

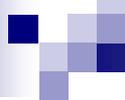
Federal Aid Contract Letting and Award

Ed Kasper, P.E.

Assistant Director

Contracts and Specifications Bureau

Iowa Department of Transportation



Presentation Overview

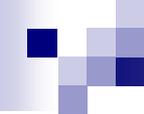
- Contract Documents
- Contract Time
- The Letting Schedule
- Addendums
- Federal Regulations
- Contract Award Process



Contract Documents

Contract Documents

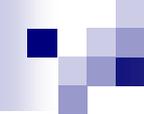
- Use standard documents to reduce contractor risk & contract costs
 - Standard Plan format and tabulations
 - Standard Bid Items
 - Don't make standard bid items incidental
 - Standard Specifications
 - Readily available materials
 - Proprietary materials require proper documentation



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:

- 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://iowadot.gov/contracts/plans-and-estimation-proposals>
- All questions on Bidx Q&A: <https://www.bidx.com/ia/main>

FHWA Authorization

- Estimate within 30% of program amount
- Federal Aid Participation Limits
 - Design consistent with program
 - Route and mile points
 - Incurable error = loss of federal aid

1st Tuesday Letting Month -Letting Clearances-

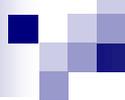
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						

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/lettings>



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/lettings>



Federal Regulations

Federal Requirements

- DOT standard procedures address
 - Buy America
 - Non-collusion affidavit
 - Non-discrimination affidavit
 - Lobbying Certification
 - Certification of Non-segregated facilities
 - Exclusion of debarred contractors
 - EEO/AA Compliance Reviews
 - DBE Goal and GFE Evaluation

DBE

- Disadvantaged Business Enterprise (DBE)
 - DBE goals assigned with DOT's process
 - DBE commitments made by bidders
 - Evaluation of Good Faith Effort (GFE) made to determine lowest responsive bidder
 - Post award DBE changes must be **PRE**-approved by Civil Rights Bureau

Davis/Bacon

Predetermined Wage Rates

- Wages to be paid by the contractor
 - Contractor submits weekly certified payrolls
- Applies to federally funded contracts
 - Also applies to non-Federal portions/projects

Davis/Bacon

Predetermined Wage Rates

- Doesn't apply to contracts not on a federal highway route
 - Bridges not on federal aid system
 - Trails not on federal aid system right of way
 - Building contracts
 - Exception: TAP projects – always D/B

Federal Requirements

- FHWA – 1273
 - Nondiscrimination
 - Davis – Bacon
 - Subcontracting
 - Other federal requirements



Contract Award Process

Contract Award Process

- DOT determines lowest responsive bid
- Within 30 days of letting LPA may:
 1. Award to lowest bidder
 2. Reject all bids

Contract Award Process

■ DOC Express

- Electronic file exchange and management
- Local Systems Instructions

https://iowadot.gov/local_systems/Project-Inspection-and-Administration

- Tammi Bell, Local Systems Bureau

tammi.bell@iowadot.us

515-239-1529

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

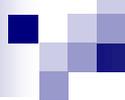
- Incentive/Disincentive
- Article 1112 of the Standard Specifications

Best Value A-D Bidding

- Bid alternatives of different value
- 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. 5.300, Iowa DOT Letting Process
- Contracts and Specifications Bureau:
<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

- Contracts and Specifications Bureau

Contact Persons:

- Project Development Certificates

Danny Stokes

515-239-1414

danny.stokes@iowadot.us

- Contract Award Processing

Mary Thompson

515-239-1414

mary.Thompson@iowadot.us



Resources

- Contracts and Specifications Bureau

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

- Contracts and Specifications Bureau

Contact Persons:

Letting Process – Award Procedures

- Mark Dunn

515-239-1414

mark.dunn@iowadot.us

- Ed Kasper

515-239-1414

edward.kasper@iowadot.us

