines lowest responsive bid
- DOT prepares contract and sends to LPA
 - **READ** and **FOLLOW** the instruction letter
 - Includes Tabulation of Bids (destroy if rejected)
- LPA can award this bid or reject all bids
 - Within 30 days of letting

Cautions

- Don't negotiate with contractor prior to DOT award concurrence
- Don't modify bid before execution of the contract
- Don't reject a reasonable bid in hopes of getting a better bid
- Don't award the contract and then delete substantial portions of the contract to get within budget

Contract Award - Low Bid

- Responsible bidders
 - Determined before deadline
 - Avoid rejecting a bidder post letting for not being qualified
- Determination of Lowest Responsive Bid
 - Time (A+B)
 - Best Value (A-D)
 - Added Options

A + B Bidding

- Cost (A) + Time (B)

- User costs

- Out of distance

- Delay

- Daily rate

- Contractors bids:

Construction Costs = A

User costs (days bid x rate) = + B

Total cost to determine low bid

- Contract sum = A

A + B Bidding

- Incentive/Disincentive
- Article 1112 of the Standard Specifications

Best Value A-D Bidding

- Considers value of alternatives
- Base Alternative
- Better Value Alternative
- Alternative Differential (D)
- DS - 15004

Added Options Bidding

- Procure most options for available funds
- Base items
- Added options (1, 2, 3, etc.)
- Contract Award Limit
- Award determination
 - Options considered in order
 - Most options & under award limit & low bid
- DS-15003

Objective Determination of Low Bidder

LPA may not pick and choose among bidders:

The addition of the alternative construction is to give the engineer prices on both of the proposed types of construction. The Engineer will then determine which type of construction method to use and evaluate the money available at time of signing the contract to determine the appropriate method of construction. The County Engineer and County Board of Supervisors shall determine which proposed types of construction shall be used at the time of the signing of the contract based on the separate bids provided by the contractor. A formal letter shall be submitted to the awarded contractor stating which alternative construction shall be used for this project.

Excerpt from an actual letter submitted by a local agency

Resources



- I.M. 3.730, Iowa DOT Letting Process

- Office of Contracts online:

<https://iowadot.gov/contracts/contracts-home>

- Letting Guidelines
- Bid Tabs
- Plans and Proposals

- Bidx Iowa DOT homepage:

<http://www.bidx.com/ia/main>

- Addenda
- Eligible Bidders
- As Read Bids

Resources

- Office of Contracts Contact Persons:
Project Development Certificates
 - Danny Stokes
515-239-1414
danny.stokes@iowadot.us



Resources

- Office of Contracts Contact Persons:

Plan content, contract periods, proposals

- Districts 1, 2, and 3

Krandel Jack

515-239-1414

krandel.jack@iowadot.us

- Districts 4, 5, and 6

Stacy Ryan

515-239-1414

stacy.ryan@iowadot.us



Resources

- Office of Contracts Contact Persons:
Letting Process – Award Procedures
 - Mark Dunn
515-239-1414
mark.dunn@iowadot.us
 - Ed Kasper
515-239-1414
edward.kasper@iowadot.us





Questions?