

“HOW-TO” GUIDE: POSTING A ROADWAY DIGITAL DESIGN EBIDS PACKAGE

This document provides step-by-step instructions on how to post a roadway digital design electronic bidding information system (eBIDS) package on the Oregon Department of Transportation’s (ODOT) Office of Project Letting (OPL) eBIDS website.

The deliverables for a roadway digital design eBIDS package generally include an existing ground surface, a finish grade surface, and primary alignment files in LandXML format. It also includes cross-sections in pdf format. Additional information regarding roadway digital design eBIDS packages, along with example projects with eBIDS data can be found in [Appendix M](#) of the Highway Design Manual (HDM).

The roadway digital design eBIDS package is submitted to the ODOT Project Leader (PL) or Local Agency Liaison (LAL) no later than 1 week prior to the project advertisement milestone. The data provided to the ODOT PL or LAL is uploaded to eBIDS as a bid reference document prior to project advertisement to assist contractors in the bidding process.

Exceptions to the roadway digital design eBIDS package requirement: Note that it is not recommended to post emails or other documentation permitting an exception by the Region Roadway Manager to the roadway digital design package requirement (see [Tech Bulletin 13-03B](#)) as an eBIDS bid reference document. Exception emails/documents often contain verbiage not related to the exception that is not useful to the bidding process. Additionally, posting a notice stating that a roadway digital design eBIDS package is not provided as an eBIDS bid reference document is inconsistent with OPL practices. (For example, we do not post a notice stating that an LPIF was not provided.)

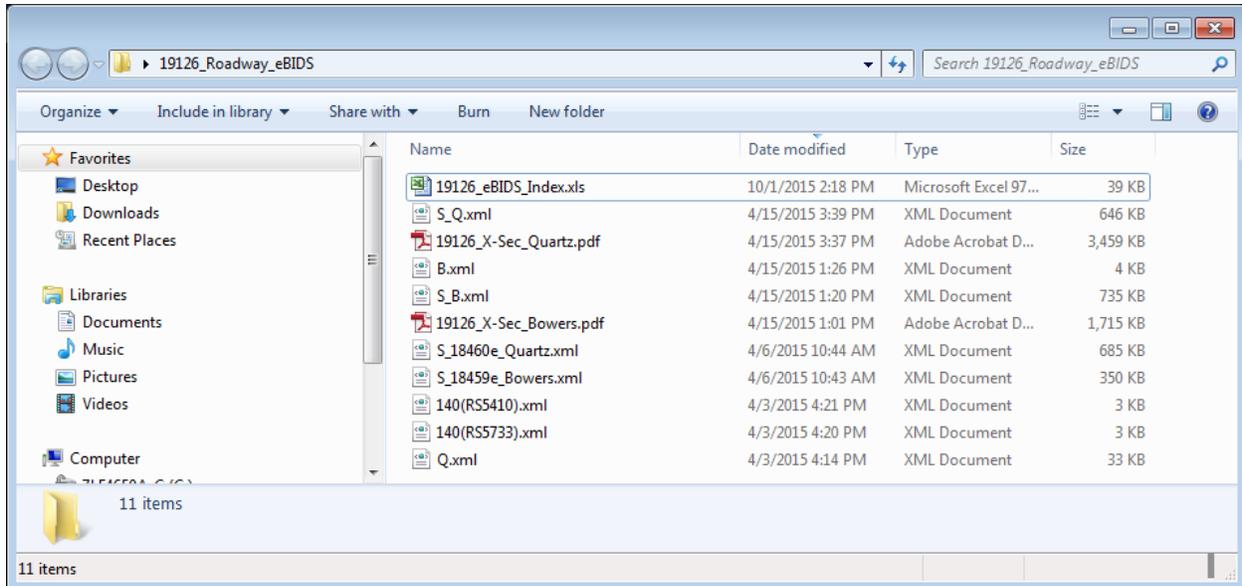
1. ASSEMBLE AND “ZIP” THE PACKAGE

Before the roadway digital design eBIDS package is submitted to the ODOT PL/LAL so that it can be uploaded to the eBIDS Bid Reference Documents tab, the package must be assembled and “zipped.” The Roadway Designer is responsible to assemble and zip the package prior to submitting to the PL/LAL. The following provides pertinent information related to assembly and zipping the package.

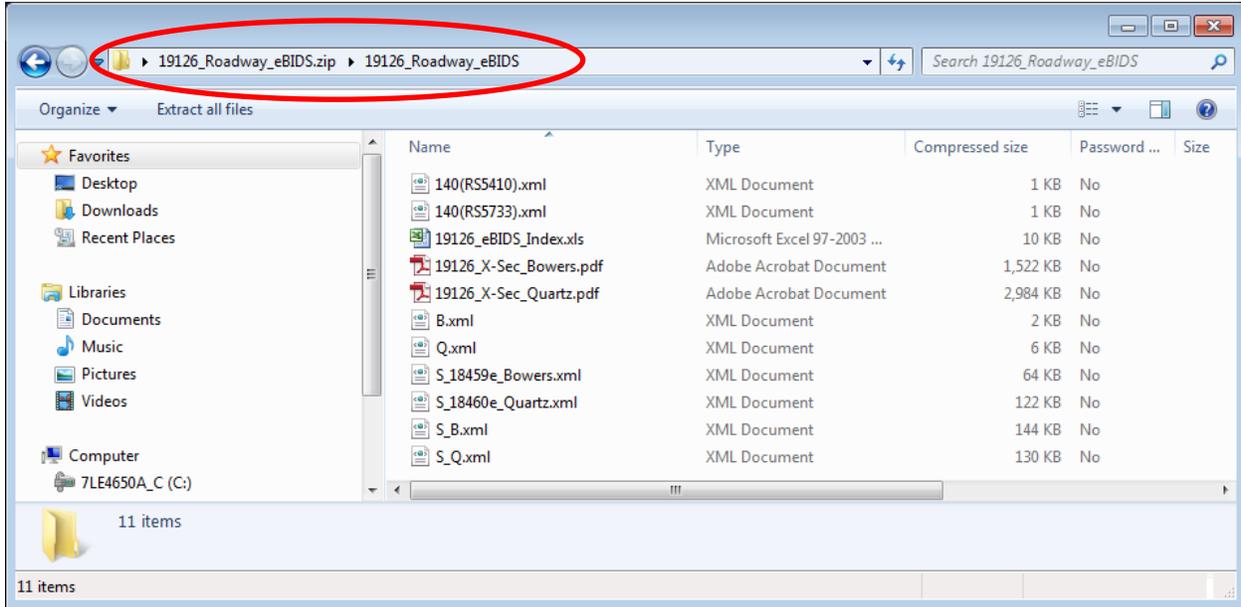
- a. Review and complete the [eBIDS Handoff Package Checklist](#) with appropriate information.
- b. Review and complete the [Notice of eBIDS Roadway Digital Design Data Letter](#).
- c. Review and complete the [Computer File Index - eBIDS Handoff](#).

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- d. Compile the three above documents into one pdf, titled “XXXXX_NoticeRdwyDigitalData.pdf” (where XXXXX is the Key Number). This pdf is the completed Notice of eBIDS Roadway Digital Design Data. Click on [this link](#) to view a completed example.
- e. Place all files listed in the “Computer File Index - eBIDS Handoff” spreadsheet into a folder titled, “XXXXX_Roadway_eBIDS,” (where XXXXX is the Key Number) as shown:



- f. Right click on the main folder and select, Send To → Compressed (zipped) folder. You should now see a folder that looks like this:



- g. Your Package is now Assembled and Zipped!

2. SUBMIT AND UPLOAD THE PACKAGE

Now that the package is Assembled and Zipped, it is ready to be submitted to the ODOT PL/LAL and uploaded.

- a. Provide the pdf of the completed “XXXXX_NoticeRdwyDigitalData.pdf” and the “XXXXX_Roadway_eBIDS.zip” to the PL/LAL. This data can be placed at an agreed-upon folder location on an ODOT internal region server, or via “Move-it.” It is important that the data be treated as confidential; since it contains information that could give an unfair advantage to a bidder should it be provided ahead of bid advertisement. DO NOT post this data on the ODOT ftp site prior to bid advertisement. The following is an email communicating the data is ready to an ODOT PL:

DARLING Charles M * Mike

From: MATEJSEK Martin R
Sent: Thursday, October 22, 2015 8:36 AM
To: DARLING Charles M * Mike
Subject: Key #16827 US97 1st St La Pine: eBIDS Roadway Digital Design Package Ready for Upload

Hi Mike,

Please see below a link to the eBIDS Roadway Digital Design Package that is ready for upload to OPL's eBIDS "Bid Reference Documents" tab prior to Project Advertise. The files you will need to upload are:

16827_NoticeRdwyDigitalData.pdf Type: Coordination

16827_Roadway_eBIDS.zip Type: LandXML

Please select "Coordination" for the first file type and "LandXML" for the second file type when you upload the files.

I've placed these confidential files on your share drive. Please transfer them to a secure location and/or delete them once you've uploaded them to the eBIDS portal.

<\\7L4827G\share\16827 US97 LaPine Rdwy eBIDS>

Thanks,

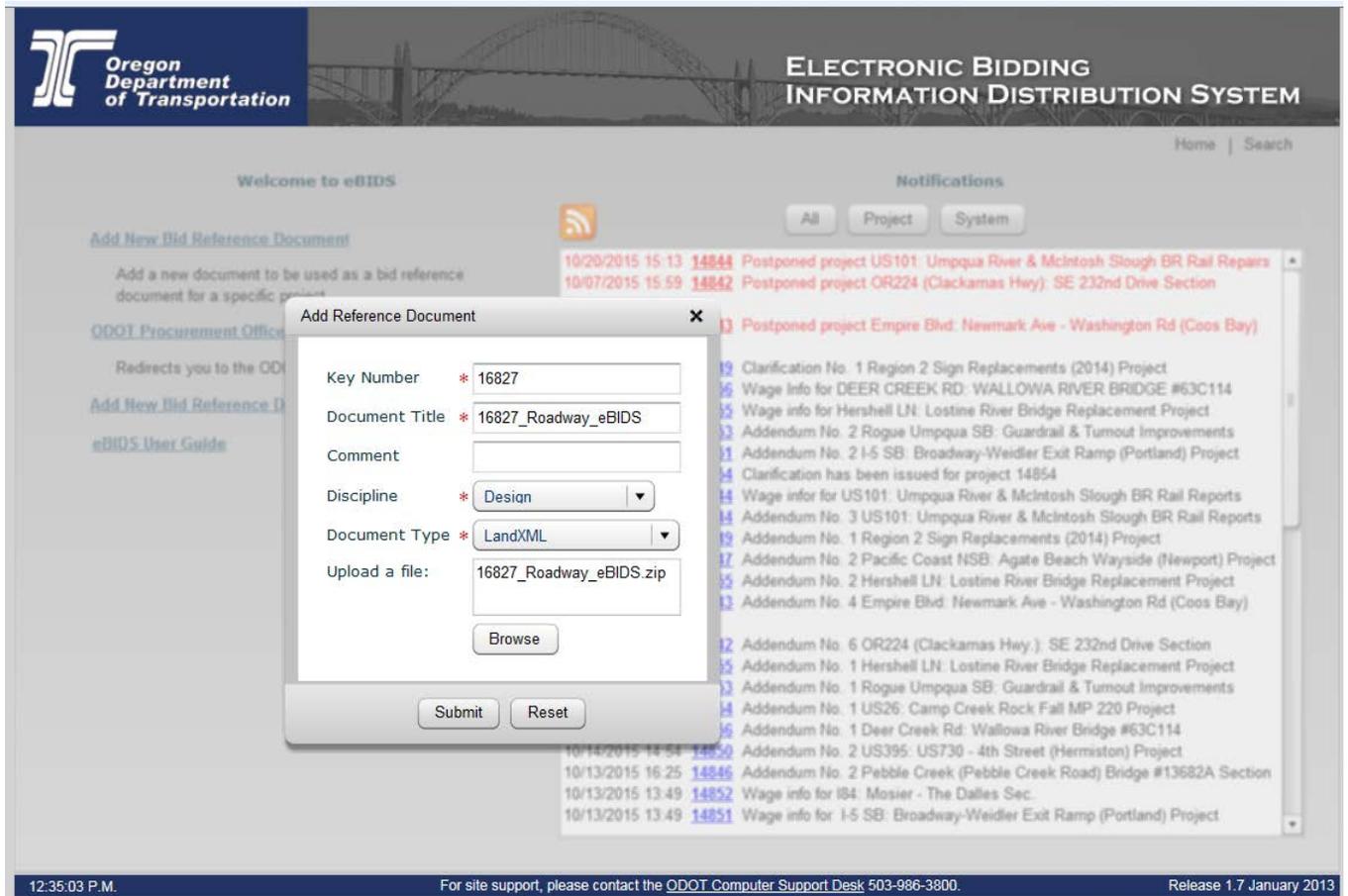
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- b. The PL/LAL is responsible to upload the package to the eBIDS "Bid Reference Documents" tab PRIOR to project advertise. Click on this link to access the OPL eBIDS website:

<https://ecmintra.odot.state.or.us/cf/ebidsi/> (hit F5 if it doesn't load)

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- c. If you are an ODOT PL/LAL and do not have upload rights, contact ODOT Computer Support Desk at 503.986.3800 for assistance. The following shows the screenshot of what the uploading eBIDS bid reference documents interface should look like:



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- d. Once the PL/LAL has posted the data, the two files that were uploaded should look as shown (note items in red):

The screenshot displays the Oregon Department of Transportation's Electronic Bidding Information Distribution System (EBIDS) interface. The main window is titled "Simple Search Page" and shows a "PROJECT DETAILS" window for project 14844. The "Bid Reference Documents" tab is selected and circled in red. Below the tab, a table lists the documents:

Title	Type	ContentSize
14844 - Sole Source Public Interest Finding	Public Interest Finding	0.1 MB
14844 - As-Constructed Drawing	Drawing	12.8 MB
14844 - Right of Way Permit	Permit	0.1 MB
14844 - Haz Mat Level 1 Report	Report	0.1 MB
16827_Roadway_eBIDS	LandXML	
16827_NoticeRdwyDigitalData	Coordination	

Buttons for "Download" and "View Holders of Plans" are visible below the table. The footer of the page includes the time "12:48:30 P.M.", support contact information "For site support, please contact the ODOT Computer Support Desk 503-986-3800.", and the release date "Release 1.7 January 2013".

- e. The Roadway Designer (and others at ODOT) can check that the files are uploaded correctly after the project has been advertised by doing the following:

Go to this web-page:
<https://ecmintra.odot.state.or.us/cf/ebidsi/>
Hit "F5" if it doesn't load immediately
Then click on "All Current Projects"
Then click on the pertinent project.
Click on the "Bid Reference Documents" tab to see the posted files.

3. POSTING A REVISION TO ROADWAY DIGITAL DESIGN EBIDS PACKAGE

Occasionally, a roadway digital design eBIDS package may need to be revised during the advertisement phase of the project. The revisions may be posted via Letter of Clarification (or by Addendum if included with bid document changes). Please see following for steps on how to provide modified roadway digital design eBIDS package.

- a. Revise the Computer File Index – eBIDS Handoff to indicate New/Replaced. Replaced files should be noted with the same file name, but add “_R1” to provide consistent filenaming, as shown below:

COMPUTER FILE INDEX - eBIDS Handoff			
PROJECT	OR140: Bowers Bridge & Quartz Creek culverts Projects	KEY #	19126
HIGHWAY	Klamath Falls - Lakeview & Warner Highways	MILEPOINTS	Various
COUNTY	Lake	DESIGNER	Brian D. Paslay, P.E.
CONTRACT #	14810	DATE	4/21/2015 R1

ZIP NAME	Replace/New	FILENAME	DESCRIPTION
14810_Roadway_eBIDS.zip 14810_Roadway_eBIDS_R1.zip	New (4/21/2015)	Alignment Data in XML format	
		140(RS5410)	Existing Hwy Alignment east of Bowers Bridge Creek
		140(RS5733)	Existing Hwy Alignment west of Bowers Bridge Creek
		B	Proposed Hwy Centerline Alignment at Bowers Bridge Creek
		C	Proposed Hwy Centerline Alignment at Crane Creek
	Replace (4/21/2015)	Q	Existing and proposed alignment at Quartz Creek
		Surface Data in XML format	
		S_18459e_Bowers	Existing surface at Bowers Bridge Creek
		S_18460e_Quartz	Existing surface at Quartz Creek
		S_B_S_B_R1	Finished grade surface for Bowers Bridge Creek
		S_Q	Finished grade surface for Quartz Creek
		Cross Sections in pdf format	
		19126_X-Sec_Bowers.pdf	Contains cross sections at 25' spacing and at all points of interest at the Bowers Bridge Creek location.
		19126_X-Sec_Quartz.pdf	Contains cross sections at 25' spacing and at all points of interest at the Quartz Creek location.
		Map Corridor Index in pdf format	
		N/A	Not provided for this project.
		Computer File Index - Excel	
14810_eBIDS_Index.xls	Excel version of computer file index. PDF version can be found in the "eBIDS_Notice_19126" document (page 3).		
14810_eBIDS_Index.xls R1			

- b. Replace or Add the files to the folder you created in Step 1e. Delete any files that are no longer current. Rename the folder “XXXXX_Roadway_eBIDS_R1” and zip the file again as described in Step 1f.
- c. Save the updated “Computer File Index – eBIDS Handoff” file as a pdf and update the last page of the pdf version attached to the “Notice of eBIDS Roadway Digital Design Data Letter” (see 1d). Rename the file XXXXX_Notice_RdwyDigitalData_R1.pdf.
- d. Provide the updated list of files to the Region Specification Writer. Contact the OPL QA Engineer to facilitate uploading the PDF (see 3b) and ZIP (see 3c) to the eBIDS portal. Note that the original PDF and ZIP file will need to be removed by Letter of Clarification (or Addendum if included with bid document changes).