

OFFICE OF PROJECT LETTING MANUAL

Oregon Department of Transportation | Technical Services Branch | Traffic-
Roadway Section | Office of Project Letting

*Version 1 -
January, 2017*

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ACRONYMS

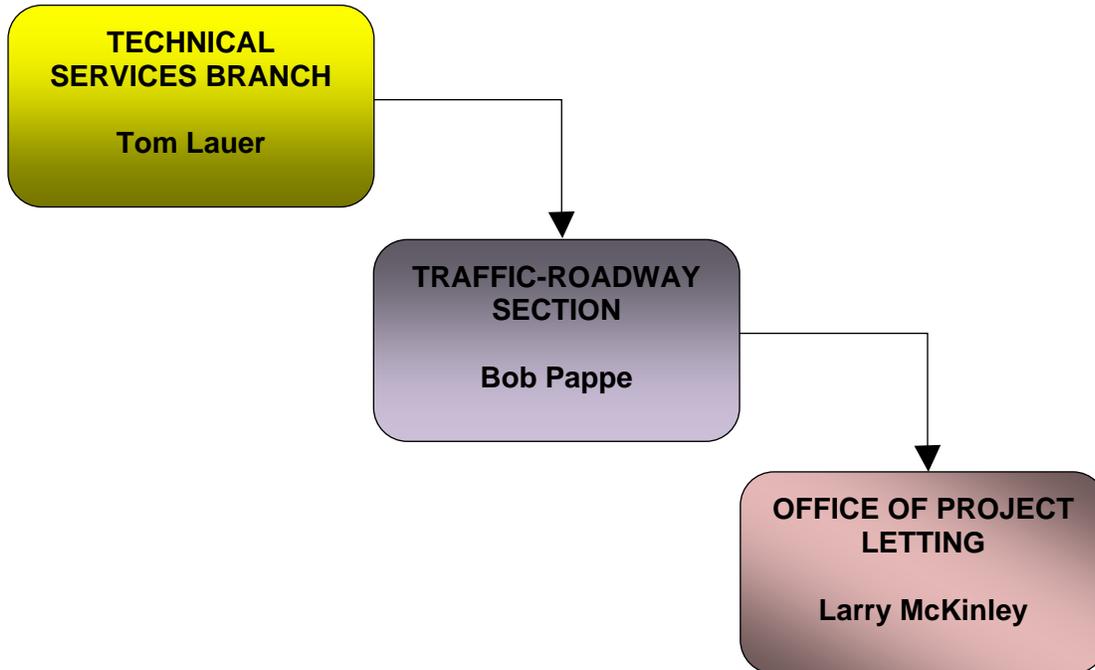
AE	-	Asphalt Escalation/De-Escalation
AGC	-	Association of General Contractors
AI	-	Anticipated Item
AI Request	-	Anticipated Item Request
AM	-	Area Manager
APAO	-	Asphalt Pavement Association of Oregon
APHIS	-	Animal and Plant Health Inspection Services
APWA	-	American Public Works Association
BidX	-	Bid Express® Electronic Bidding System
BOLI	-	Bureau of Labor and Industries
CAE	-	ODOT Contract Administration Engineer
CB	-	Cost Basis
CCO	-	Contract Change Order
CES	-	Cost Estimator System (<i>AASHTOWare Project module</i>)
CFR	-	Code of Federal Regulations
CLT	-	Construction Leadership Team
CM/GC	-	Construction Manager/General Contractor
COP	-	City of Portland
COW	-	Class of Work
CSP	-	Contractor Special Prequalification
DAP	-	Design Acceptance Package
DB	-	Design-Build
DJC	-	Daily Journal of Commerce
DOJ	-	Department of Justice (Oregon)
eBIDS	-	Electronic Bidding Information Distribution System
FE	-	Fuel Escalation /De-Escalation
FEE	-	Final Engineers Estimate
FFE	-	Findings of Fact for Exemption
FFO	-	Focused Federal Oversight (<i>Previously known as "Full Federal Oversight</i>)
FHWA	-	Federal Highway Administration
HB	-	House Bill
I/D	-	Incentive/Disincentive
IGA	-	Intergovernmental Agreement
LAL	-	Local Agency Liaison
LOC	-	Letter of Clarification
LPA	-	Local Public Agency
LPIF	-	Letter of Public Interest Finding
MACMP	-	Monthly Asphalt Cement Materials Price
MV	-	Monthly Steel Materials Value
NEPA	-	National Environmental Policy Act
NOIA	-	Notice of Intent to Award
NTP	-	Notice to Proceed
OAR	-	Oregon Administrative Rule
OCR	-	ODOT Office of Civil Rights
OILT	-	ODOT-Industry Leadership Team
OPIS	-	Oil Price Information Service

ACRONYMS

OPL	-	ODOT Office of Project Letting
OPO	-	ODOT Procurement Office
OPO-CCU	-	ODOT Procurement Office – Construction Contracts Unit
PCS	-	Project Control System
PDLT	-	Project Delivery Leadership Team
PDWP	-	Project Development Work Plan
PES	-	Proposal and Estimates System (<i>AASHTOWare Project module</i>)
PICLT	-	Public Improvement Contracts Leadership Team
P.E.	-	Professional Engineer
PL	-	Project Leader
PM	-	Project Manager
POR	-	Professional of Record
PS&E	-	Plans, Specifications and Estimate
PSK	-	Personal Service Contract
PSSP	-	Project-specific Special Provisions
PWR	-	Prevailing Wage Rate/Report
QAE	-	Quality Assurance Engineer/Quality Assurance Engineering Specialist
QBR	-	Quarterly Business Report
RLT	-	Roadway Leadership Team
RUC	-	Road User Costs
SE	-	Steel Escalation/De-Escalation
SEP-14	-	FHWA Special Experimental Projects No. 14
STIP	-	Statewide Transportation Improvement Program
TLT	-	Technical Leadership Team
TR	-	Technical Resource
Trns*Port	-	AASHTOWare Project System, aka “Trns*Port”
USDOL	-	U.S. Department of Labor

EXECUTIVE SUMMARY

The Office of Project Letting (OPL) Unit is located in the Traffic-Roadway Section, Technical Services Branch, Highway Division.

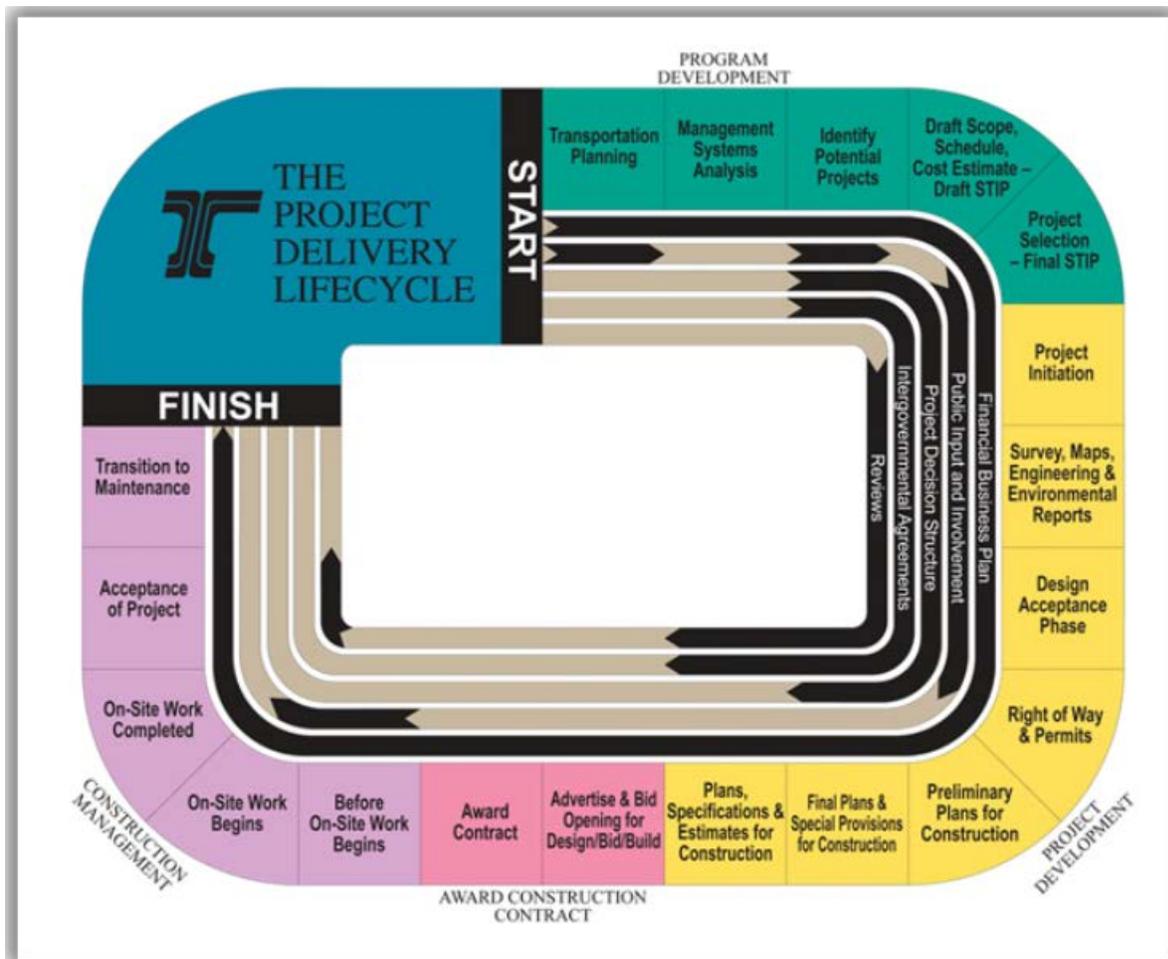


The primary program objectives for the OPL Unit are:

Production – Related to specific projects: Provide pre-contracting support and services for state and federally-funded transportation construction projects statewide. OPL manages and operates a system to effectively receive PS&E (Plans, Specifications and Estimate) Submittals, perform a high-level, fatal flaw review to ensure compliance with State and Federal procurement rules, and with the Department of Justice (DOJ) Modified Exemption from DOJ Legal Sufficiency Review and Approval, facilitate corrections, and prepare the PS&E Submittal for handoff to the ODOT Procurement Office – Construction Contracts Unit (OPO-CCU) for advertisement and award. [See PD-07 – PS&E Submittal to Bid Opening.](#)

Program – Related to overall delivery i.e., manuals, checklists, performance measures, programmatic agreements, etc.: Provide technical advice, consultation, expertise, and training.

OPL's production tasks, related to specific projects, will fall in the Phase 2: Project Development phase of the project delivery lifecycle, as outlined in the [ODOT Project Delivery Guide](#). OPL is the gateway through which projects are routed to be bid, awarded, and constructed. Any and all transportation construction projects bid and awarded through Central Services must be submitted to, and reviewed by OPL. OPL does not review projects bid and awarded through the Region procurement process or the [Local Agency Certification Program](#). The Sr. Specifications Engineer does participate in one (1) high level Section 100's, contract document and Special Provisions review for each Local Public Agency (LPA) applying for Certification under this program.



a. Rules and Regulations

OPL operates under specific procurement rules and regulations, specifically [ORS 279 – Public Contracts and Purchasing](#). The exception to this is Alternative Contracting which follows additional state and federal procurement rules.

[OREGON REVISED STATUTES](#) is the codified body of statutory law governing the state of Oregon. The statutes are subordinate to the Oregon Constitution.

[OREGON ADMINISTRATIVE RULES](#) are rules and regulations having the force of law in the state of Oregon. It is the regulatory and administrative corollary to the Oregon Revised Statutes. In 1957 the Oregon Legislative Assembly directed that all state agencies should compile and publish rules to be known as OAR's by filing rules with the Secretary of State.

[ATTORNEY GENERAL MODEL RULES](#). Per ORS 279A.065, the Attorney General shall prepare and maintain Model Rules that specify procedures for public contracting under the Public Contracting Code and that are appropriate for all contracting agencies to use. Chapter ORS 279A.065(3)(a) states the Attorney General shall adopt model rules that specify procedures for all contracting agencies to use to procure CM/GC services (see also [279C.337 – Procurement of CM/GC services](#)). [Division 49 – General Provisions Related to Public Contracts for Construction Services](#) is the most relevant Model Rule for OPL.

[ORS 279-A – Public Contracting – General Provisions.](#)

Per ORS 279A.020(2) – Organization of Public Contracting Code, except as provided in ORS 279C.320, public contracting involving public improvements and other construction services is subject to this chapter and ORS 279C, but not ORS 279B. Chapter 279A.030 provides applicable federal statutes and regulations which govern when federal funds are involved and the federal statutes or regulations conflict with any provision of ORS 279C, 279A or 279B, or require additional conditions in public contracts not authorized by ORS 279.

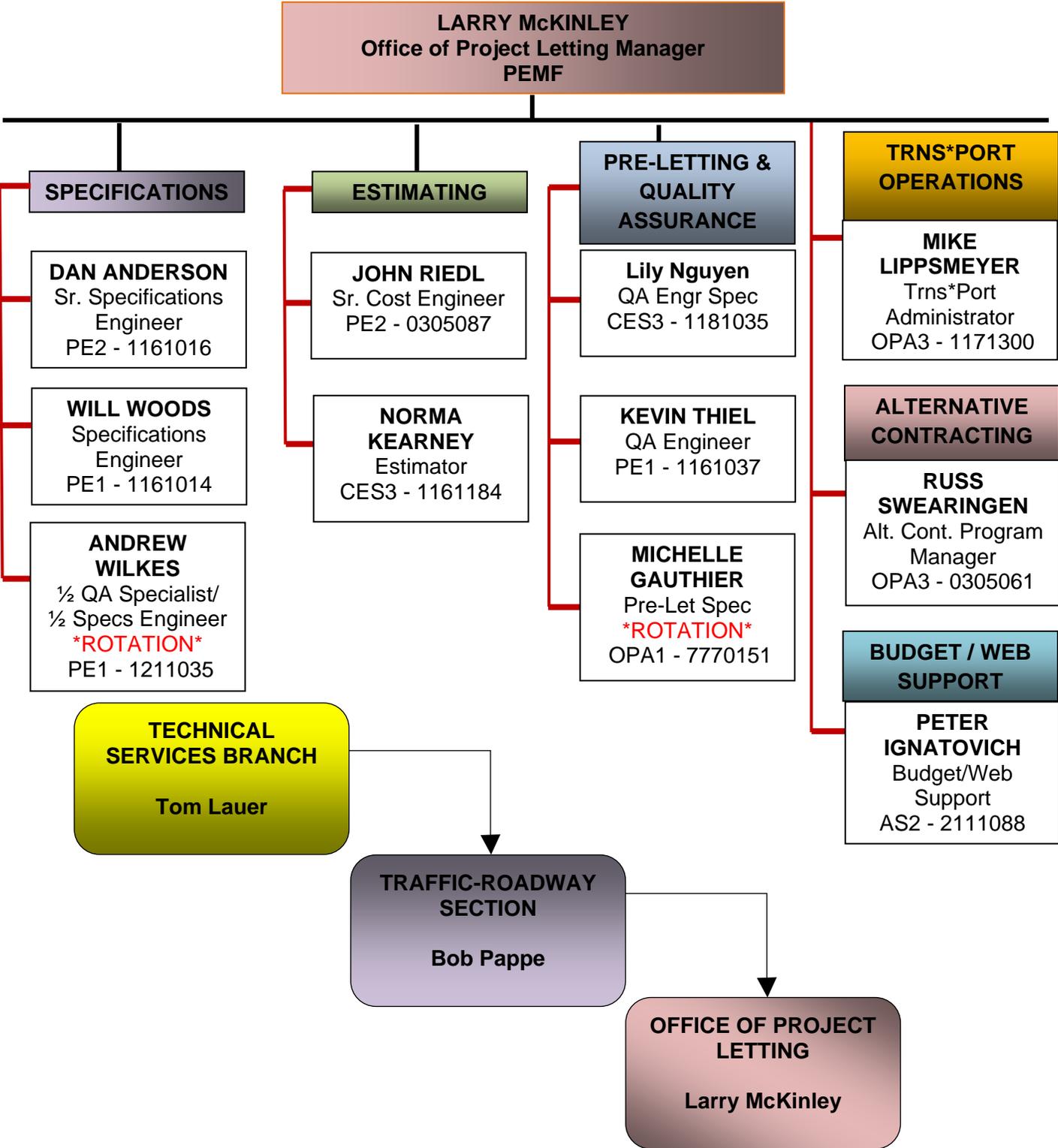
[ORS 279-B – Public Contracting – Public Procurements](#)

This chapter is not generally relative to the transportation construction public contracting performed by OPL. It is more relative to goods and services contracting performed by the ODOT Procurement Office.

[ORS 279-C – Public Improvements and Related Contracts](#)

This chapter is generally relative to the transportation construction public contracting work performed by OPL.

b. Unit Organization Chart



c. Position Support (Back-Up's)

SPECIFICATIONS

The Sr. Specifications Engineer is backed up by the Specifications Engineer. The Specifications Engineer position requires a PE license (PE-1) and can therefore sign or stamp documents requiring a PE license in the Sr. Specifications Engineer's absence.

ESTIMATING

The Sr. Cost Estimator is backed up by the Cost Estimator. The Cost Estimator (CES3) cannot sign or stamp any documents requiring a PE license. The Sr. Specifications Engineer would provide backup for tasks requiring a PE license in the Sr. Cost Estimator's absence.

PRE-LETTING

The Pre-Letting Specialist is backed up by the Budget & Web Support position.

SYSTEMS ADMINISTRATION

The Trns*Port Administrator is backed up by the Pre-Letting Specialist/System Coordinator. The Pre-Letting Specialist/System Coordinator position is currently assigned approximately 40% systems administration duties.

ALTERNATIVE CONTRACTING

The Alternative Contracting Program Manager is backed up by the OPL Manager.

BUDGET & WEB SUPPORT

The Budget/Web Support staff member is backed up by the Technical Services Finance Manager position for finance related issues, and by the Strategic Business Services Roadway Engineering Web Specialist for web related issues.

QUALITY ASSURANCE ENGINEER (QAE)

The Quality Assurance Engineer (QAE) is backed up by the Quality Assurance Engineering Specialist (QAE Specialist). The QAE Specialist cannot sign or stamp any documents requiring a PE license (such as addenda). The Sr. Specifications Engineer would provide backup for tasks requiring a PE license in the QAE's absence.

QUALITY ASSURANCE ENGINEERING SPECIALIST (QAE Specialist)

The Quality Assurance Engineering Specialist (QAE Specialist) is backed up by the Quality Assurance Engineer (QAE).

OPL MANAGER

The OPL Manager is backed up by the Sr. Specifications Engineer. During short-term absences, the Sr. Specifications Engineer has authority to sign for the OPL Manager on Letters of Public Interest Findings, Anticipated Item Requests and PS&E Submittals with no written notice. Long-term absences would require a temporary Letter of Authority to be submitted to document the backup. Any human resource or employee/employment related signature requirements are to be routed to the State Traffic-Roadway Engineer.

OFFICE OF PROJECT LETTING MANUAL

Chapter

1

CHAPTER 1 – THE PROJECT DELIVERY PROCESS – PS&E SUBMITTAL TO CONTRACT AWARD



PRIOR TO PS&E SUBMITTAL

A-1: Project Bid Scheduling

Many factors go into selecting a bid date for a project including technical resource availability, local government politics, construction staging, economics, funding timeframes, STIP planning and environmental constraints.

The OPL Pre-Letting Specialist manages the project bid schedule, and is the only Unit member with authority to make bid schedule modifications. Other OPL staff acting as back-up to the Pre-Letting Specialist will also have this same authority. See [EXECUTIVE SUMMARY - c. Position Support \(Back-Up's\)](#).

OPL schedules project bid dates 13-months in advance of the PS&E due date. Project bid dates are locked in at seven (7) months for performance measures reporting (see [Section K-8-h. 7-Month PS&E Lock-In Report](#) and [Section K-8-i. PS&E Dashboard Metrics](#)).

OPL is responsible for balancing project schedules each month to manage OPL and OPO-CCU workloads, and may request projects be either moved out or accelerated to accommodate unique situations.

Additional information on bid scheduling can be found in the [PS&E Delivery Manual – Section 1: PS&E Submittal Scheduling](#).

To balance workload at OPL and OPO-CCU and to facilitate participation and competition in bidding, follow these project bid scheduling tips:

- Bid openings with six (6) projects are “RESTRICTED”. The OPL Manager, in consultation with OPO-CCU, must approve any additional projects being added to the bid opening date.
- Bid openings with eight (8) projects are “CLOSED”. This is the maximum number of projects that can be successfully processed by OPL, OPO-CCU, Office of Civil Rights (OCR), Federal Highway Administration (FHWA) and Department of Justice (DOJ).
- Projects with an estimated construction value taken from the Project Control System (PCS) over \$15 million typically require no other projects be bid on the same date.

- No more than three (3) project types should be scheduled on one bid opening (*i.e.*, *Bridge, Paving, Painting, ITS, etc.*)
- No more than one (1) Fast-Track PS&E and/or “Expedited Award” project should be scheduled on a bid opening date. See Section [A-6: Fast-Track PS&E and Expedited Award Process](#).
- No bid openings will be scheduled on Thursdays following a holiday.
- Bid openings are limited to Thursdays. The OPL Manager, in consultation with OPO-CCU, Industry representatives and the State Traffic-Roadway Engineer, must approve bid openings on any other day of the week.
- Alternative Contracting projects (*i.e.* *Design-Build, A+, etc.*) are bid on their own bid date. This rule does not apply to Contractor Special Pre-qualifications which are completed prior to the “low-bid” step (see Section [I-2: Contractor Special Prequalification \(CSP\) Process](#)).

NOTE: Alternative Contracting projects have two (2) bid closing dates: 1) Technical Approach Component bid closing and 2) Price Component bid closing. To allow ODOT adequate time to evaluate bidder technical approach component packages, or quality proposals for Design-Build (DB) procurement, the technical approach component bid closing should be scheduled a minimum of two (2) weeks before the price component bid closing date.

- Ad dates and lengths are calculated by OPL using the [PS&E Calculator](#) which is posted on the OPL website (*under ODOT Resources*) and is available for internal and external use.

NOTE: Ad lengths for Alternative Contracting projects should be four (4) weeks or longer to allow bidders adequate time to prepare and submit technical approach component packages, or quality proposals for DB procurements, by the technical approach component bid closing date.

- The ODOT Bid Date Planning and Status Master Report (“Bid Schedule”) data is pulled directly from PCS and Project Development Work Plan (PDWP) systems. It is important that Project Leaders (PL’s) and Local Agency Liaisons (LAL’s) update these systems frequently. The Bid Schedule is available to internal ODOT staff only. For access, submit a request to the ODOT Pre-Letting mailbox at: ODOTPre-Letting@odot.state.or.us. Refer to the OPL Website, Manuals, Guides, Forms and Publications page, Bid Schedule section, for more information.
- Incorrect entries into PCS for Certified Agency or Region Procurement projects can cause them to show up on the Bid Schedule, the Scheduling Reports for Contractors and on the 7-Month Lock-In Report (see Section [K-8: REPORTS - h. 7-Month PS&E Lock-In Report](#)).

BID DATE PLANNING & STATUS REPORT (13 Month)

(Created 8/11/2016 6:47:07 AM)

BID ETA	Key No.	Ad Length (Weeks)	PROJECT NAME <small>(* indicates active P2-10 letter that needs to be cleared)</small>	Correl. Contract Number	PS&E by	Project Leader (P/L) Local Agency/Leason	Design by	PS&E DUE:	Ad	Open	Dets to Bid	OPL Cost Estimator	Review level	Meeting letter?	Area Engineer	FRWA Review Weeks	Ad OK on	Specia. Funding	
August 2016																			
25-Aug-16	2																		
25-Aug-16	19089	3	I-84 & QF-2011S.2016	1430	REGION5	SEAN MALONEY	TECH-CENTER	07/16	Ad	14		JCHABEEL	STD	NO	ANTHONY BOESEN	0	07/29/16	KN8893A COMBINED	
25-Aug-16	16119	3	CP64 @ STRINGTOWN P&AO	1432	REGION2	MELISSA SUTKOWSKI	TECH-CENTER	07/16	Ad	14		JCHABEEL	STD	NO	NICK FORTEY	0	07/21/16		
September 2016																			
01-Sep-16	1		BID DATE CLOSED																
1-Sep-16	18006	5	US 26 CORNELIUS PASS RD - NW 16TH AVE	1433	REGION1	ANA JORDANOVIC	TECH-CENTER	08/16	Ad	21		KEVIN THEL	STD	YES	JEFF GRAHAM	0	07/22/16	JTA SEND JEFF FOR ANIFF	
08-Sep-16	1																		
8-Sep-16	19149	5	MORRISON BRIDGE LIFT DECK REPLACEMENT	1437	REGION1	JUSTIN SHEDMAKER	LOCAL AGENCY	06/27/16	Ad	28		KEVIN THEL	STD	YES	JEFF GRAHAM	0	07/21/16		
15-Sep-16	2																		
15-Sep-16	18919	3	US30: OVER CREEK BAY RAIL (IN BEND) BRIDGE REHAB	1431	REGION3	STEPHANIE	TECH-CENTER	08/16	14	35		JCHABEEL	STD	NO	CHRIS BUCHER	0	09/16/16		
15-Sep-16	18003	3	CP8 AT QUINCE ST. (FOREST GROVE)	1432	REGION1	LINSEY HIBA	TECH-CENTER	08/16	14	35		JCHABEEL	STD	NO	JEFF GRAHAM	0			
22-Sep-16	3																		
22-Sep-16	19392	3	US30: AIRPORT RD-SW 10TH ST (PENDLETON)	1433	REGION5	TIM RYNEARSON	TECH-CENTER	08/16	21	42		JCHABEEL	STD	NO	ANTHONY BOESEN	0			
22-Sep-16	19691	3	I-84 AND 205 BARRIER INSTALLATION	1435	REGION1	LINSEY HIBA	TECH-CENTER	08/16	21	42		NORMA KEARNEY	STD	NO	JEFF GRAHAM	0			
22-Sep-16	19539	3	REGION3 DECK REPAIRS	1434	REGION3	MARK LEEDOM	TECH-CENTER	08/16	21	42		KEVIN THEL	STD	NO	CHRIS BUCHER	0			
29-Sep-16	5																		
29-Sep-16	18776	4	CR88E-SE HAROLD ST - SE HARRISON ST		REGION1	NICOLE PERICE	TECH-CENTER	08/16/16	21	49		LILYAN GUVEN	STD	NO	JEFF GRAHAM	0			
29-Sep-16	18665	3	CP88W: LAKE SLOUGH BRIDGE REPLACEMENT		REGION2	CHRISTINE HILDEBRANT	TECH-CENTER	08/16/16	28	49		KELLIE TASSELLI	STD	NO	NICK FORTEY	0			
29-Sep-16	17918	3	I-5 EXITS 119 & 120 INTERCHANGE IMPROVEMENTS		REGION3	MARK LEEDOM	TECH-CENTER	08/16/16	28	49		LILYAN GUVEN	STD	NO	CHRIS BUCHER	0			
29-Sep-16	16333	3	9TH ST EXTENSION MAIN ST @ 10TH ST (PRIMEVILLE)		REGION4	CAR CHARLTON	LOCAL AGENCY	08/16/16	28	49		KEVIN THEL	STD	NO	ANTHONY BOESEN	0			
29-Sep-16	16066	3	AUMSVILLE ELEM SCHOOL WITH ST-DELVAR SOWLK PROJECT		REGION2	TONY SWOEDER	LOCAL AGENCY	08/16/16	28	49		KEVIN THEL	STD	NO	NICK FORTEY	0			
October 2016																			
06-Oct-16	4																		
6-Oct-16	19528	3	205 REGION1 LOCAL ROADS SIGNAL UPGRADES (HSIP)		REGION1	MATT FREITAG	TECH-CENTER	08/23/16	35	56		LILYAN GUVEN	STD	NO	JEFF GRAHAM	0			
6-Oct-16	19502	3	REGION1 RURAL SAFETY IMPROVEMENTS (HSIP)		REGION1	NICOLE PERICE	TECH-CENTER	08/23/16	35	56		KEVIN THEL	STD	NO	JEFF GRAHAM	0			
6-Oct-16	18676	3	REGION4 RWS AND CAMERA UPGRADES		REGION4	NOT AVAILABLE	TECH-CENTER	08/23/16	35	56		LILYAN GUVEN	STD	NO	ANTHONY BOESEN	0			
6-Oct-16	17148	3	YALOWA RIVER (TRAPP CREEK RD) BRIDGE #1218A		REGION2	MARK FOSTER	LOCAL AGENCY	08/23/16	35	56		KEVIN THEL	STD	NO	NICK FORTEY	0			

PRIOR TO PS&E SUBMITTAL

A-2: Letters of Public Interest Finding

Letters of Public Interest Finding (LPIF's) are required by [Federal Code of Federal Regulations 23 CFR 635, Subpart D](#) and [Oregon Revised Statute Chapter 279C.345](#).

LETTERS OF PUBLIC INTEREST FINDING (LPIF) GUIDANCE



Prepared by: ODOT Traffic-Roadway Section, Office
of Project Letting

LPIF Guidance

Revised August 2014

OPL has developed the [LPIF Guidance Document](#) which provides guidance and examples for the development of various LPIF's. This guide is posted on the OPL website, Manuals, Guides, Forms and Publications page at:

http://www.oregon.gov/ODOT/HWY/OPL/Pages/manuals_forms_etc.aspx#Guides

Under the Templates section on this same website page are both the LPIF Template and examples of various previously-approved LPIF's including Sole Source Materials, Proprietary Products and Contractor Purchased Materials for State Ownership.

http://www.oregon.gov/ODOT/HWY/OPL/Pages/manuals_forms_etc.aspx#Templates

The OPL Manager has delegated authority from the State Traffic-Roadway Engineer to approve both Letters of Public Finding and Anticipated Item (AI) Requests (see [Section A-3: Anticipated Items](#)). This approval authority also includes LPIF's for projects bid and award under the [Local Agency Certification Program](#).

OPL has worked closely with FHWA to develop a combined Programmatic LPIF/AI for six (6) frequently requested work items:

- APHIS (Animal & Plant Health Inspection Service)
- Railroad Flagging
- Utility Connection/Hookup
- Archaeological Site Monitoring
- Paint Coating Inspection
- Public Information

The programmatic LPIF/AI must be reviewed and re-approved yearly. The OPL Pre-Letting Specialist is responsible for the yearly update process. The LPIF/AI template and the Programmatic request and approval by FHWA are all posted on the [OPL Templates website](#).

INSERT REGION OR LOCAL AGENCY LETTERHEAD

(This template is maintained by OPL's Pre-Letting Unit. Unauthorized changes to the template may result in the letter being rejected. Please submit requests to update or change the template to: ODOTPre-Letting@odot.state.or.us.)

DATE: August 26, 2016

TO: Larry McKinley
Office of Project Letting Manager

FROM: [Click here to enter submitter's name.](#)
[Click here to enter submitter's position title](#)

SUBJECT: PROGRAMMATIC LETTER OF PUBLIC INTEREST FINDING AND ANTICIPATED ITEM REQUEST

Project Name: [Enter the STIP Project Name.](#)

Highway: [Enter the Highway Name.](#)

County: [Enter the County Name.](#)

Key No.: [Enter the Key Number.](#) Control No. (OPL use only): _____

PS&E Due Date: [Enter the PS&E due date.](#) Bid Date: [Enter the Bid Date.](#)

Per ODOT's [2014 Programmatic LPIF and AI Request](#) and [FHWA's Letter of Approval](#) dated July 30, 2014 the following items of work are requested for the above referenced project.

APHIS Migratory Bird Monitoring *(by APHIS forces)* Anticipated Item Amt.: [Enter amount.](#)

Utility Connection / Hookup *(by Utility forces)* Anticipated Item Amt.: [Enter amount.](#)

Utility Name: [Click here to enter utility company name.](#)

Public Outreach / Public Affairs *(by ODOT forces)* Anticipated Item Amt.: [Enter amount.](#)

Railroad Flagging *(by Railroad forces)* Anticipated Item Amt.: [Enter amount.](#)

Monitoring of Archaeological Site *(by third party)* Anticipated Item Amt.: [Enter amount.](#)

Paint Coating Inspection Service *(by third party)* Anticipated Item Amt.: [Enter amount.](#)

Project Description: *Give a brief description of the project including the purpose, general location and other key details.*

[Click here to enter text.](#)

OPL has also worked with the ODOT ITS Unit to develop a Programmatic ITS LPIF/AI template. This is used for all ODOT projects which will provide agency-supplied ITS materials, or require use of proprietary ITS materials. All requests for Agency-supplied ITS materials must be submitted directly to the ITS Standards Engineer, ODOT ITS Unit. The ODOT ITS Unit is responsible for completing and submitting all Programmatic ITS LPIF/AI requests as well as obtaining re-approval of the Programmatic LPIF/AI from FHWA every five (5) years or more frequently if new products are added.

PROGRAMMATIC ITS LPIF/AI TEMPLATE



Oregon

John A. Kitzhaber, MD, Governor

Department of Transportation
Intelligent Transportation Systems
 644 A Street
 Springfield, OR 97477
 Phone (503)856-6528
 Fax: (541)744-8088

To: Brenda Marcus
 Manager, Office of Project Letting

From: Doug Spencer, P.E.
 ITS Standards Engineer

Date:

Subject: *Letter of Public Interest Finding and Anticipated Costs for ITS Project*

Project Name: _____
 Key No.: _____

Letter of Public Interest Finding

Per ODOT's ITS 2014 authorization request and FHWA's approval dated May 28th, 2014. Certification of material origin and quality assurance documents are on file with the ITS Unit.

State Supplied Items (ODOT ITS Contracts approved by FHWA)

- | | | |
|--|-----------|----------|
| <i>Network Equipment</i> (Contract No. 2228) | Yes _____ | No _____ |
| <i>Existing Road and Weather Information Station</i> (Contract No. B31189) | Yes _____ | No _____ |
| <i>Electrical Cabinets</i> (Contract No. 30425) | Yes _____ | No _____ |
| <i>Variable Message Signs</i> (Contract No. 29871) | Yes _____ | No _____ |
| <i>Rotating Drum Signs</i> (Contract No. 29872) | Yes _____ | No _____ |
| <i>Traffic Sensor Station</i> (Contract No. 29183) | Yes _____ | No _____ |
| <i>Advanced Transportation Controller</i> (Contract No. 30352) | Yes _____ | No _____ |
| <i>Advanced Transportation Controller Firmware</i> (Contract No. B31370) | Yes _____ | No _____ |
| <i>Video Management Software and Equipment</i> (Contract No. 730-B1902-14) | Yes _____ | No _____ |

State Supplied Items (Not On Contract)

- | | | |
|-----------------------------|-----------|----------|
| <i>Digi Cellular Router</i> | Yes _____ | No _____ |
| <i>Bluetooth MAC Reader</i> | Yes _____ | No _____ |

Anticipated Items

- | | |
|--------------------------|------------|
| <i>Network Equipment</i> | Cost _____ |
|--------------------------|------------|

The City of Portland (COP) has a similar programmatic ITS LPIF template for ITS materials used on their system. The Region 1 LAL is responsible for working with the COP and FHWA to review and re-approve this LPIF every three (3) years or when needed. The OPL Pre-Letting Specialist will coordinate the re-approval of the COP LPIF.

COP PROGRAMMATIC ITS LPIF TEMPLATE



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation
 Region 1 Headquarters
 123 NW Flanders
 Portland, OR, 97209-4012
 Phone: (503) 731-8200
 Fax: (503) 731-8259

DATE: January 6, 2014

TO: Mr. Jeff Graham PE
 Operations Engineer, FHWA
 530 Center St. NE, Suite 100
 Salem, OR 97301

FROM: Bret Richards
 Local Agency Liaison
 ODOT

SUBJECT: LETTER OF PUBLIC INTEREST FINDING
 Request Type: **Use of Programmatic Proprietary Items, Street Lighting and Signals Portland Section, Multnomah County**
 Project Name: Various City Projects
 Highway: NA
 County: Multnomah
 Key Number: NA
 PS&E Date: NA
 Control Number (CPL use only): 11-2
 Bid Date:

Project Description – Give a brief description of the project including the purpose, general location and other key details.

Pursuant to FHWA 23CFR 635.411 and Oregon Administrative Rule (OAR) 125-300-0100(3), we have several proprietary items listed below in common City of Portland public improvement traffic signal and street lighting projects. These items integrate with their existing systems and are essential for synchronization with the existing facilities and the maintenance and operation of the City of Portland Street Lighting and Signals. This list will be updated every three years or when necessary changes occur, whichever comes first.

1. Molded Plug plugs or an approval equal
2. Best Co. padlock 21B722-L-606
3. 3M detector loop sealant (Oregon formulation), MSI#34272 Detector loop sealant
4. Tyton MS 3367-3 Straps
5. Reno loop amplifiers
6. Opticom Model 762 and 764 discriminators and all cable and installation hardware are required shall be "Opticom" brand, manufactured by the GTT.
7. Traffic signal Controller Software – Northwest Signal Voyage
8. Djalight LED ball and omni-directional arrows 1 signal section modules.
9. Djalight LED countdown Pedestrian Signal

Approved LPIF's are posted on the Electronic Bidding Information Distribution System (eBIDS) by Region staff prior to the project advertisement. (See Section [C-3: eBIDS](#)).

After bid opening, the LPIF's are moved by the OPL Pre-Letting Specialist to the OPL [Public Interest Findings](#) website page at:

<http://www.oregon.gov/ODOT/HWY/OPL/Pages/Public-Interest-Findings.aspx>

Public Interest Findings



The Letter of Public Interest Findings (LPIF) are published on the Public Interest Finding (PIF) website on the project's bid opening date. The LPIF will be removed from the PIF website and the ODOT FTP server when the project has gone to 2nd Notice.

Please visit the [Contract Administration Reports](#) website to determine if a project has gone to [2nd Notice](#).

If you have questions or concerns on the LPIF, please submit an email to [ODOT Pre-Letting](#).

Public Interest Findings

Contract No.	Project Name	Letter of Public Interest Findings
14519	US26: Nehalem River & HWY 103 BR #02165	No LPIFs
14552	FFO - OR212/224: Sunrise Corridor (I-205-SE 122nd Ave)	View Documents
14555	FFO - I-84 Kamela Intchg - 2nd U'Xing (La Grande)	View Documents
14597	Kalmiopsis Elem School: Easy St: Fern Ave - Pioneer Rd	No LPIFs
14602	FFO - US101: McCullough Bridge Rehab-North Section	View Documents
14607	US26 @ Brookwood / Helvetia (Shute Rd)	View Documents
14610	US101: Necarney Cr (Sam Reed) Br Painting	View Documents
14617	FFO-I-5: Fern Valley Interchange, Unit 2	View Documents
14628	FFO-I-5: Hood Ave-Tualatin RVR Seismic Retrofit	View Documents
14632	FFO - I-84: Troutdale Interchange (Marine Drive)	View Documents
14637	FFO - US26: MP 49.2 - MP 57.45	View Documents

Making all LPIF's public began in July 2012 in an effort to increase transparency and meet the intent of the LPIF:

From: MARCUS Brenda S
Sent: Tuesday, July 17, 2012 12:40 PM
To: ODOT Project Managers; ODOT Project Leaders; ODOT Area Managers; ODOT TSB Exchange Users
Cc: ODOT Pre-Letting; ODOT Procurement Office - Construction; 'Morrow, Mike'
Subject: Letters of Public Interest Finding are Being Made Public
Attachments: FW: New Process: Uploading LPIF to eBIDS

In order to enhance transparency and meet the intent of the Letters of Public Interest Finding (LPIF), the Office of Project Letting (OPL) will be making all approved LPIF's available to the public. Federal Highway highly encourages all DOT's to publish approved LPIF's, and the FHWA Field Operations Engineer, Mike Morrow is in full support of ODOT making this information public.

Effective with all projects having a PS&E due date of July 16, 2012, approved LPIF's will be made part of the project bid reference documents by posting on eBIDS. Instructions for posting these new documents has been sent to all active eBIDS users (see attached email).



FW: New Process:
Uploading LPI...

Once the project has reached the bid opening stage, the LPIF's will be moved from eBIDS to a new OPL internet website: <http://www.oregon.gov/ODOT/HWY/OPL/Pages/Public-Interest-Findings.aspx>. The retention period for the LPIF's on the OPL website has not yet been established, and will be dependant on the volume of LPIF's being posted. The intent is to have this information available throughout the project's active construction stage.

If you have any questions on this new process, please submit them to the OPL Pre-Letting email at: <mailto:ODOTPre-Letting@odot.state.or.us>.

Regards,

Brenda S. Marcus, OPMA
Office of Project Letting Manager
Specifications | Estimating | Pre-letting | Quality Assurance for Design
Oregon Department of Transportation
Traffic-Roadway Section
4040 Fairview Industrial Dr SE, MS #1
Salem, OR 97302-1142
☎ 503-986-3796

Once the project has reached the Second Notification milestone in the construction phase, the LPIF is removed from the OPL website and archived by year on the following OPL share drive:

\\scdata\opl\OPL_Official_Records\Pre-Letting\Public_Interest_Finding

In May, 2014, after the occurrence of several projects being bid and awarded without the required Railroad agreements in place, and with no PD-02 Exception Letter approving the missing required submittal, OPL instituted a minor, but important quality control change in the LPIF process.

All Programmatic LPIF/AI Requests for Utility Connection/ hookup or Railroad Flagging will need to be submitted to the State Utility and Railroad Liaison for review and concurrence prior to being approved by the OPL Manager. This additional review and concurrence step ensures that any Utility or Railroad issues are identified and resolved prior to PS&E submittal. OPL staff will be responsible for routing the LPIF for this additional review and concurrence.

From: MARCUS Brenda S
Sent: Wednesday, May 28, 2014 10:42 AM
To: ODOT LALs; ODOT Project Leaders; ODOT Area Managers; STANLEY Doug A; GRASSMAN Jason M; TERWILLIGER Shane; LINKHART Robert C; STAGGS Bobby L; GAMBLE Michael; HART Allen J; WRIGHT Michelle F
Cc: HOWE Heather C; SCOTT Karen N; THIEL Kevin A; GUTHRIE Aundrea F
Subject: New Programmatic LPIF Requirement

Due to several recent occurrences of project PS&E submittals arriving without the required Railroad agreements in place, and with no PD-02 Exception Letter approving the missing submittal, the Office of Project Letting (OPL) is instituting a minor, but important quality control change in the Programmatic LPIF process.

Effective immediately, all Programmatic Letters of Public Interest Finding and Anticipated Item Requests (LPIF's) for Utility Connection / Hookup or Railroad Flagging will need to be submitted to Heather Howe, State Utility and Railroad Liaison, for review and concurrence prior to being approved by the Office of Project Letting. This additional review and concurrence step will ensure that any Utility or Railroad issues are identified and resolved prior to PS&E submittal.

The Programmatic LPIF Template has been updated to include a concurrence signature line for Heather Howe, and is available on the [OPL website](#) for immediate use.

Please continue to submit all Programmatic LPIF's to the Office of Project Letting, Pre-Letting email box at: ODOTPre-Letting@odot.state.or.us. OPL staff will coordinate the review and concurrence step with Heather to avoid any delays processing these requests.

The LPIF Guidance manual will be updated shortly to include this new quality control process. Please share this information with your Local Agency and Consultant customers, if applicable.

If you have any questions on this matter, please submit them in writing to the ODOT Pre-Letting email box.

Regards,

OPL PROCESSING OF SUBMITTED LPIF'S *[Non-Certified Agency Projects]*

- LPIF's are submitted electronically to the OPL Pre-Letting email box at ODOTPre-Letting@odot.state.or.us. Other OPL staff may be cc'd on the submittal, but it must be directed to the Pre-Letting email box in order to be processed. Programmatic ITS LPIF's will be submitted to OPL directly by the ODOT ITS Unit staff.
- The Pre-Letting Specialist will record the LPIF, assign it a number, print out the LPIF, perform the initial QA review, and route to the assigned QAE) for review and concurrence. If the LPIF contains any Railroad or Utility items, the QAE will route to the State Utility and Railroad Liaison for review and concurrence. Detailed instructions for processing LPIF's are in the Pre-Letting Specialist Procedure Manual. Any questions, edits, etc. from the QAE and/or State Utility and Railroad Liaison are marked on the hard copy and routed to the OPL Manager for review and comment or approval.
- The OPL Manager will review the LPIF, along with any comments or questions made by the Pre-Letting Specialist, QAE and/or State Utility and Railroad Liaison. If no outstanding issues remain, the OPL Manager will sign and date the LPIF and return to the Pre-Letting Specialist.
- Comments, questions or requests for clarification are returned to the provider by the Pre-Letting Specialist. Unless rejected, the LPIF's are typically revised by the provider and resubmitted to OPL for comment or approval.
- If the project is designated as Focused Federal Oversight (FFO), the Pre-Letting Specialist will submit the LPIF to FHWA for approval. FHWA will return the approved LPIF electronically.
- Once all approvals have been obtained, the Pre-Letting Specialist will enter the LPIF into the OPL database for tracking, and send an electronic copy of the LPIF back to the provider.
- The PL is responsible for posting copies of approved LPIF's on eBIDS prior to the project advertisement date (*see Section C-3: eBIDS*). Once the project has been advertised, only ODOT staff with eBIDS administrator access (OPL or OPO-CCU) can post the LPIF's on the eBIDS site.
- Once the project has been successfully bid, the Pre-Letting Specialist will post the approved LPIF on the OPL LPIF website. The Pre-Letting Specialist is also responsible for removing the LPIF from the website once the project has reached the second notification milestone during the construction phase.

Full details on processing LPIF's can be found in the Pre-Letting Specialist Procedure Manual.

OPL PROCESSING OF SUBMITTED LPIF's ***[Certified Local Agency Projects]***

- LPIF's for Certified Local Agency projects can be submitted to either the ODOT Pre-Letting email box, or directly to the OPL Manager. These LPIF's can come directly from the Local Agency or through the LAL.
- The Pre-Letting Specialist will do the initial QA review. Any comments or edits are forwarded to the State Utility and Railroad Liaison for review and concurrence, and the OPL Manager for final review and approval. The Pre-Letting Specialist will coordinate the return of any review comments back to the provider. Unless rejected by the OPL Manager, the LPIF is typically revised by the provider and resubmitted to OPL for comment or approval. If submitting directly to the Local Agency, the LAL will be copied.
- LPIF's for Certified Local Agencies are not tracked by OPL and are not assigned a number.
- Once approved by the OPL Manager, an electronic copy is returned to the provider. The original, signed LPIF is mailed back to the Local Agency for their project records. OPL does not keep file copies of LPIF's for Certified Local Agency projects.

Examples of some unique LPIF scenarios:

Early Contract for Tree Removal w/Federal Funds Reimbursed

From: HUNAIDI Sam H
Sent: Thursday, January 23, 2014 1:15 PM
To: MARCUS Brenda S
Subject: FW: oleson rd bridge - early tree removal draft LFIP and Anticipated Item letter

Hi,
After discussing it with Michele Thom, she indicated that the anticipated item form and LPIF has been reviewed and occurred with from FHWA as per email below. Please call me if you have any further questions.

Thank You,

Sam Hunaidi

Region 1 Project Services Manager
Tel #: (503) 731-8472
Fax #: (503) 731-8215
ODOT - Region 1 HQ
123 NW Flanders Street
Portland, OR 97209
mailto:Sam.Hunaidi@odot.state.or.us
Web Site: <http://www.odot.state.or.us/>
Local Gov Web site: <http://www.oregon.gov/ODOT/HWY/LGS/index.shtml>

From: THOM Michele R
Sent: Thursday, January 23, 2014 1:07 PM
To: HUNAIDI Sam H
Subject: FW: oleson rd bridge - early tree removal draft LFIP and Anticipated Item letter

From: Jeffrey.Graham@dot.gov [mailto:Jeffrey.Graham@dot.gov]
Sent: Tuesday, December 24, 2013 9:23 AM
To: THOM Michele R
Subject: RE: oleson rd bridge - early tree removal draft LFIP and Anticipated Item letter

Michele,
Go ahead and send this on to OPL for approval.

Jeff Graham

From: THOM Michele R [mailto:Michele.R.THOM@odot.state.or.us]
Sent: Friday, December 20, 2013 12:19 PM
To: Graham, Jeffrey (FHWA)
Subject: FW: oleson rd bridge - early tree removal draft LFIP and Anticipated Item letter

I have to check in with you about this one. We have bird issues on this project. Wash. Co. needs to get 60+ trees down (nesting birds problem) for this project BEFORE we go to bid in April 2014. This means the Local Agency (Wash. Co.) needs to get these trees cut before end of February. The County has indicated that **they** will be contracting this work out; they are also saying this may cost up to \$100K. This isn't chump change. AND the County wants to be reimbursed for this expense. Are you OK with them procuring for a tree service and me paying them your money?

Thx, mt

Using Federal Funds to pay for Additional Maintenance Parts

From: KIM David
Sent: Friday, October 11, 2013 3:55 PM
To: MARCUS Brenda S; GUTHRIE Aundrea F
Cc: HIGA Lindsay
Subject: RE: 16155-02_PIF.pdf - Adobe Acrobat Professional

I met with Jeff this morning and he said FHWA would participate in paying for additional maintenance replacement parts for equipment that we currently do not have parts for.

Thank you.
David

From: MARCUS Brenda S
Sent: Friday, October 04, 2013 8:41 AM
To: GUTHRIE Aundrea F; KIM David
Subject: RE: 16155-02_PIF.pdf - Adobe Acrobat Professional

David:

This example specifically says it will use State funds to pay for the extra materials, but the FHWA Contract Core Curriculum Guide has a section specifically on Contractor Purchased Materials for State Ownership which says Federal Highway can choose to participate in the costs based on the specific situation. You should be able to get confirmation and/or approval of this from Jeff Graham.

Brenda

From: GUTHRIE Aundrea F
Sent: Friday, October 04, 2013 8:03 AM
To: KIM David
Cc: MARCUS Brenda S
Subject: 16155-02_PIF.pdf - Adobe Acrobat Professional

Hi David,

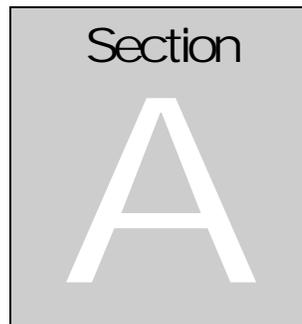
Attached is an example of a LPIF for Contractor Purchased Equipment.

<< File: 16155-02_PIF.pdf >>

Please let me know if you need anything else.

Thank you,

Aundrea



PRIOR TO PS&E SUBMITTAL

A-3: Anticipated Items

Anticipated Items (AI's) are used to provide a funding mechanism only for non-biddable elements for work that may be needed to complete a project. AI's are covered in:

- [PD-07 - PS&E Submittal to Bid Opening](#)
- [The PS&E Delivery Manual – Section 3.b Anticipated Items](#)
- [ODOT Construction Manual, Chapter 5 – Construction Authorization, Appendix 1](#)
- [Estimating Manual](#)

AI's are “known” items of work that cannot be quantified or identified sufficiently to be included as a biddable item in the contract. “Unknown” items of work are covered by the project Contingency funds. AI's cannot be created for items of work that cannot be competitively bid, or for unfinished or incomplete design work per FHWA guidance (see [Section K-9: Technical Directives, Bulletins & Operational Notices - PD-07 – PS&E Submittal to Bid Opening](#)).

Under the Templates section on the OPL website page are both the AI Request template and examples of various previously-approved AI Requests including Tree Removal and Third Party Inspection.

http://www.oregon.gov/ODOT/HWY/OPL/Pages/manuals_forms_etc.aspx#Templates

INSERT REGION OR LOCAL AGENCY LETTERHEAD

(This template is maintained by OPL's Pre-Letting Unit. Unauthorized changes to the template may result in the letter being rejected. Please submit requests to update or change the template to: ODOTPre-Letting@odot.state.or.us.)

DATE: August 26, 2016

TO: Larry McKinley
Office of Project Letting Manager

FROM: [Click here to enter submitter's name.](#)
[Click here to enter submitter's position title](#)

SUBJECT: LETTER OF APPROVAL FOR ANTICIPATED ITEMS

Project Name: Enter the STIP Project Name.

Highway: Enter the Highway Name.

County: Enter the County Name.

Key No.: Enter the Key Number. **Control No. (OPL use only):** _____

PS&E Due Date: Enter the PS&E due date. **Bid Date:** Enter the Bid Date.

Project Description: *Give a brief description of the project including the purpose, general location and other key details.*

[Click here to enter text.](#)

Justification for the Anticipated Item: *What is the name of the Anticipated Item? What is the reason for having the Anticipated Item? Why does it have to be an Anticipated Item versus biddable work in the construction contract?*

[Click here to enter text.](#)

Associated Costs: *What is the cost associated with this request? Is there a cost savings to the project? If there's a cost savings to the project, include the cost savings and clearly detail how the savings will impact the project.*

[Click here to enter text.](#)

Procurement Method: *Is the Anticipated Item expected to be a separate payment or added to the contract via Contract Change Order?*

[Click here to enter text.](#)

The OPL Manager has delegated authority from the State Traffic-Roadway Engineer to approve AI Requests.

OPL has worked closely with FHWA to develop a combined Programmatic LPIF and AI Request template for frequently requested work such as APHIS, Railroad Flagging, Utility Connections and Public Information. (See Section [A-2: Letters of Public Interest Finding](#)). The Programmatic LPIF/AI Request must be reviewed and re-approved yearly. The OPL Pre-Letting Specialist is responsible for the yearly update process. The Programmatic LPIF/AI Request Template is also on the OPL website page.

The only non-biddable work items that are **not** required to have an approved AI Request are:

- Asphalt / Fuel / Steel Escalation/De-Escalation
- AC Statistical Bonus, and
- AC / PCC Smoothness Bonus

Approved AI's must show up on the PS&E Estimate and in the bid items.

FHWA must also approve all AI Requests on FFO projects. OPL staff will facilitate obtaining FHWA review and approval when required, and return a copy of the signed AI Request back to the provider.

AI Requests should be submitted and approved prior to PS&E submittal. It is time-consuming and risky to process AI Requests after PS&E submittal as the rework entails removing and re-entering all AASHTOWare Project (*aka "Trns*Port"*) entries which is a high risk task for data entry errors. Only rare circumstances will justify approval of AI Requests received after PS&E submittal, through bid opening. These AI requests must be processed by the Trns*Port Systems Administrator.

OPL PROCESSING OF SUBMITTED AI REQUESTS

AI Requests are submitted directly to the [ODOT Pre-Letting](mailto:ODOTPre-Letting@odot.state.or.us) inbox (ODOTPre-Letting@odot.state.or.us) and are processed by the Pre-Letting Specialist. Detailed instructions for the internal processing of AI Requests can be found in the Pre-Letting Specialist Procedure Manual.

POST-CONSTRUCTION REPORTING ON ANTICIPATED ITEMS

In an effort to more closely monitor the types of work items being included as Anticipated Items and how those work items are paid for, the Project Manager (PM) will need to provide the following information for all approved Anticipated Items as part of the Project Manager's Narrative form after project completion:

Anticipated Items Breakdown			
If no Anticipated Items, check here: <input type="checkbox"/>			
Item Description	Original Authorization	Amount Spent	Method (CCO, SFO, etc.)
TOTALS:			

Identify each anticipated item as shown on the zero pay estimate. Identify the original authorization amount, the final amount spent, and the method used for payment (CCO, SFO, etc.).



PRIOR TO PS&E SUBMITTAL

A-4: Design Exceptions

Design Exceptions typically originate during the project development process, or in some instances during the planning process, and must be submitted and approved by both ODOT and FHWA (if required) prior to PS&E submittal. Outstanding Design Exceptions cannot be included in a PD-02 Exception Letter (see [PS&E Delivery Manual, Section 2.2.p – PD-02 Exception Letter](#)). Approval of Design Exceptions for ODOT projects has been delegated to the State Traffic-Roadway Engineer.

Design Exception requirements are covered in the [ODOT Highway Design Manual, Chapter 14 – Design Exception Process](#). Additional information on submitting and processing Design Exceptions can also be found in the [PS&E Delivery Manual](#) and in the Pre-Letting Specialist Procedures Manual. Design Exceptions are processed by the Pre-Letting Specialist and are not reviewed or signed by the OPL Manager.

The Pre-Letting Specialist will provide the Roadway Engineering Unit Manager with a Design Exception Report showing all “OPEN” Design Exceptions on the second and fourth Monday of each month for review.

A “PENDING” FHWA Approval Report is also produced by the Pre-Letting Specialist on a bi-weekly basis and sent to the applicable FHWA Engineer and Field Operations Engineers to remind them which Design Exceptions are still pending approval. See [Section K-8: REPORTS - k. Design Exception Report](#).



PRIOR TO PS&E SUBMITTAL

A-5: PD-02 Exception Letters

A PD-02 Exception Letter provides a mechanism to request authorization allowing a project to precede to advertisement with some incomplete PS&E submittal requirement(s). This means the requested PS&E submittal item is marked “NO” on the PS&E Submittal Checklist. PD-02 Exception Letters are covered in:

- [PD-02 – Project Development Decision Structure](#)
- [The PS&E Delivery Manual – 2.2.p PD-02 Exception Letter](#)
- [GE07-01\(B\) – FHWA Limitations on PS&E Exception Letters](#)

The term “PD-02” specifically refers to Operational Notice PD-02. See *Section [K-9: Technical Directives, Bulletins & Operational Notices – PD-02-Project Development Decision Structure](#)*, which discusses the accountability and process guidance for project delivery on both state and local projects.

PD-02 Letters are submitted directly to the [ODOT Pre-Letting](#) inbox (ODOTPre-letting@odot.state.or.us) and are processed by the Pre-Letting Specialist. The internal OPL process is covered in the Pre-Letting Specialist Procedure Manual. OPL is the custodian of the original, signed PD-02 Letter (i.e., “record copy”). PD-02 Exception Letters must be submitted using the template posted on the OPL website at:

http://www.oregon.gov/ODOT/HWY/OPL/Pages/manuals_forms_etc.aspx#Templates

PD-02 Exception Letter Template

INSERT REGION OR LOCAL AGENCY LETTERHEAD

(This template is maintained by OPL's Pre-Letting Unit. Unauthorized changes to the template may result in the letter being rejected. Please submit requests to update or change the template to: ODOTPre-Letting@odot.state.or.us.)

DATE: August 26, 2016

TO: Paul Mather, P.E.
Highway Division Administrator

FROM: _____ **Date:** _____
Enter the Region Manager's name.
Region Manager

_____ **Date:** _____
Tom Lauer, P.E.
ODOT Technical Services Manager

Reviewed by OPL (OPL use only): _____

SUBJECT: PD-02 EXCEPTION LETTER

Project Name: Enter the STIP Project Name.

Highway: Enter the Highway Name.

County: Enter the County Name.

Key Number: Enter the Key Number. **Construction Cost:** Enter the Construction Cost.

PS&E Due Date: Enter the PS&E Due Date. **Bid Date:** Enter the Bid Date.

Per the Project Delivery Leadership Team (PDLT) [Operation Notice PD-02](#) we are requesting your approval for an exception to the requirement for the Final PS&E Submittal and Completeness Checklist to be 100% complete prior to submitting the PS&E package for review.

Project Description: Give a brief description of the project including the name, project purpose, general location and other key details.

Click here to enter text.

Description of outstanding item(s) from the Final PS&E Submittal and Completeness Checklist: What is the name of the outstanding item?

Click here to enter text.

Brief Explanation: *Why was the item no complete by the PS&E due date?*

Click here to enter text.

Anticipated Completion Date: *E.g., the Friday prior to advertisement, two week prior to bid opening.*

Click here to enter text.

Person Responsible for completion of the outstanding item: *Name and contact information.*

Click here to enter text.

Request permission to go to PS&E, printing or advertisement: *Printing is non-participatory by FHWA. If you have to print the bidding documents more than once, State and/ or Agency funds will have to pay for printing a second time.*

Click here to enter text.

What will happen if the PD-02 item(s) is not completed by the Anticipated Completion Date: *E.g., a revised PD-02 Exception Letter will be submitted for approval or the project will be rescheduled for the next available bid date?*

Click here to enter text.

Concur Don't Concur _____ Date: _____
Paul Mather
Highway Division Administrator

Cc: Enter the PL's or LAL's name.
 Enter the AM's name.
 Enter the Tech Center Manager's name.
 Enter the OPL QA Engineer's name.
 Enter the Spec Writer's name (email required for non-ODOT employees).
 Larry McKinley, OPL Manager
 Aundrea Guthrie, OPL Pre-Letting Specialist / Systems Coordinator
 Mike Kimlinger, Roadway Engineering Unit Manager
 ODOT Procurement Office – Construction Contracts Unit
 Intergovernmental Agreements
 Melissa Canfield, Chief Procurement Officer

All questions must be addressed or the request will be returned to the submitter for revision.

PD-02 Exception Letters submitted directly to the Chief Engineer or Highway Administrator instead of the OPL Pre-Letting email address, will be sent back to OPL for review and “concurrence” prior to being signed. The Pre-Letting Specialist will review the submittals for both content and dates. Some, but not all, of the PS&E Submittal deliverables not allowed to be included on the PD-02 Exception Letter include:

- OCR documentation
- Buy America Waivers
- Cost Estimate in Trns*Port Estimator
- Design Exceptions
- Project Mobility Considerations Checklist
- Right of Way Certification Form
- Completed Environmental Documentation

Technical Bulletin [GE07-01\(B\) – FHWA Limitations on PS&E Exception Letters](#) also clarifies that no project will be approved by FHWA for advertisement when outstanding federal clearances are present.

The Pre-Letting Specialist will enter the information from the PD-02 Exception Letter into the OPL database and file the original letter in the Region binders in OPL. If there is an exception item for intergovernmental agreements (IGA) and/or personal service contracts (PSK), an email notice will be forwarded to appropriate ODOT Procurement Office (OPO) staff along with a copy of the PD-02 Exception Letter.

The Pre-Letting Specialist will produce a weekly “Open PD-02” report and share with the QAE’s and OPL Manager. The Pre-Letting Specialist is also responsible for tracking outstanding PD-02 Exception items to ensure they are resolved by the date specified in the letter. If the exception item is either an IGA or PSK, follow-up emails will be sent to the appropriate OPO staff 1-2 weeks prior to the due date.

On the scheduled bid opening date, OPO-CCU staff will review all outstanding PD-02 Exception items as part of the responsiveness review of the low bidder. All outstanding PD-02 Exception items with resolution dates prior to bid opening must be resolved before the contract award process can move forward, or a revised PD-02 Exception Letter must be submitted and approved.

After bid opening, OPO-CCU staff will be responsible for monitoring any PD-02 Exception items with resolution dates between bid opening and contract award to ensure they are completed by the date specified. Once the PD-02 Exception item has cleared, confirmation will be received via email and maintained in the OPO-CCU project records.

Periodic ad-hoc reports on PD-02 Exception Letters may be requested by the Chief Engineer or other Technical Services staff, but there is no regularly scheduled report established at this time. If a report is requested, the Pre-Letting Specialist can produce it using the data in the OPL database.

In March 2014, at the direction of the Chief Engineer, the resolution timing for outstanding PS-02 Exception items was moved to no later than two (2) weeks prior to the scheduled bid opening date. This was to reduce the risk and impact on the industry staff bidding on projects:

From:	MARCUS Brenda S	Sent:	Fri 3/7/2014 10:28
To:	<input type="checkbox"/> ODOT Project Leaders; <input type="checkbox"/> ODOT LALs; <input type="checkbox"/> ODOT Area Managers; TELL Jason A; CHICKERING Sonny P; READING Frank H; BRYANT Robert W; GROVE Monte CLARK Tamira J; CARTWRIGHT Carol A; THOMPSON Mark; HEACOCK Jon W; DAVIS Steven A * Tech Center Manager; HUNAIDI Sam H		
Cc:	LAUER Thomas J; MATHER Paul R; ANDERSON Daniel A; CIESLAK Jason; DARENSBURG Lucien P; GUTHRIE Aundrea F; LESHK Kit A; LIPPSMEYER Michael J; RIEDL John J; SCOTT Karen N; SYLVIA Merry L; THIEL Kevin A; WOODS William L		
Bcc:	PAPPE Robert G		
Subject:	PD-02 Exception Letter Timing Change		

In an effort to be more thoughtful to our Industry partners bidding on transportation construction contracts, Tom Lauer has requested an immediate change to the completion timing for PD-02 Exception Letter items.

Beginning today, all PD-02 Exception Letters submitted which request a resolution date for outstanding items beyond the advertisement date but prior to the bid opening date, must now show resolution of these items no later than **two (2) weeks** prior to the scheduled bid opening date or the project will need to be postponed. The current PD-02 Exception Letter process and template allow requests for outstanding items beyond the advertisement date to be completed one (1) week prior to the scheduled bid opening date. Extending the completion time to two (2) weeks will have less of a negative cost effect on contractors bidding on the project if the outstanding item is not resolved and the project ends up being delayed.

In some cases, such as very large and/or complex projects, where bid development costs to bidders may be much higher, the completion of PD-02 Exception Letter items may need to be completed three (3) weeks prior to the scheduled bid letting date. If you have a project that you feel fits this category, please contact the OPL QA Engineer assigned to the project prior to submittal of the PD-02 Exception Letter, and we can help coordinate the discussion with Tom Lauer to see if the 3-week timeframe is appropriate.

Remember, by default PD-02 Exception Letters are assumed to authorize projects to proceed to advertisement only with outstanding PS&E items. Projects will not be allowed to proceed to bid opening, project award or notice to proceed unless explicitly requested in the PD-02 Exception Letter and approved by the Highway Division Administrator. The change in this notice only applies to requests for resolution dates after the advertisement date, but prior to the scheduled bid opening date.

Please begin using the new resolution time frame on all PD-02 Exception Letters submitted beginning today. Also please share this information with any Local Agency or Consultant partners you feel may need it. The PD-02 Exception Letter template and PS&E Delivery Manual will both be updated shortly to reflect this change.

If you have any questions on this change, please submit them to the Office of Project Letting at: ODOTPre-Letting@odot.state.or.us.

Exceptions to this two (2) week time frame must be pre-approved by the Chief Engineer or Highway Division Administrator prior to submittal of the PD-02 Exception Letter to OPL.



PRIOR TO PS&E SUBMITTAL

A-6: Fast-Track PS&E and Expedited Award Process

In response to the increasing number of requests received by OPL and OPO-CCU for either a Fast-Track PS&E (less than the standard 24 days) or for an Expedited Award process (less than the number of days specified in §00130), OPL and OPO-CCU jointly developed a standard, formalized process. The process was rolled out in July 2013.

From: MARCUS Brenda S
ent: Monday, July 22, 2013 10:33 AM
To: KIM David; WATANABE Richard F; POTTER James T * Tim; MCKINLEY Larry * ODOT; BRINDLE Frances * Frannie; ANDERSON Arthur H; FARNSWORTH Gary C; HANSEN Norman C * Butch; RAMSDELL Amy J; USSELMAN Mark
Cc: WRIGHT Marie A; GENTEMANN Wynnette; GUTHRIE Aundrea F; THIEL Kevin A; DARENSBURG Lucien P; SCOTT Karen N; JOVANOVIC Ana
Subject: Fast-Track/Expedited Award Request Template
Attachments: Fast_Track_-_Expedited_Award_Request_Template.doc

Due to the increase in the number of Fast-Track PS&E and/or Expedited Award requests being submitted recently, the Office of Project Letting (OPL) and ODOT Procurement Office - Construction Contracting Unit (OPO-CCU) have jointly developed a formalized request template.

Effective immediately, please submit any requests for either a Fast-Track PS&E or Expedited Award (or both), using the attached template document. The requests can be submitted either directly to my attention, or to the OPL Pre-Letting email address shown on the form.

Please note that due to the extremely heavy bid schedule, no Fast-Track PS&E or Expedited Award requests can be considered for projects bidding between October 3, 2013 and November 7, 2013 (inclusive).

If you have any questions on this information, please feel free to contact me.

Regards,

Brenda S. Marcus, OPMA
Office of Project Letting Manager
Specifications | Estimating | Pre-letting | Quality Assurance for Design
Oregon Department of Transportation - Traffic-Roadway Section
4040 Fairview Industrial Dr SE, MS #1, Salem, OR 97302-1142
☎: 503-986-3796 - Office ☎: 503-689-2957 - Cell

A-6: Fast-Track PS&E and Expedited Award Process

The Fast-Track PS&E / Expedited Award Template is maintained and kept with the Pre-Letting Specialist in OPL; it is not posted on the internet or intranet sites. The Area Managers (AM's) are provided with a copy of the most current template to ensure the project teams must discuss any requests with them prior to submittal. The current template and process is available to internal OPL staff at:

\\scdata\OPL\OPL_Official_Records\Pre-Letting\Procedures\Fast-Track_PS&E_&_Expedited_Award_Process

INSERT REGION OR LOCAL AGENCY LETTERHEAD

(This document is maintained by Office of Project Letting's Pre-Letting unit. Please submit requests to update and/or change the template to: ODOTPre-Letting@odot.state.or.us)

DATE: January 10, 2017

TO: Larry McKinley
Office of Project Letting Manager

FROM: [Click here to enter submitter's name.](#)
[Click here to enter submitter's position title](#)

SUBJECT: FAST TRACK PS&E / EXPEDITED AWARD REQUEST
Request Type: Choose an item.
Project Name: [Click here to enter text.](#)
Highway: [Click here to enter text.](#)
County: [Click here to enter text.](#)
Key No.: [Click here to enter text.](#) Control No. (OPL use only): _____
DBE Goal: [Click here to enter text.](#) Contract No. (OPL use only): _____

Project Schedule – Provide the current project schedule information below. Include the new bid date requested, if applicable.

CURRENT PROJECT SCHEDULE			REVISED PROJECT SCHEDULE <i>(if applicable)</i>		
PS&E Submittal Date	Click here to enter a date.		PS&E Submittal Date	Click here to enter a date.	
Advertisement Date	Click here to enter a date.		Advertisement Date	Click here to enter a date.	
Advertisement Length	*2 Weeks <input type="checkbox"/>		Advertisement Length	*2 Weeks <input type="checkbox"/>	
	3 Weeks <input type="checkbox"/>			3 Weeks <input type="checkbox"/>	
	4 Weeks <input type="checkbox"/>			4 Weeks <input type="checkbox"/>	
	5 Weeks <input type="checkbox"/>			5 Weeks <input type="checkbox"/>	
Bid Date	Click here to enter a date.		Bid Date	Click here to enter a date.	
*2 Week Advertisements are only considered for emergency declaration and re-bid projects. Requires FHWA approval (via email) if the project is federally funded.					

Project Description – Give a brief description of the project including the construction estimate, purpose, general location and other key details.

Page 1

Click here to enter text.

Justification for Request – Why is a Fast Track PS&E and/or Expedited Award being requested for this project (i.e., emergency project, re-bid, permit restrictions, Agency priority project, etc.)?

Click here to enter text.

Request for Fast Track PS&E and/or Expedited Award Process – Check the box next to the process that is being requested.

REQUEST FOR FAST TRACK PS&E PROCESS – This will remove two weeks off the PS&E review period allowing the project to move to advertisement earlier (10 days after PS&E submittal). Paper sets of the bidding plans and special provisions may not be available to ODOT staff at advertisement. *The Fast Track PS&E process means there will only be a minimal review performed on the PS&E submittal to ensure compliance with the DOJ Class Exemption.*

REQUEST FOR EXPEDITED AWARD PROCESS – This process will require modifications to Section 00130 of the Special provisions to notify both the Contractor and the Agency of the shorter document submittal and turn-around times. Section 00130 language will be provided to the project Spec Writer by the Office of Project Letting Specifications Unit upon approval of the Expedited Award request by the Office of Project Letting and the ODOT Office of Procurement.

Requested Timeframe for Fast Track PS&E and/or Expedited Award – What timeframe is being requested for Fast Track PS&E and/or Expedited Award?

FAST TRACK PS&E TIMEFRAME	
No. of days requested for Fast Track PS&E	Click here to enter text.
<i>The Fast Track PS&E process requires a minimum of 10 days for PS&E review.</i>	

EXPEDITED AWARD TIMEFRAME	
No of days requested for Expedited Award	Click here to enter text.
<i>The Expedited Award process requires a minimum of 30 days for award.</i>	

Submitted by: _____

Date: _____

Click here to enter PL's or LAL's name and position title.

Concurred by: _____ Date: _____

Click here to enter AM's name and position title.

cc.: *Click here to enter the Region Specification Writer's name and position title.*

FAST TRACK PS&E PROCESS APPROVED BY:

Approved by: _____ Date: _____
Larry McKinley, Office of Project Letting Manager

APPROVED PROJECT SCHEDULE <i>(OPL use only)</i>	
PS&E Submittal Date	
Advertisement Length	
Advertisement Date	
Bid Date	

EXPEDITED AWARD PROCESS APPROVED BY:

Approved by: _____ Date: _____
Larry McKinley, OPL Manager

Approved by: _____ Date: _____
Wynnette Gentemann, OPO Construction Contracts Unit Manager

FOR EXPEDITED AWARD REQUESTS <i>(OPL use only)</i>	
<i>SP00130 sent to (Spec Writer's Name)</i>	
<i>SP00130 was sent by (Name)</i>	
<i>SP00130 was sent on (Date)</i>	

FAST TRACK PS&E and EXPEDITED AWARD

These two very different processes are often confused or used interchangeably. The difference is:

FAST TRACK PS&E is when up to two weeks are taken off the PS&E review period before the project goes to ODOT Procurement Office (OPO) for advertisement, bid, and award. See attached 10 Day PS&E Review Calendar (*first 14 days are removed from Fast Track PS&E process*). No changes are made to the time frames between bid opening and award identified in Section 00130.

EXPEDITED AWARD is when, by modifying the specifications, the time frames between bid opening and award are shortened. In the past Expedited Awards have been completed in as little as 10 days. Currently we are using 30 calendar days, to help account for weekends and very limited overtime allowed. The specifications changes are made to Section 00130, and are available from the Sr. Specifications Engineer.

BOTH processes should be rarely used. Used appropriately, they are useful tools on certain projects. Delays because of permits, right of way, or design during the PE phase are not acceptable reasons for using these tools.

While frequently used together, they can be used separately.

WHEN TO USE

Projects that will be considered for use of either the Fast Track PS&E or Expedited Award are:

- Projects with an Emergency Declaration which have 120 days to obligate Emergency funds.
- Projects that have gone to bid and all bids were rejected; and the Region wants to re-bid the project in the shortest possible timeframe so as not to lose a construction season or in-water work period.
- Agency priority projects that have been accelerated or advanced.

Another item that gets mixed in with the Fast Track PS&E and Expedited Award processes is a 2 week advertisement period. If a project has federal funding, FHWA must approve any advertisement length less than 3 weeks. It is preferred to do this via email, so the email can be forwarded to the Office of Project Letting (OPL). OPL requires written notice from FHWA for shortened advertisements. If the project does not have any federal funding, the OPL Manager can approve the shortened advertisement period (*less than 3 weeks*). Shortened advertisements are only considered on Emergency Declaration projects and re-bid projects.

WHO REQUESTS

Project Leader with concurrence from the Area Manager (similar to Public Interest Findings or Mandatory pre-bid meeting requests).

WHO APPROVES

- FAST TRACK PS&E – OPL Manager

- EXPEDITED AWARD – OPO Construction Contracts Unit Manager and OPL Manager
- 2-Week Advertisement – FHWA and OPL Manager

WHEN TO REQUEST

The request for a Fast Track PS&E or Expedited Award should be made within 3 months of the PS&E due date.

RISKS ASSOCIATE WITH:

FAST TRACK PS&E

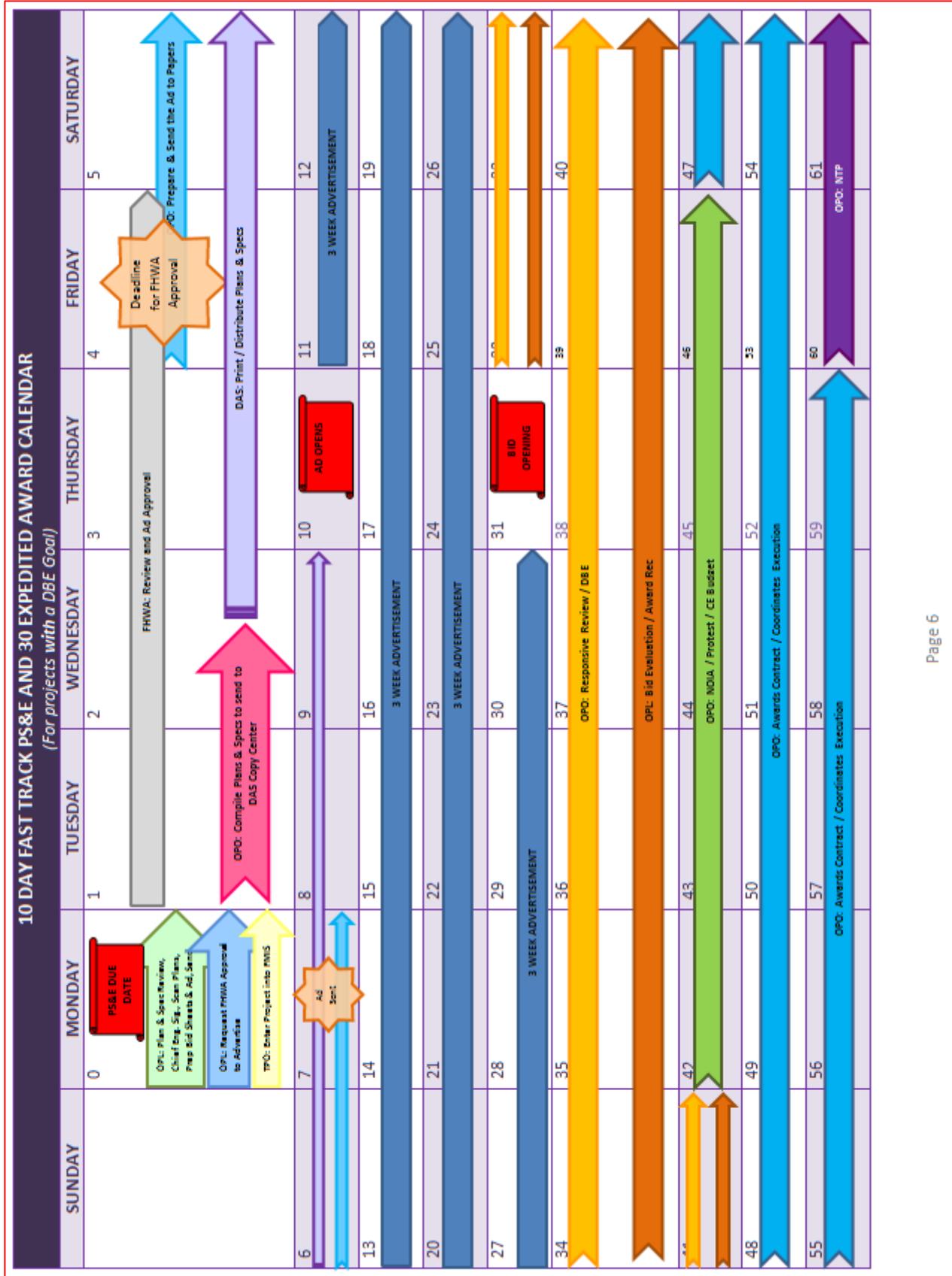
- 1) The electronic Estimator file is the critical path item at PS&E. If the electronic version is not submitted on time, or has problems that won't allow it to load into the Trns.port, the project can't move forward. While this is the case for ALL projects, it is more noticeable and critical when a project is Fast Tracked.
- 2) There will be no QA review of the documents. OPL will only perform the required legal sufficiency review. OPL will perform a cursory QA review, as time allows, after the project has been advertised (required changes will be made by addenda).
- 3) Paper sets of bidding plans and special provisions may not be available to ODOT staff by the time the advertisement opens. However, electronic copies of the bidding plans and special provisions will be available on ODOT electronic Bidding Information Distribution System (eBIDS) website.
- 4) FHWA review time is significantly reduced. FHWA may only have a day or two to look at the project in FMIS. If the project is not approved for advertisement in time by FHWA the bid date will be delayed.

EXPEDITED AWARD

The two main risks with Expedited Award depend on how the bids come in and if there are any protests. If the bids are unbalanced or over 10% of the Engineers Estimate, the bid analysis may result in a recommendation to reject all bids. Also, any protest by the second or third low bidder can cause a delay in the award of the project.

2-WEEK ADVERTISEMENT

There is very limited time for addenda with this short advertisement period. Contractors may not have enough time to thoroughly review the plans and special provisions. The likelihood of postponement increases as errors are caught late in the advertisement period.



A-6: Fast-Track PS&E and Expedited Award Process

Fast-Track PS&E Requests are approved by the OPL Manager only. Requests for an Expedited Award must be approved by both the OPL Manager and the OPO-CCU Manager.

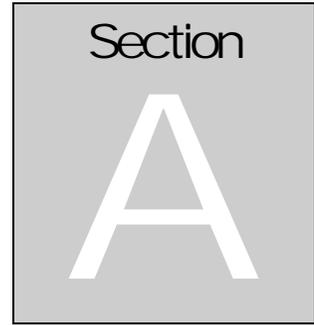
NOTE: DOJ does not acknowledge any different QA rules for Fast-Track projects. Therefore, to comply with the additional restrictions and expectations placed on the Agency under the 2015 DOJ Class Exemption, the 10-day Fast-Track PS&E can only be requested, and approved, under the following conditions:

- Projects that have gone to bid and all bids were rejected and are being rebid without significant changes made to the project plans or specifications;
- Projects with an emergency declaration which have 120 days to obligate emergency funds;
- Projects identified as “priority” by the Director or Highway Divisions Administrator which are being accelerated or advanced.

If a Fast-Track PS&E request is being considered, the OPL Manager will need to communicate the request to the Sr. Specifications Engineer so DOJ can be notified of the intent. Agreement must also be received from OPO-CCU and the Program & Funding Services Unit as the Fast-Track PS&E process will impact their workload and processes.

Fast-Track PS&E and Expedited Award requests are tracked by the OPL Manager and Pre-Letting Specialist on an Excel spreadsheet (“*Fast-Track Project List*”) and maintained in the \\scdata\opl\OPL_Official_Records\Pre-Letting\Reports share drive. At this time there is no formal report required.

Date	Key No.	Project Name	PL/LAL	Bid Date	Fast Track PS&E	Expedited Award	Approved	Rejected	NOTES
2/10/2015	16196	Broadway St: Willamette R (Broadway Br) Painting	Justin Shoemaker	3/12/2015	X	21 CD	2/10/2015		Originally bid on 11-6-14 with special prequalifications; all bids rejected. Need to rebid as quickly as possible to meet the 8-15-15 completion date.
2/19/2015	17821	Region 2 Rumble Strips (Various Area 3)	Alan Fox	4/9/2015		14 CD	2/23/2015		Expediting award date to allow Contractor to begin work earlier in the year; risk mitigation to keep prices lower based on lessons-learned
2/26/2015	19489	US20/US26: Vale - Cairo Jct	Sean Maloney	6/25/2015	10 CD	30 CD	2/26/2015		Rapidly deteriorating pavement must be replaced this season. Expedited PS&E + Award will allow time for completion by 9-30-15. 30 CD Award time will still allow 10-day DBE processing time - OK'd by OCR
5/8/2015	19497	OR224: Rockfall Mitigation Tree Removal	Kelly Hawley	7/9/2015	10 CD	14 CD	5/8/2015		Tree removal must be completed within limited nesting window, and before separate Rockfall Mitigation project can start.
5/27/2015	18323	PME - Phase 4	Jerry Wolcott	4/21/2016		30 CD	6/2/2015		Keep project on track with final completion schedule
6/11/2015	19205	Sheep Creek Bridge - Phase 1	Jerry Wolcott	6/25/2015		30 CD	6/12/2015		Make up time lost due to delay in Region-procured beams contract
9/23/2015	18563	Ross Island Intrchg NB Conn Deck Overlay	Kelly Hawley	4/14/2016		30 CD	9/30/2015		Exp Award is necessary to ensure project is constructed during a very specific, short window



PRIOR TO PS&E SUBMITTAL

A-7: PS&E Project File Management Process

The OPL PS&E Project File Management Process was established to define a standard method of preparing, tracking and archiving project files within OPL. Project files are defined as either “Hard Copy” or “Electronic Copy”.

Hard Copy Project File Preparation

- A project folder and a Pre-Letting Internal Checklist will be prepared for each project the Friday prior to the scheduled PS&E due date. The project folder will be labeled with the project name, highway name, county, region and key number. The contract number, final completion date and completed date (final note) will be added by the QAE.
- The project folders are then filed by bid date in the lateral file cabinet where they remain during the PS&E review and advertisement phases of the project.
- The project folders are moved and refiled by contract number in the lateral file cabinet after the project has been awarded.

Hard Copy Project File Contents

- Hard copy of bidding plan set
- Hard copy of project Special Provisions
- Copy of OCR documentation email
- PS&E estimate
- Project Completion Date Schedule
- Risk Assessment Summary
- Final PS&E Submittal Checklist
- Pre-Letting Internal Checklist
- Addenda Letters (if original signatures)
- Letter of Clarification (if original signatures)
- Class of Work worksheet
- All handwritten notes, notes to file, phone logs and documents with original signatures (“record copy”).

OPL also maintains the record copies, with original signatures, of the following documents, which are filed in the Region binders:

- Letter of Public Interest Finding
- Letter of Approval for Anticipated Item Request
- PD-02 Exception Letter
- ODOT Contract Verification Form (HB 2375)

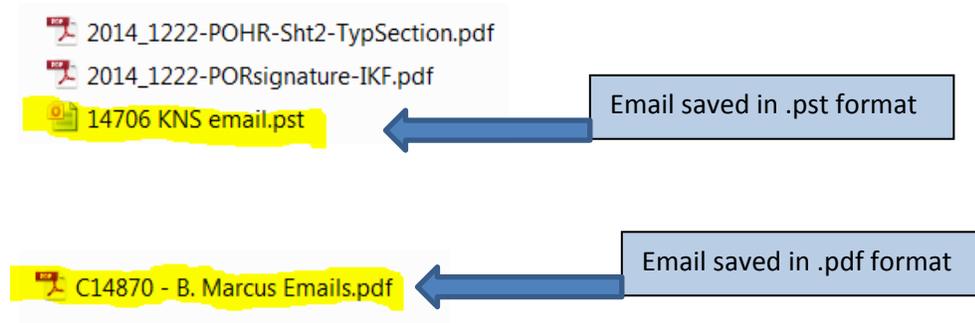
Electronic Copy Project File Preparation

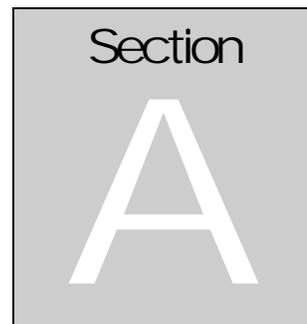
- A project folder will be set up in the [\\scdata2\seopl_archives](#) folder for each project the Friday prior to the scheduled PS&E due date.
- The project folder will include the PS&E QA Report/Comment sheet.

Electronic Copy Project File Contents

- PS&E QA Report / Comment Sheet
- CE Minimums (*for NEPA (National Environmental Policy Act) Class 2 projects*)
- Bidding Special Provisions
- Final Special Provisions
- POR (*Professional of Record*) sheets
- Special Provisions Integrity Certification
- PS&E Estimate
- Estimator Files (.est and .dat)
- Fuel Escalation Worksheet
- Steel Escalation Worksheet
- Right of Way Certification
- Utility Certification
- Buy America Waiver
- Mobility Checklist and supporting emails
- Final PS&E Submittal Checklist
- Bid Sheets
- Project Advertisement
- Document Assembly Sheet
- Addenda Letters and Letters of Clarification
- Project Emails
- Class of Work Worksheet

After contract award, all project email files from the QAE, Pre-Letting Specialist, Specifications Engineers and OPL Manager are placed in the project electronic file. The email files can be in either .pst or .pdf format. It is important that these records be included in the project archive file in the event of future claims or document discovery requests.





PRIOR TO PS&E SUBMITTAL

A-8: Mandatory Pre-Bid Meeting (Approval and Scheduling Process)

A Mandatory Pre-Bid Meeting may be applicable to a project if there are special work items or schedules that need to be communicated to all prospective bidders, or if the project is using an alternative contracting method. Only bidders who attend the Mandatory Pre-Bid Meeting will be allowed to submit a bid on the project.

As required by [PD-07 – PS&E Submittal to Bid Opening](#), before a Mandatory Pre-Bid Meeting can be scheduled, the PM has to make the determination that a Pre-Bid Meeting will be beneficial to the advertising and bidding process.

Pre-Bid Meeting – Use the following procedure when the project team, with the approval of the Construction Project Manager (PM), has determined the use of a mandatory pre-bid meeting is beneficial to the advertising and bidding process.

- Justification to hold a pre-bid meeting must be submitted to the Area Manager or Bridge Delivery Unit (BDU) Manager for review and approval.
 - The justification should clearly indicate the features or issues of a project that require a meeting, the proposed agenda, and a list of the expected outcomes.
- Once approved by the Area Manager / BDU Manager, a copy of the documents shall be forwarded to OPL
- To avoid conflicting meetings all proposed scheduling of these meetings will be cleared through the OPL
- The Project Leader (PL) is responsible for steps through the approval and scheduling phases. The PM is responsible for conducting the pre-bid meeting and any follow-up.
- Within two business days of the pre-bid meeting, the PM shall issue a meeting summary to OPO – Construction Contracting (email to ODOTprocurementoffice-construction@odot.state.or.us).

The meeting summary will include:

- the names of the attendees and the organization they represent
 - the meeting agenda
 - meeting minutes
 - response to items or issues that could not be completely addressed at the mandatory pre-bid meeting or require follow-up by the Agency
 - If there are issues that will require more than two days to respond, those issues must be described in the summary and a forecast given for when and how the issue will be resolved.
 - Issues requiring changes to plans, special provisions, or bid items will require an addendum to be produced.
- OPO – Construction Contracting will post the meeting summary to the Bid and Award section of the OPO website http://www.oregon.gov/ODOT/CS/CONSTRUCTION/Bid_Award.shtml
 - The list of attendees is critical to assure the low responsive bidder attended the pre-bid meeting per Specification Section 00120.15.

A-8: Mandatory Pre-Bid Meeting (Approval and Scheduling Process)

Justification to hold a Mandatory Pre-Bid Meeting must be submitted by the PL to the AM for review and approval. The justification should clearly indicate the features or issues of a project that require a meeting, the proposed agenda, and a list of the expected outcomes. Once the Mandatory Pre-Bid Meeting is approved by the AM, the PL will forward a copy of these documents to the OPL Pre-Letting Specialist.

Example Request for AM approval to hold Mandatory Pre-Bid Meeting



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation

Region 3 Project Delivery

3500 NW Stewart Parkway

Roseburg, OR 97470

Phone: (541) 957-3542

Fax: (541) 957-3547

Date: March 26, 2013

To: Mark Usselman
Southwest Area Manager

From: Elizabeth Stacey
Project Leader, Region 3

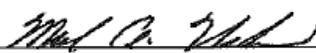
Subject: Pre-Bid Meeting Request
US 101: Umpqua River Bridge & McIntosh Slough Bridge Paint
Oregon Coast Highway
Douglas County
KN 17932

I am requesting your approval to hold a mandatory pre-bid meeting for the US 101: Umpqua River Bridge & McIntosh Slough Bridge Paint project (KN 17932).

The purpose of the meeting is to make bidders aware of the complexities associated with this project. The requirements of the painting and containment system on this structure require very specific equipment and procedures. This meeting will allow the bidders to hear about these specifics and provide an opportunity to ask for clarifications regarding ODOT's expectations. This meeting is also an opportunity for the bidders to discuss the environmental concerns and bridge operation requirements.

If you are in approval of a mandatory pre-bid meeting, please sign below and return this form to me.

I support holding a mandatory pre-bid for the US 101: Umpqua River Bridge & McIntosh Slough Bridge Paint project (KN 17932)

Signature: 
Mark Usselman, Southwest Area Manager

Date: 3-26-13

A-8: Mandatory Pre-Bid Meeting (Approval and Scheduling Process)

To avoid conflicting meetings, all proposed scheduling of Mandatory Pre-bid Meetings will be cleared through OPL. The meeting needs to be scheduled two (2) weeks after the project goes to advertisement to give prospective bidders enough time to review the bid documents prior to the meeting. Meetings should never be scheduled Thursdays so as to not conflict with bid openings. The PL is responsible for coordinating the meeting schedule with the OPL Pre-Letting Specialist who maintains the Pre-Bid Meeting Schedule Calendar.

After the Mandatory Pre-Bid Meeting date and location have been confirmed, the information is included in the bidding documents, both on the cover sheet and in Section 00120.15 by using the approved Unique Boilerplate Special Provision:

<p style="text-align: center;">SPECIAL PROVISIONS FOR HIGHWAY CONSTRUCTION</p> <p style="text-align: center;">OREGON DEPARTMENT OF TRANSPORTATION SALEM, OREGON</p> <p style="text-align: center;">PAINTING</p> <p style="text-align: center;">US101: COLUMBIA R (ASTORIA-MEGLER) BR PAINTING, PH2</p> <p style="text-align: center;">PROJECT</p> <p style="text-align: center;">OREGON COAST HIGHWAY</p> <p style="text-align: center;">CLATSOP COUNTY</p> <p style="text-align: center;">DECEMBER 3, 2015</p> <p>A mandatory <u>prebid</u> meeting will <u>be</u> held November 17, 2015, see subsection 00120.15 for time, location and requirements.</p>
--

Unique 00120 - Mandatory Prebid Meeting (2015 Specifications: 12-04-14)

(BEFORE USING THIS MANDATORY UNIQUE PREBID MEETING SPECIAL PROVISION, provide justification and assure scheduling according to the Prebid Meeting requirements that are outlined in the Guide to PS&E Delivery.)

(Use this only with mandatory prebid meetings. Also, this special provision, requires a minimum 4 week ad.)

(Fill in the blanks with the appropriate office or building, address, city, time, and date.)

00120.15 Examination of Work Site and Solicitation Documents; Consideration of Conditions to be Encountered - Add the following to the end of this subsection:

The Agency will hold a prebid meeting for all holders of Solicitation Documents at the _____ (office or building) _____, located at _____ (address) _____ in _____ (city) _____, Oregon at _____ (time) _____ on _____ (date) _____, 20__.

All prospective Bidders must attend this meeting. Those not attending will have their Bids declared non-responsive.

Prospective Bidders will be given the opportunity to ask questions relating to any details involved in the performance of the work under the Contract.

Information distributed, statements made or responses given to questions, by the Agency's representatives at the prebid meeting will not in any way alter or affect any of the provisions contained in the Solicitation Documents or Contract requirements and will not be binding upon the Agency unless confirmed by Addenda.

Once the Mandatory Pre-Bid Meeting has been held, the PM will have additional responsibilities. These are covered in Section **C-5: Mandatory Pre-Bid Meeting (Post-Meeting Requirements)**.



PRIOR TO PS&E SUBMITTAL

A-9: Project Special Provision Development

One of the most important, yet most time consuming parts of the project development process is the project Special Provision development. Spec Writers are responsible for compiling complete and legally correct Special Provisions while at times meeting conflicting needs and desires from project Designers, PM's, PL's and local communities.

In order to ensure the successful development of the project Special Provisions, Spec Writers are guided by TSB12-01(B) to utilize the Standard Specifications and Boilerplate Special Provisions unless there are project-specific special circumstances that warrant the use of something different. When modifications to the Standard Specifications beyond those available with the Boilerplate Special Provisions are required, the expectations and guidance in [TSB12-01\(B\)](#) and [TSB13-01\(B\)](#) must be followed.

Historically one of the key expectations was that the Spec Writers could accurately and consistently make the determination on which modifications to the Standard Specifications, Boilerplate Special Provisions or Unique Special Provisions could be made without obtaining prior approval from the Sr. Specifications Engineer and/or DOJ. Historical determinations made by Spec Writers were inconsistent and were often not in compliance with the current DOJ Exemption.

Also See Section [E-8: TSB13-01\(B\): - Approval of Specification Modifications \(Specifications Engr. Concurrence/Approval\)](#).

Additional clarification from DOJ in the 2015 DOJ Exemption letter has allowed the Specifications Unit to provide very clear guidance to project development staff, specifically Spec Writers, on the requirement for **all** modifications to the Standard Specifications, Boilerplate Special Provisions and Unique Specifications to be submitted to both the assigned Technical Resource and the Sr. Specifications Engineer for review and approval prior to incorporation into the project Special Provisions. The request for Technical Resource review and concurrence should be submitted prior to, or at the same time, as the request for the Sr. Specifications Engineer review and approval.

A-9: Project Special Provision Development

The Sr. Specifications Engineer will work closely with both the Technical Resources (see Section [E-5: Technical Resources](#)) and DOJ to ensure the appropriate reviews, concurrences and approvals are obtained for all project-specific modifications.

PS&E SUBMITTAL

B-1: PS&E QA Review Process

The QA review process for PS&E submittals is outlined, step-by-step, in the [PS&E Delivery Manual, Appendix C – PS&E Internal Checklist](#).

PS&E Submittal Package Review:

The initial completeness review and check-in of the PS&E submittal is completed by the Pre-Letting Specialist as steps 1-7 on the Pre-Letting Checklist:

Key No.: 18822 Project Name: GATEWAY ST PRESERVATION: HARLOW RD-I-5 XING (SP Reviewed By: KEVIN THIEL State Project or FAP No.: STP-6960(044)	PS&E Due: 4/6/2015 Plans Due: 4/10/2015 Specs Due: 4/17/2015 Ad Begins: 4/30/2015 Last P/BI Addendum: 5/15/2015 Bid Date: 5/21/2015
--	--

Pre-letting Checklist

PS&E - General Review:

Aundrea 4/18/15 1. PS&E submittal package received.

Aundrea 4/13/15 2. Verify that the PS&E submittal package contains the required PS&E deliverables.

- Original signed design mylar plan set
- Paper copy of mylar plan set (two copies if FFO)
- Two (three if FFO) 11x17 paper copies of bridge plans (if applicable)
- Pdf copy of signed CE Minimums (for NEPA Class 2 Projects)
- Paper copy of specs with bid booklet cover sheet (two copies if FFO)
- Electronic copy of specs
- Pdf copy of signed POR Certification
- Pdf copy of signed Special Provision Integrity Certification
- Paper copy of OCR Documentation email
- Paper copy of Estimate (two copies of FFO)
- Electronic copies (.est and .dat) of the Estimate
- Paper copy of Project Construction Schedule
- Electronic copy of Fuel Escalation Worksheet
- Electronic copy of Steel Escalation Worksheet
- Paper copy of Project Risk Assessment Summary
- Pdf copy of signed Right of Way Certification
- Pdf copy of signed Utility Certification
- Pdf copy of Buy America waiver (if applicable)
- Signed PD-02 Exception Letter (if applicable)
- Pdf copy of signed Mobility Checklist and supporting emails
- Paper copy of signed Final PS&E Submittal Checklist

Aundrea 4/16/15 3. Fill in the PS&E On-Time Measurement, PS&E Completeness Measurement and PS&E Submittal Completeness sections of the PS&E QA Report.

Aundrea 4/21/15 4. Write DBE or MWESB Goal on estimate before giving to Mike.

Aundrea 4/16/15 5. Send a pdf copy of the Utility Certification to the State Utility Liaison, Heather Howe.

Aundrea 4/16/15 6. Check for any open items included in the Final PS&E Submittal Checklist. Ensure that all items are covered in a PD-02 exception letter or that they are completed.

Aundrea 4/16/15 7. Scan the following documents:

- Signed Final PS&E Submittal Checklist

Save in the SEOPL Archives share drive under appropriate folder (year/bid date/key number)

8. If the project is designated as FFO, the Pre-Letting Specialist will make a paper copy of specific PS&E submittal documents:

Aundrea na 8. When project is Focused Federal Oversight (FFO) make a paper copy of the following:

- Signed Final PS&E Submittal Checklist
- Estimate
- Signed PD-02 Exception Letter (if applicable)
- Signed Right of Way Certification
- Signed CE Minimums
- Signed Utility Certification form

9. For FFO projects, the Pre-Letting Specialist will mail paper copies of the following documents to FHWA:

Aundrea na 9. For FFO Projects, mail paper copies the following documents to FHWA:

- Transmittal Letter
- Plans
- Specs
- Signed Final PS&E Submittal Checklist
- Estimate
- Signed PD-02 Exception Letter (if applicable)
- Signed Right of Way Certification
- Signed CE Minimums
- Signed Utility Certification form

10. OPL Systems Administrator will pull copies of the following documents from the PES (*Proposal and Estimating System*) module of Trns*Port:

Mike _____ 10. Make the following copies from PES:

- Paper copy of the proposal estimate
- PDF copy of the project bid schedule
- PDF copy of the estimate
- PDF copy of Estimator file

The paper copy of the estimate is used to check against the paper Estimator file submitted. All other PDF copies are placed in the project electronic file.

11. The Pre-Letting specialist will export the bid items from the PS&E Estimator program into the Class of Work (COW) Calculator and perform the COW validation step. See [Section E-1: Class of Work \(COW\) Determination](#).

Aundrea 4/2/15 11. Export bid items into the Class of Work Calculator.

12. After the COW validation is complete, the Pre-Letting Specialist will fill in the COW designation section of the PS&E QA Report (see Section [B-4: Region PS&E QA Report](#)).

Aundrea 41715 12. Fill in the Class of Work Designation section of the PS&E QA Report.

CLASS OF WORK DESIGNATION	# of Deficiencies Noted	Deficiency Description	Resolution
Accuracy of Class of Work (COW) designation	1	COW submitted was electrical only	COW was changed to either: a) electrical or b) signing
TOTAL SCORE:	1		

As part of the PS&E submittal check-in process, and prior to handing the project off to the QAE, the Pre-Letting Specialist will also complete items #1 and #2 under the PS&E – Plan Review. Once the PS&E Submittal has been checked in, the Pre-Letting Specialist will put together the project file:

- Place the following documents on the left hand side of the project folder:
 - Signed Special Provision Integrity Certification Statement
 - Project Risk Assessment Summary
 - OCR Documentation (email format)
 - Escalation (fuel and steel) Worksheets
- Place the following document on the right hand side of the project folder:
 - Project Completion Date Schedule
- Place the rest of the PS&E submittal documents, except for the paper copies of the plans and mylars, in the middle of the project folder. Hand off the project folder, along with the paper copies of the plans and mylars to the QAE assigned to the project.

13. Once the project folder has been received, the QAE will send the Highway Program & Funding Unit email notification that the PS&E submittal is complete and has been accepted.

- QAE 4/10/15 13. Send Highway Program Office email notification that the PS&E submittal is complete and has been accepted.
- Include the Project Completion Date, from the PS&E Submittal Checklist
 - Include copy of "Work to be Done" section in email.
 - Include pdf copy of the CE Minimums.
 - If a PD-02 Exception Letter exists, give a simple single sentence summary of outstanding issues (i.e. DSL permit pending, resolution expected on mm/dd/yy)

From: [TASSELLI Kellie](#)
To: [HUNTER Colleen P](#)
Subject: K17819 - OR58: Salt Cr Tunnel - MP70
Date: Tuesday, November 24, 2015 11:16:47 AM
Attachments: [17819_CE_Minimums.pdf](#)

Colleen,

The subject project has been accepted. This project does not have a PD-02 exception letter.

Project End Date: 5/28/2017

WORK TO BE DONE

The Work to be done under this Contract consists of the following on the OR58: Salt Creek Tunnel - MP 70 Section of the Willamette Highway in Lane and Klamath Counties:

1. Remove and Install Guardrail.
2. Install Delineators, Pavement Markings, and Signs.
3. Perform additional and incidental Work as called for by the Specifications and Plans.

CE Minimums, attached.

Kellie Tasselli, PE
QA Engineering Specialist (Rotational/Developmental)

14. For all federally-funded projects, the QAE will email the Final PS&E Submittal Checklist, Estimate, Right of Way Certification, Utility Certification and CE Minimums documentation for the project to FHWA as part of the request for approval to advertise the project.

- QAE 4/10/15 14. For all Federally funded projects (state administered and non-exempt/FFO): Email Final PS&E Submittal Checklist, ROW Cert., Estimate, ~~PD-02 Exception Letter~~, Utility Certification form and CE Minimums Form to FHWA Area Engineer, Mike Morrow, Steve Bauman Mathew Bird and Ruth McNamee. Copy Tim Rogers on all bridge projects.

From: [TASSELLI Kellie](#)
To: [BIRD Matthew](#)
Cc: [MORROW Mike](#); braye.jombo@dot.gov; ruth.mcnamee@dot.gov
Subject: REQUEST APPROVAL TO ADVERTISE: STP-S018(044), K17819 by 12/18/15
Date: Tuesday, November 24, 2015 11:30:23 AM
Attachments: [17819_Final_PS&E_Submittal_Checklist.pdf](#)
[17819_Estimate.pdf](#)
[17819_RW_Certification.pdf](#)
[17819_Utility_Certification.pdf](#)
[17819_CE_Minimums.pdf](#)

Matthew,

This is the request for approval to advertise for the following project. This project is scheduled to open advertisement Thursday, December 24, 2015. **Approval by Friday, December 18, 2015** is needed to keep the 1/14/16 bid date.

Key Number: K17819
 Project Name: OR58: Salt Cr. Tunnel – MP70
 FAP number: STP-S018(044)
 Bid Date: 1/14/16

Please find attached copies of the Final PS&E Submittal Checklist, Estimate, Right-of-Way Certification, Utility Certification, and CE Minimums documentation for this project.

Kellie Tasselli, PE
[QA Engineering Specialist](#) (Rotational/Developmental)

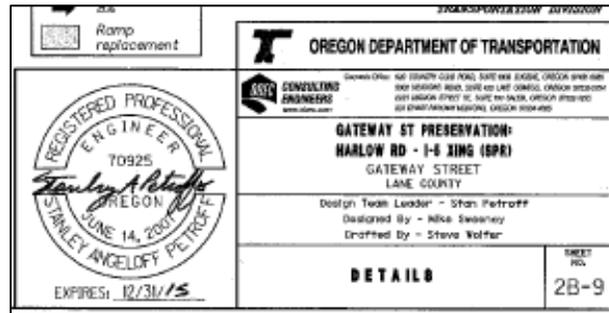
PS&E – PLAN INDEX REVIEW

1. The Pre-Letting Specialist will check the title sheet for signature, correct title, correct signature block, bid let month, and federal-aid project number.

Aundrea 4/6/15 1. Check the title sheet for signature, correct title, correct signature block, bid let month, and Federal Aid project number.

2. The Pre-Letting Specialist will make sure all plan sheets are included and have the required stamps and signatures.

Aundrea 4/10/15 2. Make sure all plan sheets are included and have stamps and signatures.



3. The QAE will review the plan sheets to make sure that the Traffic Section has signed off on all signal sheets (if applicable). If not, the QAE will obtain the required signatures from the Traffic Section.

QAE 4/13/15 3. Make sure that the Traffic Section has signed off on signal sheets. If not, obtain signatures from Traffic Section.

4. The QAE will review the plan sheets to ensure all Standard Drawings referenced on the plan sheets are included on the Index of Sheets.

QAE 4/15/15 4. Make sure that all Standard Drawings referenced on the project plan sheets are included on the Index of Sheets.

INDEX OF SHEETS		Std. Drg. Nos.
SHEET NO.	DESCRIPTION	
EROSION CONTROL		
GA	Erosion Control Notes	RD1000 -- Construction Entrances
GA-2 thru GA-3 Incl.	Erosion Control Details	RD1010 -- Inlet Protection Type 2, 3, 6 and 7
ITS/SIGNALS		RD1015 -- Inlet Protection Type 4
00001	Signal Plan Legend	RD1030 -- Sediment Barrier Type 2, 3 and 4
00002 thru 00014 and 00017, 00018	Signal Modification Plan	RD1032 -- Sediment Barrier Type 8
00015, 00016 and 00019 thru 00026	Detector Modification Plan	RD1055 -- Slope and Channel Matting
00027 thru 00030 Incl.	Bluetooth Sensor Installation Plan	TM462 -- Adjustable Signal Head Mounting Details
00031 thru 00039 Incl.	Interconnect Plan	TM472 -- Traffic Signal Junction Boxes/Hand Hld.
00040 thru 00044 Incl.	ITS Details	TM475 -- Loop Details
00045 thru 00055 Incl.	Logical Fiber Layout	TM480 -- Loop Entrance Details
00056	Overview Map Washington County	TM498 -- Interconnect Wiring Details
00057	Communications Component Schedule	TM680 -- Signal Pole Mounts
		TM800 -- Tables, Abrupt-Edge And PCMS Details
		TM841 -- Intersection Work Zone Details
		TM842 -- Signalized Intersection Details
		TM843 -- Multi-Lane Signalized Intersection Details
		TM844 -- Temporary Pedestrian Access Routing
		TM850 -- 2-Lane, 2-Way Roadways
		TM851 -- Non-Freeway Multi-Lane Sections
		TM852 -- Non-Freeway Multi-Lane Sections
		TM860 -- Freeway Sections
		R/W Map No.
		07B-15-19
		1A-22-3
		09B-15-09

5. The QAE will take a general look at all plan sheets for fatal flaws or omissions.

QAE 4/15/15 5. Take a general look at all plan sheets for fatal flaws or omissions.

6. Once the Plans Review is completed, the QAE will sign the signature page of the Final PS&E Submittal Checklist.

QAE 4/10/15 6. Sign signature page of Final PS&E Submittal Checklist.

OPL only PS&E QA completed by:		31 AUGUST 2016
Approved for advertisement:		Date 8/31/2016
PS&E Submission Date _____	PS&E Acceptance Date _____	Date

7. The QAE will forward the PS&E documents along with the title sheet mylar, to the OPL Manager for signature indicating approval to move the project forward to advertisement.

QAE 4/10/15 7. Deliver the following documents along with title sheet mylar to the OPL Manager for signatures. Attach a sticky note to the front of the package identifying who the package is to be returned to, and when it is needed.

- Final PS&E Submittal Checklist
- Right-of-Way Certification
- PS&E Estimate
- PD-02 Exception Letter (if Applicable)

OPL only PS&E QA completed by:		31 AUGUST 2016
Approved for advertisement:		Date 8/31/2016
PS&E Submission Date _____	PS&E Acceptance Date _____	Date

After signature, the OPL Manager will forward the package to the Chief Engineer for signature on the mylar title sheet:

OREGON TRANSPORTATION COMMISSION Tommy Morley CHAIR David Lunsford COMMISSIONER Susan Mangen COMMISSIONER Arlene Simpson COMMISSIONER Sean Blackmore COMMISSIONER Matt Hester, Esq. DIRECTOR OF TRANSPORTATION		
These plans were developed using ODOT design standards. Exceptions to these standards, if any, have been submitted and approved by the ODOT Chief Engineer or their delegated authority.		
Approving Authority:  Signature & date: 8-11-16 MARK THOMPSON - REG. 3 TECH CTR MGR Print name and title  Concurrently by ODOT Chief Engineer		
US101 THOMAS CR & REINHART CR BRIDGE PAINTING OREGON COAST HIGHWAY CURRY COUNTY		
FEDERAL HIGHWAY ADMINISTRATION OREGON DIVISION	PROJECT NUMBER BHF - 5009 (446)	SHEET NO. 1

8. After the Chief Engineer signs the title sheet it will be returned to the QAE who will then deliver the signed mylars and scanning request to Reprographics for scanning.

QAE 4/13/15 8. After the Chief Engineer signs the title sheet, deliver signed mylars to Reprographics for scanning.

ODOT Office of Project Letting
Reprographics Scanning Request for PS&E Plan Sheets

Date: 06 May 2016

Project Name: I-5/OR217: Bridge Deck Overlays Project

Key Number: 19535

Plan V-Number: 49V-079

Date Documents need to be scanned by: 13 May 2016

Submitted by: Kevin Thiel

Contact Phone: 503-986-3351

Notes:

Items Being Transmitted:

½ Size Mylar Plan Sheets

Full Size Bridge Mylars

Other: ½ size paper Bridge Drawings

PS&E – SPECS AND ESTIMATE REVIEW

1 – 19. The QAE will review the 19 required Specifications items listed on the Pre-Letting Checklist. These 19 items have been reviewed and concurred with by DOJ, and are required to be reviewed on every project to ensure compliance with the DOJ Exception (see Section [E-4: ODOT/APWA Standard Specifications Updates](#) and Section [a. DOJ Class Exemption](#)).

20. Upon completion of the Plans, Specs and Estimate review, the QAE will send the PS&E QA Report Review Comments sheet back to the PS&E provider (see Section [B-4: Region PS&E QA Report](#)).

QAE 4/17/15 20. Send the PS&E QA Report Review Comments sheet back to the provider.



The PS&E QA review process can only move forward from this point after all identified issues with the Plans and Specifications have been resolved.

21. The QAE will fill in the document assembly sheet.

QAE 4/16/15 21. Fill in the document assembly sheet.

FEDERAL	2015 STANDARD SPECIFICATIONS BID BOOKLET/SPECIAL PROVISIONS ASSEMBLY SHEET FEDERAL FUNDED PROJECT	FEDERAL
Project <u>Tetherow Rd: Deschutes River Bridge Replacement</u> Bid Date <u>June 23, 2016</u>		
EA No. <u>PE002368-000</u> Spec Writer <u>Cyndi Twite, DEA</u> <u>3</u> Week Ad		
Quantity of special provisions and plans for Project Manager's office: SP's <u>3</u> Plans <u>3</u>		
BID BOOKLET		
Cover (Buff)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Table of Contents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bidders Checklist Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bid Divider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Description of Work Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pages 1 through 6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBE Commitment Requirements (pages 7 through 14)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBE Commitment Certification and Utilization Form (pages 15 and 16)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bid Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pages 17 through 28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appendix Divider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First-Tier Subcontractor Disclosure Instructions and Form (2 pages).....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBE Information Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sample Performance Bond	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sample Payment Bond	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Example of Bid Submission Envelope	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SPECIAL PROVISIONS		
Cover (Blue)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pages 1 and 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Description of Work Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Table of Contents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pages 3 and 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FHWA 1273	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-Site Workforce Affirmative Action Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Equal Employment Opportunity Provisions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Equal Employment Opportunity-Aspirational Target Provisions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ODOT Policy Statement DBE Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBE Supplemental Required Contract Provisions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assigned DBE Contract Goal	<input type="checkbox"/>	<input type="checkbox"/>
Reimbursable Federal On-The-Job and Apprenticeship Training	<input type="checkbox"/>	<input type="checkbox"/>
Grand Ronde TERO Documents	<input type="checkbox"/>	<input type="checkbox"/>
Umatilla TERO Documents	<input type="checkbox"/>	<input type="checkbox"/>
Indian Goals and Compliance Fee	<input type="checkbox"/>	<input type="checkbox"/>
Railroad Contractor Requirements	<input type="checkbox"/>	<input type="checkbox"/>
Federal Project Wage Rates (HIGHWAY) (1 page)	<input type="checkbox"/>	<input type="checkbox"/>
Federal Project Wage Rates (BUILDING) (1 page)	<input type="checkbox"/>	<input type="checkbox"/>
State (BOLI) Project Wage Rates (1 page) <i>(Only use when the second 00170.65(e), as indicated by instructions to spec writers, is used.)</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Web Site Addresses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coating System Warranty and Performance Bond (36 month)	<input type="checkbox"/>	<input type="checkbox"/>
Pages 5 and 6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signature Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Provisions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Plans or Rock Production Divider or Sketch Map	<input type="checkbox"/>	<input type="checkbox"/>
Pages 7 and 8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bid Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The document assembly sheet will be used by OPO-CCU staff to compile the appropriate bidding documents.

22. The QAE will write the project advertisement (*aka Notice to Contractors*) using the approved Notice to Contractors template.

QAE 4/14/15 22. Write advertisement.

NOTICE TO CONTRACTORS

VARIOUS COUNTIES: Region 5 Local Jurisdiction Sign Upgrades 2016 Project on various local roadways in Region 5. FAP No. HSIP-S000(972). (\$100,000 - \$500,000). Req. approx. 240 ft² temp. signs; 1,700 hr. flaggers; constr. surv. wk.; 2,700 ea. delineators; 11,000 fbm wood sign posts; 7.1 yd³ sign supp. foot.; 4,610 lb. stl. sign supp.; 1 ea. flash. beac. install.; 10 ea. LED flash. border syst. stop sign. Completion Time: November 15, 2016. Class of Work: Signing. **THIS PROJECT CONTAINS A 0% DBE GOAL. THIS PROJECT CONTAINS A 15% INDIAN EMPLOYMENT PREFERENCE GOAL. PROJECT MANAGER: MIKE REMILY, EMAIL: ODOTCONSTRUCTIONLAGRANDE@ODOT.STATE.OR.US.**

The purpose of the advertisement is to inform prospective bidders of the general nature of the project and to inform prospective subcontractors and suppliers of special items which may be of interest to them. Ads are paid for by the line, so it is important to keep the ad as short as possible yet convey the necessary information.

Approved Notice to Contractors template:

This project includes a Contractor Submitted Diversity Plan.

(Use the following when a State funded project has an MWESB aspirational target.)

This project contains a ____ % MWESB Aspirational Target.

(Use the following when the project has an Indian Employment Preference goal.)

This project contains a ____ % Indian Employment Preference goal.

(Use the following when the project has an Indian Subcontractor goal.)

This project contains a ____ % Indian Subcontractor goal.

(Use the following when contractor special prequalification is required.)

Contractor special prequalification is required for this project. Bids will only be accepted from bidders who have been notified that they have met the contractor special prequalification requirements for this project.

(Use the following when a mandatory prebid meeting is required.)

A mandatory prebid meeting will be held at _____ a.m. (p.m.) on _____ (Date) _____ at _____
(meeting place location including address and room number)

_____.

(Use the following on all projects.)

Project Manager: _____ (name and phone number) _____

23. Place the applicable PS&E submittal documents on the [\\scdata2\PS&E_Docs](#) share drive for retrieval by OPO-CCU. (NOTE: *You must be granted access to place documents on this share drive*).

QAE 4/23/15 23. Place a copy of the following documents on the PS&E Docs share drive for retrieval by Contractor Plans.

- Final specs
- Document assembly sheet
- Bid schedule
- POR signature sheets
- Advertisement

24. The QAE will send notice via email to OPO-CCU that the project documentation is available on the share drive.

QAE 4/24/15 24. Send ODOT Procurement Office - Construction email notification that project documentation has been placed on the share drive.

From: [TASSELLI Kellie](#)
To: [ODOT Procurement Office - Construction](#)
Cc: [BRANDT Bethany](#)
Subject: K17819- OR58: Salt Cr Tunnel - MP70 - (DOCS AVAIL.)
Date: Monday, December 07, 2015 11:53:02 AM

Beth,

The documents for the subject project have been placed on the PS&E Share drive for the January 14, 2016 bid opening.

[\\scdata2\PS&E_Docs\Specs\2016\01-14-16\17819_OR58_SaltCrTunnel-MP70](#)

Kellie Tasselli, PE
QA Engineering Specialist (Rotational/Developmental)
[Oregon Department of Transportation](#)

25. The QAE will update the Access Database Project Summary.

Oregon Department of Transportation Office of Project Letting				Quality Assurance					
Key No / Bid No	05029 1	Region	REGION 1	PE EA		Federal Aid No	STP-S000(630)	PS&E Due Date	10/26/2016
Project Name	CLACKAMAS/BORING HWY @ ROYER ROAD			Project Status	CANCEL	Bid Date	12/31/2016		
PL/PM/LAL	NOT AVAILABLE	Design Exception Status	s			Ad Length (Wks)	3		
QA Engineer	KEVIN THIEL	Public Interest Findings Statu	CLOSEL			Days To Ad	Ad		
FHWA Engineer	JEFF GRAHAM	PD-02 Letter Status	PD-02 ISSUES RESOLVED			Days to Bid	X		
Review Level	FFO	PCS Construction Estimate	\$3,797,000						
QA Prepared By	KEVIN THIEL	Contract #			Delivered	08/18/2008	Plans to CP	08/20/2008	
Provider	TECH CENTER			Accepted	08/19/2008	Specs to CP	08/20/2008		
No. items missing	1			TS Sign off	08/19/2008	FHWA Ad OK on			
List Missing Items Below					OPL Internal Comments				
▶ SIGNED PD-02 EXCEPTION LETTER					The PD-02 Letter was for a pending Slopes IV permit from the US Army Corps of Engineers.				
*									

26. The QAE will coordinate obtaining and delivering to OPO-CCU the final (“conformed”) project Special Provisions with all Addenda incorporated by 5:00 pm on the bid let date.

QAE _____ 26. Obtain final (“conformed”) Special Provisions with all addenda incorporated by 5:00 p.m. on the bid let date. QAE will perform periodic QA spot checks on the Special Provisions. Send a copy to Contractor Plans. Be sure that the word “CONTRACT” in the file name and the footer of this last copy. If the Special Provisions have been modified by addenda, make sure an updated POR signature sheet was submitted for any spec sections that were affected.

From: TASSELLI Kellie
To: [ODOT Procurement Office - Construction](#)
Cc: [BRANDT Bethany](#)
Subject: 16119 - OR154 @ Stringtown Rd - (CONTRACT DOCS.)
Date: Monday, August 29, 2016 10:50:00 AM
Attachments: [SPS16119 OR154_ Stringtown Road 8-23-16.docx](#)

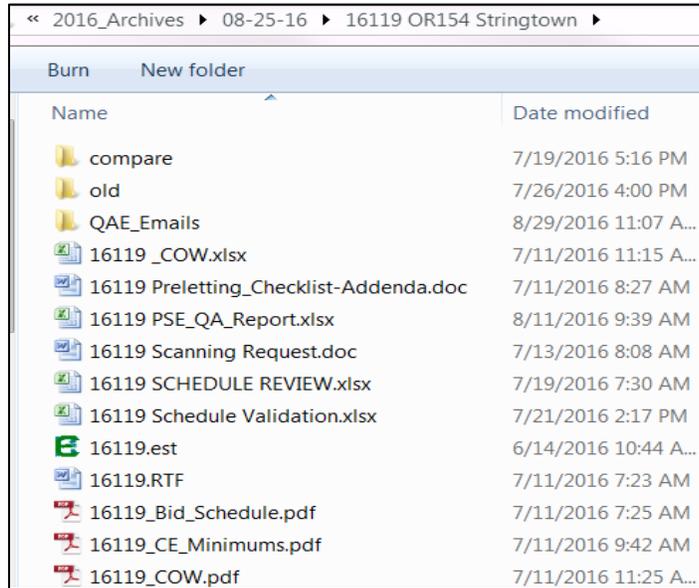
Beth,

I’ve attached a copy of the conformed CONTRACT special provisions for the subject project, for your use.

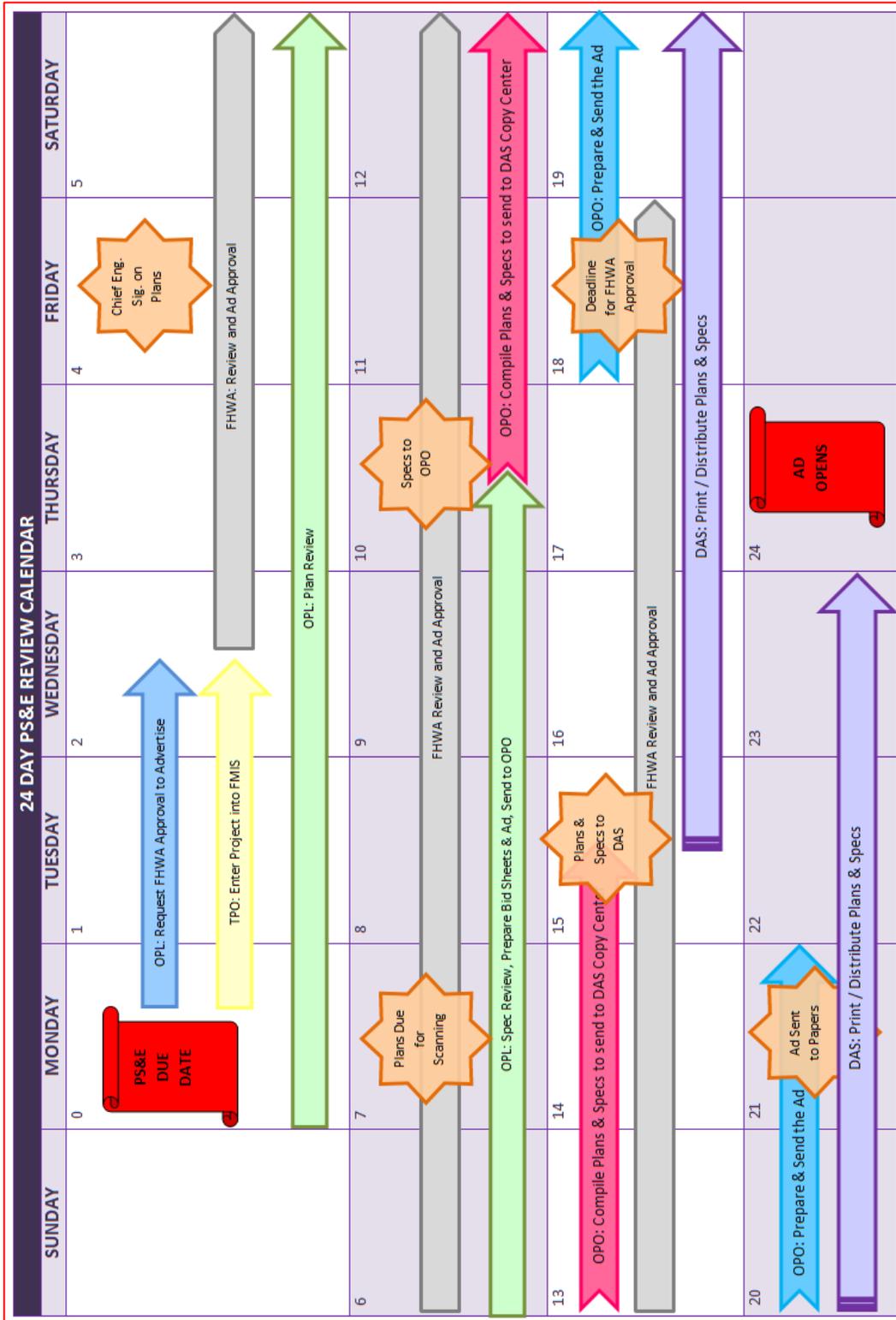
Kellie Tasselli, PE

27. The QAE will archive an electronic copy of the project Special Provisions, all addenda, all QAE project emails, and other related project records in the [\\scdata2\SEOPL Archives](#) drive.

QAE _____ 27. Archive an electronic copy of the project Special Provisions, all addenda, all project emails, and other project records in the SEOPL_archives drive.



The PS&E submittal check-in and quality review processes must be performed by OPL staff in the timeframes identified in the PS&E Delivery Manual. The 24-day PS&E Review Calendar is Appendix D. The 24-day calendar does not account for FFO designated projects, which will require three (3) weeks prior to day 0 for FHWA review.



The OPL Sr. Specifications Engineer will work closely with the QAE's during the project QA review process to confirm approval of any specification modifications, or to obtain concurrence/approval of any unapproved modifications submitted with the PS&E or included in any subsequent addendum. The Sr. Specifications Engineer is the Agency's single point of contact with DOJ during the project development and advertisement periods.

To assist the Spec Writers and the QAE's in the development and review of the project Special Provisions, the OPL Specifications Unit has provided guidance on using the compare document tool in WORD, and the process for comparing the PS&E submitted Special Provisions against the required Boilerplate Special Provisions. This comparison, which is ran by the QAE, compares the Special Provisions submitted at PS&E with the applicable Standard Specifications and Boilerplate Special Provisions, and highlights all modifications made. This helps the QAE ensure all modifications have been made appropriately, or have received the appropriate review and approvals, if required.

This is the result of comparing the compiled Special Provisions using the 15_SPLIST document, then comparing against the Boilerplate Set and finally running a Compare Document function in WORD;

Compared Document

Comply with Section 00920 of the Standard Specifications modified as follows:

00920.80 Measurement - Add the following to the end of this subsection:

(Use the following paragraph and table when minor sign supports are required. Obtain support types and quantities from the Designer.)

The estimated quantities of concrete for minor sign supports are:

Support Type	Material	Quantity
Triangular Base Breakaway	Concrete	1.9 cu. yd.

(Use the following paragraphs and table when major sign supports are required. Obtain locations and quantities from the Designer. Copy list as necessary for additional locations. Delete what does not apply.)

The estimated quantities of materials for major sign supports are:

Location	Material	Quantity
_____	Excavation	cu. yd.
_____	Backfill	cu. yd.
_____	Concrete	cu. yd.
_____	Reinforcement	pound
_____	Miscellaneous Metal	pound

SP00940 (2015)

SECTION 00930 - METAL SIGN SUPPORTS

Comply with Section 00930 of the Standard Specifications-14_m modified as follows:

00930.01-14) - **Definition and Terms** - add the following to the end of this subsection:

Perforated Steel Square Tube Barrier Sign Mounts - The complete structure is composed of metal post, fasteners, and anchor sleeve that is core drilled and mounted to concrete barrier and core drilling of concrete barrier.

Add the following to the end of the definition for Minor Sign Supports:

This Section requires SP02940)group also includes perforated steel square tube barrier sign mounts.

Original Document (SPS11234_Test PProject_Sec_11-18-16_Auto.docx - Brenda Marcus)

Comply with Section 00920 of the Standard Specifications modified as follows:

00920.80 Measurement - Add the following to the end of this subsection:

(Use the following paragraph and table when minor sign supports are required. Obtain support types and quantities from the Designer.)

The estimated quantities of concrete for minor sign supports are:

Support Type	Material	Quantity
	Concrete	cu. yd.

(Use the following paragraphs and table when major sign supports are required. Obtain locations and quantities from the Designer. Copy list as necessary for additional locations. Delete what does not apply.)

The estimated quantities of materials for major sign supports are:

Location	Material	Quantity

Revised Document (SPS19659I-5 Cable Barrier-Southern Oregon, Bidding, November 7, 2016.dc)

Comply with Section 00920 of the Standard Specifications modified as follows:

00920.80 Measurement - Add the following to the end of this subsection:

The estimated quantities of concrete for minor sign supports are:

Support Type	Material	Quantity
Triangular Base Breakaway	Concrete	1.9 cu. yd.

SECTION 00930 - METAL SIGN SUPPORTS

Comply with Section 00930 of the Standard Specifications modified as follows:

00930.01 - Definition and Terms - add the following to the end of this subsection:

Perforated Steel Square Tube Barrier Sign Mounts - The complete structure is composed of metal post, fasteners, and anchor sleeve that is core drilled and mounted to concrete barrier and

The OPL Cost Estimator will begin review of the PS&E Estimate shortly after PS&E submittal. This is in preparation for the Final Engineers Estimate (FEE) which is sent out two (2) days prior to the scheduled bid opening (see Section [C-4: Final Engineers Estimate \(FEE\)](#)). The PS&E Estimate review items are not included on the Pre-Letting Internal Checklist, or in the PS&E Delivery Manual. Standard PS&E Estimate review items are listed on the Region PS&E QA Report (see Section [B-4: Region PS&E QA Report](#)) and include:

- Use of current catalog prices in the estimate
- Accuracy of line item prices
- Use of Anticipated Items without prior approval
- Bid item difference >20% (PS&E vs EE)
- Accuracy of fuel/project schedule program data
- Use of 9Z9 or incidental bid items

PS&E SUBMITTAL

B-2: Trns*Port Data Entry

As part of the PS&E process, the procedures for Trns*Port data entry are varied and complex. The Systems Administrator has developed and maintains written procedures for all of the steps in the process on the following OPL share drive:

//sodata/OPL/OPL_Working_Documents/Transport/Procedures

	Process_0_Trns.port_and_eBIDS_support_...	3/1/2016 7:07 AM
	Process_1_PCS_to_PES_to_Estimator_Skel...	3/1/2016 7:08 AM
	Process_2_Estimator_transfer_to_PES.docx	3/1/2016 7:09 AM
	Process_3_Create_Proposals.docx	6/15/2016 3:05 PM
	Process_3a_Print_Bid_Schedule_v59e.docx	3/1/2016 7:10 AM
	Process_4_Create_pass2ebs.txt, EBS & upl...	3/1/2016 7:11 AM
	Process_5_Create_Addendum - Copy.docx	10/2/2015 8:50 AM
	Process_5_Create_Addendum.docx	12/7/2016 12:02 PM
	Process_6_Early look at apparent bids.acc...	12/8/2016 7:41 AM
	Process_6_Early look at apparent bids.docx	3/1/2016 7:12 AM
	Process_6_Early look at apparent bids.md...	2/12/2015 7:14 AM
	Process_6_Early look at apparent bids.xlsx	12/8/2016 9:11 AM
	Process_7_LAS_data_transfer_to_DSS.docx	3/17/2016 10:55 A...
	Process_8_Bid_Review_Analysis_Reports.d...	3/1/2016 7:13 AM
	Process_9_Estimator_Catalog_Item_List_C...	6/6/2016 1:36 PM
	Process_9_Item_List.xlsx	3/10/2015 12:30 PM
	Process_9_Update_Bid_History_Catalogs_...	5/12/2016 9:18 AM
	Process_a_HB2500 annual report process...	9/20/2016 11:49 A...
	Process_b_OPL_Database_Load.docx	3/1/2016 7:14 AM
	Process_d_Annual_DSS_Reports.docx	4/29/2016 11:12 A...

One process not specifically documented are the series of queries within the Quality Monitor database which highlights out-of-range values or unsynchronized Trns*Port/OPL/STIP database values. Access to this information is on the same share drive identified above.

PS&E SUBMITTAL

B-3: PS&E Estimate

The PS&E Estimate is prepared by the Region or Local Agency/Consultant project staff during the project development phase, and is a key deliverable in the PS&E submittal. The PS&E Estimate is prepared using the Trns*Port Estimator program following the guidance in the [OPL Estimating Manual](#).

The electronic Estimator .est and .dat files and one (1) paper copy of the Estimator file printout (two (2) copies if FFO) are submitted with the PS&E submittal. The OPL Pre-Letting Specialist will upload the PS&E Estimate file into the TrnsPort PES system and generate the project bid schedule. The Estimator file information is used by the ODOT Program and Funding Office to request construction funds authorization for the project from FHWA. Also refer to the [PS&E Delivery Manual](#), Section 2.2.i – PS&E Cost Estimate.

The PS&E Estimates submitted with the PS&E Submittal are used by OPL Estimating Unit staff in preparing the FEE (see [Section C-4: Final Engineers Estimate \(FEE\)](#)). The FEE is produced by making adjustments to unit costs shown on the PS&E Estimate to incorporate economic market trends or changes, location, etc. The FEE will also incorporate any addenda that may occur during the advertisement phase and material cost adjustments such as steel and asphalt.

The FEE, along with a line-by-line adjustment worksheet showing changes made to the PS&E Estimate, is submitted by the OPL Cost Estimator to the Spec Writer or LAL within two (2) working days of the scheduled bid opening date.

During the PS&E Estimate review by the OPL Cost Estimator, the following items are checked and noted on the Region PS&E QA Report (see [Section B-4: Region PS&E QA Report](#)):

- Use of current catalog prices in the estimate
- Accuracy of line item prices
- Use of Anticipated Items without prior approval

- Bid item difference >20% (PS&E vs EE)
- Accuracy of fuel/project schedule program data
- Use of 9Z9 or incidental bid items

PS&E SUBMITTAL

B-4: Region PS&E QA Report

The Region PS&E QA Report is a quality assurance report completed on all PS&E submittals. The information from this report is entered into an Access database from which periodic reports are compiled and shared with the Regions in an effort to improve PS&E quality.

The report covers many parts of the PS&E submittal:

- PS&E On-Time Measurement
- PS&E Completeness
- PS&E Plans and Special Provisions Review Score
- PS&E Estimate Review Score
- Class of Work Designation Score
- Number and Type of Addenda issued
- Bid Opening Information
- QA Reviewer Comments

The Region PS&E QA Report is initially set up by the OPL Pre-Letting Specialist and placed in the project electronic folder the Friday prior to the bid opening date.

At PS&E submittal, the Pre-Letting Specialist will enter the information to calculate the On-Time and Completeness measurements:

B-4: Region PS&E QA Report

Highway: PACIFIC HWY WEST County: BENTON Project Type: <input type="checkbox"/> LOCAL <input checked="" type="checkbox"/> ODOT Consultant Name: Type of Work: GRADING, STRUCTURE, PAVING OPL QA Reviewer: KEVIN THIEL Re-Bid <input type="checkbox"/>	Plans Due Date: 8/19/2016 Specs Due Date: 8/26/2016 Ad Begins: 9/8/2016 Last P/BI Addendum: 9/23/2016 Bid Date: 9/29/2016 Project Cost: \$2,344,000
--	--

PS&E SUBMITTAL SUMMARY SCORES			
PS&E On-Time Measurement (# of days late)	0	PS&E Submittal Special Provisions Review Score	0
PS&E Completeness (# of days until complete)	0	PS&E Estimate Review Score	0
PS&E Submittal Completeness Percent	100.00%	Class of Work Designation Score	0
PS&E Submittal Plans Review Score	0	# of changes by Addendum	0

PS&E ON-TIME MEASUREMENT		PS&E COMPLETE MEASUREMENT	
PS&E Due Date	08/15/16	PS&E Complete Date	08/15/16
PS&E Received	08/15/16	# of Days Until Complete (after submitting)	0
# of days late	0	# of days early	0

On-Time Comments:

PS&E SUBMITTAL COMPLETENESS	Delivered w/Submittal	Missing from Submittal	Not Applicable	Resolved How / When
1	Mylar Plans Set (including title sheet)	1	0	0
2	Paper copy of Mylar Plans Set	1	0	0
3	Special Provisions (paper copy)	1	0	0
4	Special Provisions (electronic copy)	1	0	0
5	POR Certification Sheets (electronic copy)	1	0	0
6	Final PS&E Submittal Checklist (signed, paper copy)	1	0	0
7	PS&E Estimate (electronic copy)	1	0	0
8	PS&E Estimate (paper copy)	1	0	0
9	Right of Way Certification form	1	0	0
10	Special Provision Integrity Certification Stmt (original)	1	0	0

The updated Region PS&E QA Report is placed back in the project folder and is now ready for the QAE's use.

As the project plans and specifications are reviewed by the QAE, review comments are placed on the QA Comment Sheet. The comment sheet (only) is sent back to the Spec Writer for resolution.

Bid Date:	June 16, 2016	Region:	2	Key Number:	17144	Project Name:	PACIFIC COAST HWY NSB HEAD TO BAY TRAIL IMPR	Highway:	WEST DEVILS LAKE ROAD	County:	LINCOLN
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Comment No.	Reviewer's Name	Document	Item Type	Sheet / Spec / Bid Item #	Comment	Requested Action	Resolution
10	KEVIN THIEL	SPECS	175: LPIF - Confirm LPIF's approved if specifications require (proprietary materials, agency-supplied materials/work, etc)	Drawg 97364	This sheet has a callout for USP KCCQ276 hardware.	An LPIF is needed for this sole source item.	
11	KEVIN THIEL	SPECS	175: LPIF - Confirm LPIF's approved if specifications require (proprietary materials, agency-supplied materials/work, etc)	Drawg 97365	This sheet has a callout for THD#610 galv. hanger.	An LPIF is needed for this sole source item.	
12	KEVIN THIEL	SPECS	195: General Review for omissions or errors in the Special Provisions	SP 280	Add SP 2320 as it is required with SP 280.		
13	KEVIN THIEL	SPECS	195: General Review for omissions or errors in the Special Provisions	SP 570	Add SP 594 and SP 2530 as it is required with SP 570.		
14	KEVIN THIEL	SPECS	143: Legal Requirements and Issues with Warranty Language - Check 00200 - 00300 for added or deleted legal requirements	SP 570.10	Unapproved warranty language exists in this subsection. Approved by the ODOT Specs Engineer and DOJ?	The ODOT Senior Specifications Engineer has reviewed this subsection and determined that this warranty language must be deleted. Warranty language can be drafted for subsection 00570.75 and approved for use by the Oregon Department of Justice. Please notify the ODOT Senior Specifications Engineer if you want to pursue a warranty.	

At the end of week two (2) (*week five (5) for FFO projects*), the OPL Pre-Letting Specialist will post the preliminary comment sheet (*resolution column incomplete*) on the [OPL PS&E QA Reports](#) SharePoint site as "17418_PSE_QA_Comments" (*leading number is the project Key Number*):

B-4: Region PS&E QA Report

	14313_PSE_QA_Report	7/11/2016 6:59 AM
	16118_PSE_QA_Report	4/11/2016 10:47 AM
	16119_PSE_QA_Comments	8/19/2016 6:42 AM
	16620_PSE_QA_Report	7/25/2016 10:40 AM
	16861_PSE_QA_Report	4/11/2016 11:00 AM
	17144_PSE_QA_Comments	6/3/2016 10:21 AM
	17418_PSE_QA_Comments	9/12/2016 8:18 AM

No later than the Friday prior to the scheduled bid opening date, the Spec Writer must complete the “Resolution” column on the comment sheet and return it to the QAE. This “final” comment sheet is then posted on the [OPL PS&E QA Reports](#) SharePoint site replacing the preliminary comment sheet.

Bid Date:	June 16, 2016
Region:	2
Key Number:	16620
Project Name:	RESORT DR @ MP 1.3 SHOULDER REPAIR (TILLAMOOK CO)
Highway:	RESORT DRIVE & SAND LAKE ROAD
County:	TILLAMOOK

Comment No.	Reviewer's Name	Document	Item Type	Sheet / Spec / Bid Item #	Comment	Requested Action	Resolution
4	KELLIE TASSELLI	SPECS	19S: General Review for omissions or errors in the Special Provisions	00120.60(b)	The first half of the 3rd bullet in subsection 00120.60(b) has been deleted. If the request is being submitted by hand delivery, the Bidder shall date stamp the 'needs to be added back into the SP SP_00004 SP Cover lists 3 contacts in the PROJECT INFORMATION section. Per BPS, only the Project Manager and LAL (if applicable) should be listed. If Heather will be overseeing construction as the Project Manager, as defined in SM, Spec. 00110.20, then Heather should be listed. This is so there is only one single contact for questions during the Ad period. Heather should know who to go to from Parametrix, if needed.	Revise.	Revised per comment
5	KELLIE TASSELLI	SPECS	19S: General Review for omissions or errors in the Special Provisions	SP 00004_SP Cover		Remove Daniel McIntier from PROJECT INFORMATION section of SP_00004.	Dan removed per comment
6	KELLIE TASSELLI	SPECS	19S: General Review for omissions or errors in the Special Provisions	00150.55	Should 00150.55 be included? Seems highly likely that the Resort Drive MP 2.1 project will have to coordinate with this project. Depending on response, 00150.55 will need to be added to 00180.40(c).	Revise as needed	Talked this over with Dan Anderson and he preferred that the MP 2.1 project have this language and not ours since this project (MP 1.3) will bid first and the timeline and contractor of MP 2.1 is unknown at this point. No action

The final comment sheet will remain on the [OPL PS&E QA Reports](#) SharePoint site until the complete Region PS&E QA Report is posted, typically within 30 days of bid opening.

B-4: Region PS&E QA Report

From: ODOT Pre-Letting Sent: Mon 2/3/2014 9:06
To: **ODOT Project Managers;** **ODOT Project Leaders;** **ODOT LALs;** CARTWRIGHT Carol A; HARRINGTON Floyd A; MORRIS Michael L; MOSIER Della D; WALLACE Thomas G; GAMBLE Michael; GRASSMAN Jason M; HART Allen J; LINKHART Robert C; STAGGS Bobby L; STANLEY Doug A; TERWILLIGER Shane; WRIGHT Michelle F
Cc: **ODOT Pre-Letting;** MARCUS Brenda S; SCOTT Karen N; THIEL Kevin A; DARENSBURG Lucien P
Subject: Region PS&E Submittal QA Reports

As you all know, the Office of Project Letting (OPL) completes a Region PS&E QA Report on each PS&E submittal. Once completed, the reports are posted on a share drive and are accessible to all ODOT personnel.

One of the key components of the QA Report is the QA Review Comment sheet. This documents the review comments made by the QA Engineer on the project Plans and Specifications. The comment sheet is returned to the Specification Writer, with a list of requested actions. Some of the actions requested range from correcting a note on a plan sheet, to replacing an incorrect boilerplate special provision with the correct one. In some instances the requested action may be for the Specification Writer to provide clarification to address a question or concern, and no modification to the documents may be needed.

Our current process does not require the Specification Writer to document the resolutions or actions taken in response to the comments made. However, we have found that not having the resolutions documented in the published reports only provides those reviewing the information with half of the story. At least one of the Tech Center Managers has requested the full-story be made available, in a timely manner, so project-specific issues can be reviewed and addressed prior to the bid opening date, or at the very latest, contract award.

In order to ensure the information contained in the PS&E QA Reports is as complete as possible, I am asking both my staff here in OPL, and the Specification Writers (both internal and external staff) to begin taking the following steps, effective immediately:

OFFICE OF PROJECT LETTING	
1	Send the QA Review Comment sheet to the project-specific Specification Writer
PROJECT SPECIFICATION WRITER	
1	Receive the QA Review Comment sheet
2	Complete the Response column documenting the resolution of each action requested or clarification for each question, and return the QA Review Comment sheet back to the QA Engineer no later than the Friday before the scheduled bid date
OFFICE OF PROJECT LETTING	
1	Post the completed QA Review Comment sheet (only) on the PS&E QA Report share drive
2	Within 30 days after bid opening, post the final PS&E QA Report on the share drive, and remove the previously-posted QA Review Comment sheet (which will be incorporated into the final report)

As a temporary measure, if you have any QA Review Comment sheets on file documenting the actions taken in response to the QA Review comments made, please forward a copy to the assigned QA Engineer in OPL. We will get this information incorporated into the existing PS&E QA Report and repost.

Please share this information with your external Consultant staff responsible for these project delivery tasks.

If you have any questions on this new requirement, please submit them to the OPL Pre-Letting email at: ODOTPre-Letting@odot.state.or.us.

From: MARCUS Brenda S Sent: Wed 2/12/2014 2:34
To: CLARK Tamira J; CARTWRIGHT Carol A; THOMPSON Mark; HEACOCK Jon W; DAVIS Steven A * Tech Center Manager; HARRINGTON Floyd A; CANTRELL Edward W; MORRIS Michael L; MOSIER Della D; WALLACE Thomas G
Cc:
Subject: PS&E QA Reports on OPL's Intranet Website

In response to a recent request to make the PS&E QA Reports available as early in the PS&E process as feasible, OPL is now posting the completed QA Review Comments sheet on our Intranet site at:

<http://transnet.odot.state.or.us/hwy/opl/default.aspx>

If you go to the site, it will provide instructions for getting alerts when QA Review Comment sheets are posted for your Region. The completed QA Review Comment sheets will be posted no later than the Friday before the scheduled bid opening date, allowing time to incorporate any Addenda issued. Once the full PS&E QA Report is posted (30 days after bid opening), the QA Review Comment sheet will be removed from the Intranet site, incorporated into the full PS&E QA Report, and placed in the share drive.

Please take a look at the site, and send any comments or questions you may have to Aundrea Guthrie at ODOTPre-Letting@odot.state.or.us. Please share this information with the appropriate staff in your Region.

Regards,

Brenda S. Marcus, OPMA
Office of Project Letting Manager

Specifications | Estimating | Pre-letting | Quality Assurance for Design | Alternative Contracting
Oregon Department of Transportation - Traffic-Roadway Section
4040 Fairview Industrial Dr SE, MS #1, Salem, OR 97302-1142
☎ 503-986-3796 - Office ☎ 503-689-2957 - Cell

PS&E QA Reports

The Office of Project Letting (OPL) completes a Plans, Specifications and Estimating (PS&E) Quality Assurance (QA) Report for each project's PS&E submittal. The preliminary PS&E QA Reviewer Comments are published on OPL's intranet website two weeks after the PS&E due date for all non - Focused Federal Oversight (FFO) projects. The preliminary PS&E QA Reviewer Comments for FFO projects are published five weeks after the PS&E due date.

The Friday prior to the scheduled bid date, the preliminary PS&E QA Comments will be replaced with the completed PS&E QA Comments showing the resolutions and actions taken.

The completed PS&E QA Comments will be replaced with the completed PS&E QA Reports approximately 30 days after the project has gone to bid opening.

The completed PS&E QA Reports will remain on OPL's intranet website for approximately 6 months after being published. To obtain PS&E QA Reports from previous years, please contact the [Office of Pre-Letting](#) for assistance.

PS&E QA Comments and Reports

Click on the links below to view the PS&E QA Reviewer Comments or use the instructions below, under Subscribe to the PS&E QA Reviewer Comments to sign up for Alert Notifications for when the PS&E QA Reviewer Comments are added, deleted or changed.

[Region 1 PS&E QA Reviewer Comments folder](#)

[Region 2 PS&E QA Reviewer Comments folder](#)

[Region 3 PS&E QA Reviewer Comments folder](#)

[Region 4 PS&E QA Reviewer Comments folder](#)

[Region 5 PS&E QA Reviewer Comments folder](#)

As the QAE enters the information onto the comment sheet, the information is automatically transferred to the Region PS&E QA Report and the Plans and Specifications review scores are calculated:

	PLANS	# of Deficiencies Noted	Deficiency Description	Resolution
1	Title Sheet - <i>Signature, correct project name, signature block, bid let month, Federal Aid Number</i>	0		
2	Plan Sheets - <i>All sheets included, stamped and signed</i>	0		
3	Index Sheet - <i>Includes all Standard Drawings</i>	1	See QA Reviewer Comments tab for deficiency description	
4	Signal Plans - <i>Traffic Section signature</i>	0		
5	Drainage Markers - <i>Included if any stormwater treatment, storage or drainage plans per GE10-01(B)</i>	0		
6	Gray Shading (<i>Aerial photos</i>)	0		
7	Project Name - <i>Project name on plans matches project name shown in PCS</i>	0		
8	Special Provisions - <i>Work shown on plans without coordinating Special Provision</i>	0		
9	General Review for omissions or errors on the plans	0		
	TOTAL SCORE:	1		
Plan Sheet Comments:				

	SPECIAL PROVISIONS	# of Deficiencies Noted	Deficiency Description	Resolution
1	Project Name - <i>Project name on SP / Bid Booklet, Plans and 00120.05 all match exactly</i>	0		
2	Fed Aid # - <i>SP / Bid Booklet Federal Aid Number must match number in TrnsPort</i>	0		
3	Completion Date(s) - <i>Completion dates in Description of Work and 00180.50(h) match exactly</i>	0		
4	Signature Pages - <i>All signature pages signed and stamped per TSB11-01(D)</i>	0		
5	Table of Contents - <i>All legal requirement sections listed, TERO, Railroad, EEO, DBEM/WESB, OJT, etc</i>	0		
6	Special Provisions - <i>Bid items and work shown on plans without special provisions</i>	1	See QA Reviewer Comments tab for deficiency description	
7	Section 100 Modifications - <i>All changes made to the 100's have been reviewed/approved, if needed</i>	0		
8	OCR Requirements - <i>DBEM/WESB and OJT target pages/sections match OCR emails & email is not over 3 months old</i>	0		
9	Prevailing Wage Rates - <i>Correct wage rates listed in 00170.65</i>	1	See QA Reviewer Comments tab for deficiency description	
10	Fuel/Asphalt/Steel Escalation - <i>Correct bid items, factors, cost basis listed in 00195.10, 11 & 12</i>	2	See QA Reviewer Comments tab for deficiency description	
11	Motor Carrier Notice - <i>Verify 00220.03(a) is included (all projects)</i>	0		
12	Lane Restrictions - <i>Verify 00220.40(e) is written correctly</i>	0		
13	Measurement and Payment - <i>Covered under every bid item</i>	0		
14	Legal Requirements and Issues with Warranty Language - <i>Check 00200 - 00300 for added or deleted legal requirements</i>	0		

During the PS&E Estimate review by the OPL Cost Estimator (prior to bid opening), review comments are also added to the Region PS&E QA Report:

	PS&E ESTIMATE	# of Deficiencies Noted	Deficiency Description	Resolution
1	Use of Current Catalog in Estimate	0		
2	Accuracy of Line item prices	0		
3	Use of Anticipated Items without prior approval	0		
4	Bid Item Difference >20% (PS&E vs EE)	0		
5	Accuracy of GPS Centerpoint (for wage determinations)	1	Multiple midpoint sites - not addressed	
6	Accuracy of Fuel Escalation/schedule bid item selection	0		
7	Use of 929 or incidental bid items	0		
	TOTAL SCORE:	1		

PS&E Estimate dation Results:

After bid opening, the Pre-Letting Specialist will complete the Bid Opening Information section of the Region PS&E QA Report using information taken from Trns*Port:

BID OPENING INFORMATION				
1	PS&E Estimate vs Low Bid (%) (does not include adjustments made by addenda)	122.9		
2	Engineers Estimate vs Low Bid (%) (biddable items only)	111.4	If EE is >10% of low bid was OPL recommendation to: <input checked="" type="checkbox"/> AWARD <input type="checkbox"/> REJECT ALL BIDS <input type="checkbox"/> WITHDRAWN	
3	Number of Bidders	1		
4	Low Bid (\$)	\$ 547,561.80		

Bid Opening Result Comments:

The complete Region PS&E QA Report is then posted on the [OPL PS&E QA Reports](#) SharePoint site, and all preliminary comment sheets are removed. The Region PS&E QA Report is given to the OPL Budget & Web Specialist who will import the data into the Access database. The project scoring information is now available for reporting (see [Section K-8-e. Region PS&E QA Report \(Project-Specific and Summary\)](#)).

On a monthly basis the Pre-Letting Specialist will transfer the data from the comment sheets onto the master comment log. There is a comment log for all projects submitted, by year.

Key No.	Region	Project name	Bid Date	ODOT	Local/Consult	ESTIMATE	PLANS	SPECS	Section	Review Comment
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x		9P - General Review Comments		Sht. GN	Sht. GN missing date on POR stamp
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			3S - Completion Date(s)	SP00002	Two completion time sentences shown in COMPLETION TIME LIMIT section of BB, with the same date. Based on other locations in the SP, sentence that has "...all Work...except for seeding establishment..." should be used.
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			4S - Signature	POR Sheet	Initial Date of registration missing from POR sheet for Brookley Henri
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			7S - Sec 100's Mod	00150.55	Cooperation with other contractors subsection should list estimated times (date range), not estimated duration. If actual dates aren't known, perhaps provide an estimate (i.e. July 2016 - September 2016, 4 week duration)? This will need to be discussed with Dan.
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			10S - FE/SE/AE	00195.112(d)	Plans and Estimate show HP 12 x 74 piles. Steel Escalation in the SP shows HP 14 x 89 (matches steel escalation spreadsheet). Seems like the update (?) didn't make it to
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			19S - General Review Comments	SP00004	SP00004, PROJECT INFORMATION. This section needs to list the Project Manager, or the Project Manager and IAI, as indicated by BPSF instructions.
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			19S - General Review Comments	540.45	Bullet missing (formatting only) from the sentence, "Conform to ACI 347 and ACI SP-4" that was added bullet list in BP Update to 00540.
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			19S - General Review Comments	501.45	Does BPSF 00591.45 apply? AC Wearing Surface depth shown on typical is 2".
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			22S - Bid Items - General omissions	BI 0490 & 0500	Construction notes and SP use '31 INCH' guardrail. Estimate has standard guardrail. Should Bis 0490 and 0500 be for '31 INCH. '?
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			22S - Bid Items - General omissions	0450	Need M&P covered for non-standard bid item 0450 - 'STEEL DRAINAGE CURB'.
18394	4	TETHEROW RD: DESCHUTES RIVER BRIDGE REPLACEMENT	6/23/2016		x			22S - Bid Items - General omissions	00510.90(v)	Need to include BPSF 00510.90(d) since BI 0340 - GRANULAR WALL BACKFILL is being paid for on a LS basis.
19047	2	US20: SUTTLE LAKE--SANTIAM SUMMIT SEC.	6/23/2016	x		NO COMMENTS				
19047	2	US20: SUTTLE LAKE--SANTIAM SUMMIT SEC.	6/23/2016	x			1P - Title Sheet		Sht. 1	Title sheet indicates 'PLANS PREPARED FOR MAINTENANCE', and lacks signature line for ODOT Chief Engineer.
19047	2	US20: SUTTLE LAKE--SANTIAM SUMMIT SEC.	6/23/2016	x			9P - General Review Comments		Pipe Data & BI 0250	Several discrepancies found in Pipe Data Sheets and Construction notes. Markups provided.
19047	2	US20: SUTTLE LAKE--SANTIAM SUMMIT SEC.	6/23/2016	x				22S - Bid Items - General omissions	Stripping	BI included for paint stripping, but no stripping standard drawings included.

The drop-down feature on all columns allows users to sort the project information many different ways, by Region, by project, by Section, etc. Regions use this information to track error trends for process improvement purposes.

The updated comment logs are posted on the OPL intranet site and are available to all ODOT personnel:

Master PS&E QA Comments and Report

Click on the links below to view the Master PS&E QA Reviewer Comments and Reports.

[2013 Master PS&E QA Comments and Reports](#)
[2014 Master PS&E QA Comments and Reports](#)
[2015 Master PS&E QA Comments and Reports](#)
[2016 Master PS&E QA Comments and Reports](#)

See [Section K-8 e. Region PS&E QA Report \(Project-Specific and Summary\)](#).



ADVERTISEMENT TO BID OPENING

C-1: Addendum / Addenda

The use of Addendum or Addenda on highway transportation projects is dictated by [OAR 731-005-0580](#) and [Model Rule 137-049-0250](#).

The Oregon Administrative Rule (OAR) defines Addenda as:

“An addition or deletion to, a material change in, or general interest explanation of the Solicitation Document. Addenda shall be labeled as such and distributed to all interested entities in accordance with these rules.”

The Oregon Standard Specifications for Construction defines Addendum as:

“A written or graphic modification, issued before the opening of Bids, which revises, adds to, or deletes information in the Solicitation Documents or previously issued Addenda.”

[Section 00120.30 of the Standard Specification](#) covers the distribution of Addenda and also clarifies that the bidders, not the Agency, shall be responsible for failure of bidders to check and download all Addenda.

The Addenda process is also covered in the [PS&E Delivery Manual](#), Section 4.1, and in the OPL Pre-Letting Specialist Procedure Manual.

Addenda Timing

While technology allows the potential for Addendum changes up to the very last minute, it has been deemed inappropriate for ODOT to assume that all bidders have the same resources and abilities to assess and update their proposals at the last minute. It is preferable to issue multiple Addenda than to save up needed corrections and changes for a late term, comprehensive Addenda.

Addenda may be issued from the day of initial project advertisement up to the closing of the bid advertisement period. However, constraints imposed on ODOT by statutory procurement regulations, as well as the practical issues of the time required to prepare and post Addenda, require limitations on the Addenda process.

DOJ Division 49 Model Rule 137-049-0250 states *“the Contracting Agency shall issue Addenda within a reasonable time to allow prospective Offerors to consider the Addenda in preparing their offers. Except to the extent required by public interest, the Contracting Agency shall not issue Addenda less than 72 hours before the closing unless the Addendum also extends the closing”*.

OAR 731-005-0580 states *“no Addenda, other than for bid cancellation or postponement, will be issued less than 48 hours before the closing of the advertisement period.”*

To comply with both statute and rule, the ODOT policy is that **no** Addenda, other than for bid cancellation or postponement, will be accepted for posting to eBIDS after noon on the fourth working day prior to the bid opening UNLESS prior agreement has been made with the OPL Manager and the QAE.

For Alternative Contracting projects **no** Addenda, other than for bid cancellation or postponement, will be accepted for posting to eBIDS after noon on the fourth working day prior to the Technical Approach Component bid closing UNLESS prior agreement has been made with the OPL Manager and the Alternative Contracting Program Manager.

This means:

- If a project is scheduled for bid opening on a Thursday, the deadline for eBIDS posting of the Addendum is noon on the preceding Friday. The Addendum, and all applicable attachments, must be submitted to OPL early enough for QA review, processing, scanning, preparing revised bid scheduled, obtaining required concurrences or approvals (such as the Sr. Specifications Engineer and DOJ) and submitting to OPO-CCU prior to the Friday noon deadline. Large and/or complex Addenda may need additional time to process. All Addenda are given the same level of QA review as the PS&E Submittal and must follow the requirements in the DOJ Exemption Letter (see [Section K-4 a. DOJ Class Exemption](#)). The [OPL Pre-Letting Internal Checklist](#) contains an Addenda Checklist that is completed to document the QA review of all Addenda.
- Addenda issued on FFO projects will require an additional two (2) working days in order to have FHWA review and approval prior to posting. The QAE will coordinate with FHWA to obtain the appropriate approvals. In December 2012, FHWA formally requested ODOT allow this additional time for their approval of Addenda. Last minute requests for approval (i.e., Friday a.m.) should be the exception rather than the norm. ODOT has made a commitment to FHWA to comply with this request.
- Late submittal of Addenda may be cause for bid date postponement in order to allow bidders to fully execute and adjust to the changes specified in the Addendum.
- State holidays falling on either Friday or Monday will also adjust the Addenda delivery schedule.

Addenda must be submitted using the approved [Addenda template](#) posted on the OPL website and be signed by the preparer. Addenda must be signed as approved by a P.E.

OPL QAE's will process the Addenda and complete the Addenda portion of the PS&E Internal Checklist:

Addenda - General Review:	
QAE _____ 1.	Review Addenda Letter to ensure that the Addenda Letter template has been used correctly, that there are no errors in the format of the document, that the fill in the blank information is correct and that required language in the template is included.
	<input type="checkbox"/> Header
	<input type="checkbox"/> Footer
	<input type="checkbox"/> Subject for correct names, dates, addenda number
QAE _____ 2.	Make sure all attachments listed in the addenda are included.

Addenda items also listed on the PS&E Internal Checklist include:

- Addenda – Plan Review
- Addenda – Spec Review
- Addenda – Bid Item Review
- Addenda – Postponement
- Addenda – Final Review

The Addenda checklist items were added to the PS&E Internal Checklist in 2015 at the request of DOJ to ensure all Addenda are given the same level of QA review as the original PS&E submittal documents.

Upon completion of the Addendum QA review, the QAE will forward the Addendum and all attachments to OPO-CCU for posting on eBIDS as a Bid Document.

NOTE: Effective with all ODOT–developed projects with PS&E due dates on or after January 1, 2017, all addendums postponing a project **more** than two (2) weeks must be accompanied by a revised ODOT Contract Time Schedule. See Section [C-7: ODOT Contract Time Schedule](#)

OREGON DEPARTMENT OF TRANSPORTATION
Traffic-Roadway Section, Office of Project Letting

ODOT POLICY ON ISSUING ADDENDA April 24, 2012

PROBLEM STATEMENT

AGC members recently inquired into ODOT's policy regarding timing for posting addenda, and asked if the deadlines could be modified. Specifically, is the Friday at 12:00 noon for posting addenda still applicable given the evolution of electronic distribution methods?

Office of Project Letting staff researched current and historical ODOT policies and guidance, as well as the applicable Administrative Rules which govern the current addenda posting deadlines.

BACKGROUND

While technology allows the potential for addendum changes up to the very last minute, it has been deemed inappropriate for ODOT to assume that all Contractors have the same resources and abilities to assess and update their proposals at the last minute. It is preferable to issue multiple addenda than to save up needed corrections and changes for a late term, comprehensive addenda.

Addenda may be issued from the day of initial project advertisement up to the closing of the bid advertisement period. However, constraints imposed on ODOT by statutory procurement regulations, as well as the practical issues of the time required to prepare and post the addenda, require limitations on the addenda process.

Regulatory rules related to the issuance of addenda are governed by:

OAR 731-005-0580 (*Dept of Transportation Public Contracting Rules for Highway and Bridge Projects*)
effective 3-1-05

"ODOT shall issue Addenda within a reasonable time to allow prospective Offerors to consider the Addenda in preparing their offers. ODOT should extend the Closing if ODOT determines prospective Offerors need additional time to review and respond to Addenda. Except to the extent required by public interest, ODOT shall not issue Addenda less than 48 hours before the Closing unless the Addendum also extends the closing."

Since 2002, ODOT has consistently delivered the following message through the use of Technical Bulletins and policy communications:

Addenda submitted to the Office of Project Letting for posting must adhere to the following standard addenda deadlines:

- No addenda will be accepted for posting after noon of the fourth working day prior to the bid opening day UNLESS prior agreement has been made with the Project Quality Engineer and/or the OPL Unit Manager. For a Thursday bid opening, the addenda must be submitted by 12:00 on Friday. For a Tuesday bid opening, the addenda must be submitted by 12:00 on

Wednesday. If the addenda is due on a Friday that is a furlough date or a holiday, the addenda must be submitted by 12:00 on Thursday.

- No addenda will be issued less than 48 hours before the close of the advertisement period, unless it is for bid cancellation or postponement.

Addenda for full federal oversight (FFO) projects must be approved by FHWA prior to posting on the OPO website.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 1 - Deadline for Addenda submittal to OPL - FFO projects also need FHWA approval	6 2 - 12:00 noon posting deadline for Addenda with Plan Sheet or BI Changes	7
8	9 3 - 12:00 noon posting deadline for Addenda with NO Plan Sheet or BI Changes	10 4 - 9:00 deadline for Addenda to Postpone Project (48 hour prior to opening)		11	12 BID OPENING	13
					14	

- 1 - Thursday (1 week prior to Bid Opening): Addenda submittal to OPL for processing. If FFO project, Addenda must also be submitted to FHWA for approval prior to posting.
- 2 - Friday (4 Business/Working Days prior to Bid Opening): Deadline for Addenda with Plan Sheet and/or Bid Item changes submittal to OPO for posting on website by 12:00 noon.
- 3 - Monday (3 Business/Working Days [72 hours] prior to Bid Opening): Deadline for Addenda with NO Plan Sheet and/or Bid Item changes submittal to OPO for posting on website by 12:00 noon.
- 4 - Tuesday (2 Business/Working Days [48 hours] prior to Bid Opening): Deadline for Addenda to Postpone or Cancel project submittal to OPO for posting on website by 12:00 noon. OAR 731-005-0580 requirement.

RECOMMENDATION

ODOT has maintained a consistent policy on the timing for issuing addenda since 2002.

After review of the historical directives issued, the restrictions imposed by Administrative Rules, and taking into consideration the evolution of electronic notification to Contractors, the Office of Project Letting is recommending no change to current policy on the deadlines for posting addenda be made at this time.

ISSUING ADDENDA TO RESOLVE BidExpress SYSTEM ERRORS:

Occasionally errors may occur in the BidExpress electronic bidding file, while the paper bidding documents remains correct. (See Section [H-2: Electronic Bidding \(Bid Express® "BidX"\)](#)). In this case, OPL staff will issue an Addendum to notify prospective bidders of the error and direct them to delete and download, or download and replace the complete electronic bidding file (EBLib) with an updated version. In this case an Addendum is the appropriate method to use.



Oregon

Kate Brown, Governor

Department of Transportation
Traffic-Roadway Section
4040 Fairview Industrial Drive SE, MS 5
Salem, OR 97302-1142
Telephone: 503-986-3568
Fax: 503-986-3749

DATE: April 18, 2016

Addendum No. 5

TO: PLAN HOLDERS

PREPARED BY:  PE
Kellie Tasselli

APPROVED BY:  PE
Kellie Tasselli

SUBJECT: FFO – US20 PME: UPRR – Eddyville (Phase 4) Section
Corvallis- Newport Highway
Lincoln County
Grading, Drainage, Structure, Paving, Signing, & Roadside Development Project
(Bids to be opened and read April 21, 2016)

The following change is made to the Project Bid Booklet available on BidExpress®:

Due to a clerical error, the Bid Schedule was updated in the electronic bidding file in BidExpress®.

Bidders bidding through BidExpress® must delete and download or download and replace the complete electronic bidding file (EBLib) with the updated version.

These changes will be included in the Contract for this Project. It is understood that your Bid will be submitted accordingly.

Attachments: New Bid Schedule

If it is determined that additional information needs to be provided to prospective bidders on the correct, step-by-step process for replacing the EBLib file is needed, a Letter of Clarification (LOC) can also be posted on eBIDS. Example:

	<h1>Oregon</h1> <p>Kate Brown, Governor</p>	<p>Department of Transportation Traffic-Roadway Section 4040 Fairview Industrial Drive SE, MS 5 Salem, OR 97302-1142 Telephone: 503-986-3568 Fax: 503-986-3749</p>
---	---	--

DATE: February 19, 2015	Letter of Clarification No. 1
TO: PLAN HOLDERS	
SUBJECT: OR22: MP25.9 - Whitewater Road North Santiam Highway Marion County Paving Project (Bids to be opened and read February 26, 2015)	

Bidders bidding through BidExpress® were directed to download and use the most current electronic bidding files (EBLib). Bidders must avoid accidentally intermingling obsolete and current electronic bidding files which can cause problems in the creation and processing of their electronic bids.

Most bidders bidding through BidExpress® will fall into one of two groups:

- The item list or prices are imported or otherwise transferred into BidExpress® from another source.
- The item list or prices are used and processed within BidExpress®.

Overall, the intent is for the bidder to export and save any user inputted prices, if applicable, then either delete and download or download and replace the complete (EBLib) proposal, and then import into or otherwise replace the prices in the new proposal.

The following steps are recommended to insure bidders use the most current set of electronic bidding files:

1. If you wish to save, and subsequently retrieve, prices already loaded into your Expedite Bid file, continue with step 1, otherwise jump to step 2.
 - a. In Expedite Bid, open the proposal.
 - b. Click on "Tools" > "Export Proposal".
 - c. Navigate to a location where you wish to save a file of proposal bid prices.
 - d. Select a file name and format > click "Save".
2. Log into BidExpress® and navigate to the proposal you wish to submit a bid.
3. Download the proposal's EBLib file.
 - a. Click on "EBLib file", see red arrow in screen shot.
 - b. Save "EBLib" file to your PC, see blue arrow in screen shot for Internet Explorer example; other browsers slightly different

Page 1 of 2

OR22: MP25.9 - Whitewater Road
North Santiam Highway
Marion County

Letter of Clarification No. 1

- i. The bottom line is to save this .EBL file into the same directory containing your current proposal's .EBS, .001, .002 ... files.
- c. If there is a previous version of the proposal's .EBL file present, replace it with this latest version.

Proposal 00000000000000000000

Sections: 9
Amendments: 3
Highway Number:
County: UNDEVELOPED

Expert (csv) | Export (tab)

Quantity	Unit	Description	Price
TEMPORARY FEATURES AND APPURTENANCES			
0A	1,000 LS	MOBILIZATION	
0A	1,000 LS	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	
0B	370,000 SQFT	TEMPORARY SIGNS	
0E	6,000 EACH	TEMPORARY BARRICADES, TYPE III	
0E	800,000 EACH	TEMPORARY FLEXIBLE PAVEMENT MARKERS	
0F	50,000 FOOT	TEMPORARY REMOVABLE TAPE	
0F	400,000 HOUR	FLAGGERS	
0A	1,000 LS	EROSION CONTROL	
0F	2,200,000 FOOT	SEDIMENT BARRIER	
0A	1,000 LS	POLLUTION CONTROL PLAN	
WORK			
0A	1,000 LS	CONSTRUCTION SURVEY WORK	
0A	1,000 LS	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	
0A	1,000 LS	CLEARING AND GRUBBING	

Also Available:
Advantage - View Bids
Bid Bond Form - Federal
Bid Bond Form - State
Bid Tab Analysis
ODOT eBIDS
OPD - Construction Contracts
Plan Sheets (0)
Sample Perform. Payment Bond
Subcontractor Disclosure Form

Downloads:
14769_EBS
14769_001
14769_002
14769_003
EBL File

Do you want to open or save 14769.ebl from bids.com? [Open] [Save] [Save and open]

4. Open the .EBL file.
 - a. Using your file manager application, e.g. Windows Explorer, navigate to the local directory containing the .EBL file.
 - b. Open the .EBL file.
 - c. In the "Select Proposal" window, confirm the proposal number matches the proposal you wish to submit a bid for.
 - d. Highlight or click on the proposal number > click "OK".
 - e. In the "Warning for Extracting Proposal" window > click "OK".
 - f. In the "Amendment Changes" window > click "OK".
5. Process your electronic bid as you normally do.
 - a. If you had saved prices in Step 1), you can retrieve them with these steps:
 - i. In Expedite Bid, click on "Tools" > "Import Proposal".
 - ii. In "Import Proposal" window, navigate and select the file saved in Step 1) > click "OK".

ADVERTISEMENT TO BID OPENING

C-2: Letter of Clarification (LOC)

A Letter of Clarification (LOC) is intended to be informational in nature and is appropriate for responding to questions received by one (1) or more prospective bidders, where there are no changes being made to the plans, specifications, quantities or bid items, and for posting additional Bid Reference Documents.

Guidance on the use of LOC's can be found in the following:

- [PS&E Delivery Manual, Sec 4.2](#)
- [PD-07 – PS&E Submittal to Bid Opening](#)
- [ODOT Construction Manual, Chapter 6 – Examination of Project Site or Data by Bidders](#)
- OPL Pre-Letting Specialist Procedure Manual

LOC's are not governed by the same statutory rules as those governing Addenda (see [Section C-1: Addendum / Addenda](#)). However, to accommodate processing times, the same timing guidelines as for Addenda also apply to LOC's. Therefore:

- If a project is scheduled for bid opening on a Thursday, the deadline for eBIDS posting of the LOC is noon on the preceding Friday unless prior agreement has been made with the OPL Manager and QAE. LOC's posted on or after the Monday prior to a Thursday bid opening should be very minor in nature.
- State holidays falling on either Friday or Monday will also adjust the LOC delivery schedule.

LOC's will not include any changes to the plans, specifications, quantities or bid items so allowance for additional QAE review time is not required. LOC's issued to add Bid Reference Documents to eBIDS should be submitted early enough to allow the posting process to take place, preferably by noon on Thursday prior to bid opening. Also, FHWA does not need to review and approve any LOC's prior to posting, even on FFO designated projects.

LOC's must be submitted using the approved [LOC template](#) posted on the OPL website and be signed by the preparer. LOC's must be created on ODOT letterhead from the office or Region of origin. **Do not** submit using Consultant or Local Agency letterhead.

LOC TEMPLATE

NOTICE TO USERS

{Only create letters of clarification on ODOT letterhead. Use the letterhead of the ODOT Region or Office from which the letter is being sent. Do not use letterhead from a consultant firm. Delete this note prior to signing and printing.}

(Use this template to prepare project letters of clarification.)

BID REFERENCE DOCUMENT

DATE: _____, 20__

Letter of Clarification No. ____

TO: PLAN HOLDERS

(The Preparer of the letter of clarification must sign on the "Prepared By:" line. Type the names of the Preparer below the signature lines. If the Preparer is not an ODOT employee, also type the name of the Preparer's firm.)

PREPARED BY: _____
(Type name below line. If other than ODOT, also type name of Firm.)

SUBJECT: _____ Section
_____ Highway
_____ County
_____ Project
(Bids to be opened and read _____, 20__)

(Start the Letter of Clarification on this first page. If the Letter of Clarification is only one page, delete the header on the second page and delete the "Section Break" on this page. If the Letter of Clarification is longer than one page, move the "Section Break" so that it is located at the end of the first page and fill in the project information in the Header Section for all the remaining pages. In the Header Section on the second page, make sure that "Link to Previous" is turned off, otherwise the header will also show up on the first page.)

The QAE will review and process the LOC's and forward to OPO-CCU for posting on eBIDS as a Bid Reference Document. LOC's submitted directly to OPO-CCU will be forwarded to the QAE for review. The QAE will forward the LOC to OPO-CCU for posting.

LOC Example #1 - Bid Reference Documents Added After Advertisement



Oregon
Kate Brown, Governor

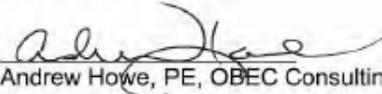
Department of Transportation
Traffic-Roadway Section
4040 Fairview Industrial Drive SE, MS 5
Salem, OR 97302-1142
Telephone: 503-986-3568
Fax: 503-986-3749

BID REFERENCE DOCUMENT

DATE: October 17, 2016

Letter of Clarification No. 1

TO: PLAN HOLDERS

PREPARED BY: 
Andrew Howe, PE, OBEC Consulting Engineers

SUBJECT: OR99W @ Crowley Creek Project
Pacific Highway West
Polk County
Grading, Structures, and Paving Project
(Bids to be opened and read November 3, 2016)

The following Bid Reference Documents are now available on eBids:

- Roadway Digital Data Coordination File
- eBids Handoff Package

LOC Example #2 - Bid Reference Documents Added After Advertisement



Oregon

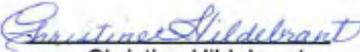
Kate Brown, Governor

Department of Transportation
Region 2, Area/District 4
3700 SW Philomath Blvd.
Corvallis, OR, 97333
Telephone (541) 757-4211
Fax (541) 757-4290

DATE: September 21, 2016

Letter of Clarification No. 1

TO: PLAN HOLDERS

PREPARED BY: 
Christine Hildebrant

SUBJECT: OR99W: Lake Slough Bridge Replacement Section
Pacific Highway West
Benton County
Grading, Structures & Paving
(Bids to be opened and read September 29, 2016)

The following Bid Reference Documents are available on the eBIDS website:

- Roadway Digital Design Data - eBIDS Handoff Package
- Letters of Public Interest Finding for:
 - Intelligent Transportation Systems (ITS) equipment and materials
- Programmatic Letter of Public Interest Finding and Anticipated Item Request for:
 - Utility Connection/ hookup
 - Public Outreach/Public Affairs
- Army Corp of Engineers permit
- Department of State Lands permit
- Programmatic Categorical Exclusion Agreement
- Geotechnical Report
- Bridge Hydraulics Report
- Benton County Floodplain Decision
- Modified Hazardous Materials Corridor Study

LOC Example #3 – Response to Bidders Question



Oregon
Kate Brown, Governor

Department of Transportation
Region 2 / Area 5
644 A Street
Springfield, OR, 97477-4609
Phone: (541) 744-8080

DATE: May 20, 2016

Letter of Clarification No. 4

TO: PLAN HOLDERS

PREPARED BY: 
Russell W. Norton, PE
Quincy Engineering, Inc.

SUBJECT: US101 @ OR6 (Tillamook) Section
Oregon Coast Highway & Wilson River Highway
Tillamook County
Grading, Drainage, Structures, Paving, Signing, Illumination, Signals, & Roadside
Development Project
(Bids to be opened and read May 26, 2016)

Question:

Vault 2 does not have an access door configuration. Once we pour the sidewalk/lid on this vault, there is not a way to strip the falsework as we are not allowed access back through the building. Is it acceptable to leave the falsework for this vault?

Response:

Since maintaining this space is for access to a pipe along one wall, I would think the formwork for the lid can be left in place subject to some conditions:

- (1) The interior space must be left open without posts, that is, formwork ledgers must be attached to the side walls so that it does not extend more than 2'-0" below the sidewalk level.
- (2) No sharp edges or objects may protrude into the space that would be a hazard to persons accessing the space.
- (3) Due to continual contact with concrete, untreated timber is not allowed, and treated timber is unacceptable due to odors in the basement interior. The formwork left in place must therefore consist of painted or galvanized steel.

Template Rev. 04-24-15 Page 1 of 1

LOC Example #4 – Correct eBIDS Posting Error



Oregon

Kate Brown, Governor

Department of Transportation

Beaverton Project Manager's Office

6000 SW Raab Rd.

Portland, OR 97221

Telephone (971) 673-5228

Fax (971) 673-5225

DATE: August 30, 2016

Letter of Clarification No. 6

TO: PLAN HOLDERS

PREPARED BY:

Ronald G. Larson, P.E., Construction Project Manager

SUBJECT: US26: Cornelius Pass – NW 185th Ave Section
Sunset Highway
Washington County
Grading, Drainage, Structures, Paving, Signing, Illumination, Roadside
Development and Intelligent Transportation System Project
(Bids to be opened and read September 1, 2016)

The purpose of this letter is to inform all Bidders that a clerical error has been made regarding the issuance of Letter of Clarification #5. Letter of Clarification #5 was published on eBIDS as Addendum #5 in error.

Letter of Clarification #5 was published on eBIDS as Addendum #5 in error. As a result, Addendum #5 has been removed from eBIDS and republished as Letter of Clarification #5 on eBIDS. It should be understood that there have been 4 Addenda issued for this project.



ADVERTISEMENT TO BID OPENING

C-3: eBIDS

The Electronic Bidding Information Distribution System (eBIDS) is an online tool that enables contractors, suppliers and other interested parties to locate, view and download bid-related documents for design-bid-build highway and bridge construction projects that ODOT currently has advertised to bid. ODOT eBIDS provides free downloading of bid booklets, addenda, clarification letters, plans, specifications and bid reference documents. ODOT vendors may also self-register as prime or informational plan holders for these projects.

The screenshot shows the Oregon Department of Transportation's Electronic Bidding Information Distribution System (eBIDS) website. The header includes the ODOT logo and the text "ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM". Navigation links for "Home" and "Search" are present. The main content area is divided into sections: "Welcome to eBIDS" with a link to "All Current Projects" (described as displaying all projects currently open for bidding), "User Support" (redirecting to eBIDS User Guides and Terms of Use and Disclaimer), and "ODOT Procurement Office Website" (redirecting to Bid and Award Information, Letting Schedules, and Notice to Contractors). A "Notifications" section features an RSS icon and a filter menu with "All", "Project", and "System" options. A list of notifications follows, each with a date, time, project number, and description, such as "08/22/2016 16:25 14930 Addendum No. 2 I-84 & OR-201 ITS 2016 PROJECT POSTPONED to September 8, 2016". The footer contains the time "10:52:56 A.M.", support contact information "For site support, please contact the ODOT Computer Support Desk 503-986-3800", and the version "Release 1.9 June 2016".

Project information is posted in either the [Bid Documents](#) or [Bid Reference Documents](#) sections of eBIDS.

PROJECT DETAILS

Project Detail | **Item Detail** | **Bid Documents** | Bid Reference Documents

Project Information

Contract Number	14930	MWESB Target	0.00
Key Number	19098	Federal/State Project #	STP-S006(150)
Project Name	I-84 & OR-201 ITS 2016 PROJECT	County	VARIOUS
Class of Work	MULT	Route	VAR
Bid Let Date	09/08/2016	Region	5
DBE Goal	1.00		

Download All Available Documents

Number of documents available to download: 9
Total download size of all documents: 26.4 MB

View Holders of Plans

10:56:53 A.M. For site support, please contact the ODOT Computer Support Desk 503-986-3800. Release 1.9 June 2016

Bid Documents are the contractual documents to be used by prospective bidders when submitting a bid on a project including the bid booklet, bidding plans and special provisions, and all Addenda:

Simple Search Page [Go to Advanced Search](#)

PROJECT DETAILS

Project Detail | Item Detail | **Bid Documents** | Bid Reference Documents

<input type="checkbox"/>	Title	Type	Date Added	Content Size
<input type="checkbox"/>	14930 - Special Provisions	Special Provisions	07/25/2016 09:45:25	1.9 MB
<input type="checkbox"/>	14930 - Addendum No. 1	Addendum	08/19/2016 13:06:28	1.5 MB
<input type="checkbox"/>	14930 - Addendum No. 2	Addendum	08/22/2016 16:25:34	0.1 MB
<input type="checkbox"/>	14930 - Wage Information No. 1	Wage Information	08/11/2016 14:53:23	6.5 MB
<input type="checkbox"/>	14930 - Bid Booklet	Bid Booklet	07/25/2016 09:45:20	0.2 MB
<input type="checkbox"/>	14930 - Bidding Plans	Bidding Plans	07/25/2016 09:45:23	9.8 MB
<input type="checkbox"/>	14930 - Clarification No. 1	Clarification	08/19/2016 12:58:16	0.0 MB

Download

A **Bid Reference Document** is a document provided by ODOT for informational purposes only. Bid Reference Documents are made available solely to help familiarize users with ODOT projects, but their use does not relieve bidders or contractors from any duties to investigate, inspect, follow responsible bidding procedures, or perform the terms of the contract. Unless expressly included in the project Special Provisions, a Bid Reference Document obtained from ODOT eBIDS will **not** become part of the contract. A project's Bid Reference Documents will only be available to users on ODOT eBIDS during the project's solicitation period. Any consideration or use of the information or data provided in a project's Bid Reference Documents is solely at the discretion of the User. Also see the [Bid Reference Document](#) on the eBIDS site.

Bid Reference Documents are uploaded to eBIDS by the PL, LAL or delegated assistant during the pre-bid phase which is after the PS&E due date but before the advertisement date. **The PL/LAL cannot upload any documents to eBIDS after the advertisement date.** The eBIDS system will provide the means for potential bidders to download the Bid Reference Documents as needed.

NOTE: Some Bid Reference Documents, such as LOC's, Wage Information or ODOT Contract Time Schedules, may be posted to the Bid Documents tab on eBIDS, but will contain the header "BID REFERENCE DOCUMENT" to clarify that they are in fact Bid Reference Documents.

If additional Bid Reference Documents are identified after the advertisement date and uploading to eBIDS is required, the PL/LAL must contact the QAE for assistance. Adding new Bid Reference Documents will require an LOC be issued. The QAE can assist in the LOC development and document uploading process.



Oregon
Kate Brown, Governor

Department of Transportation
Traffic-Roadway Section
 4040 Fairview Industrial Drive SE, MS 5
 Salem, OR 97302-1142
 Telephone: 503-986-3568
 Fax: 503-986-3749

BID REFERENCE DOCUMENT

DATE: October 17, 2016

Letter of Clarification No. 1

TO: **PLAN HOLDERS**

PREPARED BY: 
 Andrew Howe, PE, OBEC Consulting Engineers

SUBJECT: OR99W @ Crowley Creek Project
 Pacific Highway West
 Polk County
 Grading, Structures, and Paving Project
 (Bids to be opened and read November 3, 2016)

The following Bid Reference Documents are now available on eBids:

- Roadway Digital Data Coordination File
- eBids Handoff Package

Template Rev. 10-17-16

Page 1 of 1

Simple Search Page [Go to Advanced Search](#)

PROJECT DETAILS ✕

Project Detail
Item Detail
Bid Documents
Bid Reference Documents

Bid Reference Documents obtained from ODOT eBIDS will not become part of the contract, as stated in the ODOT eBIDS Terms Of Use.

<input type="checkbox"/>	Title	Type	Date Added	Content Size
<input type="checkbox"/>	14930 - Foundation Memo for VMS Signs	Report	08/19/2016 12:57:13	0.1 MB
<input type="checkbox"/>	14930 - Final Geology Memo	Report	08/19/2016 12:57:44	5.9 MB

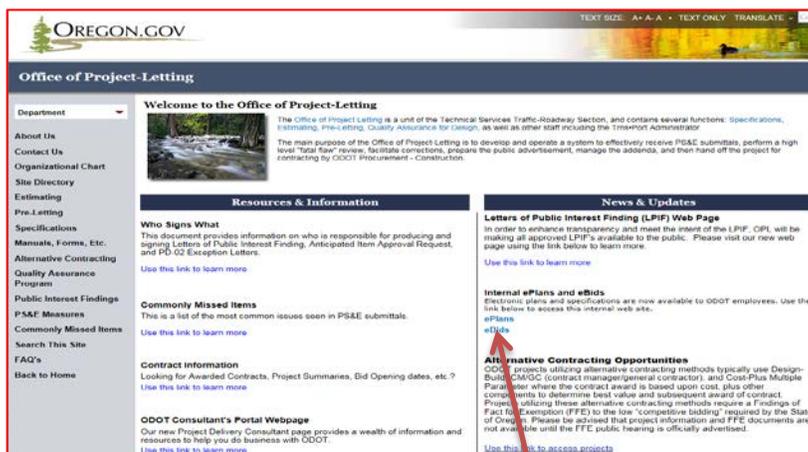
After bid opening, only eBIDS users internal to ODOT are allowed to view the Bid Reference Documents.

As eBIDS is an internal ODOT program, any functionality issues are handled by the OPL Systems Administrator, OPO-CCU eBIDS staff, and the ODOT Help Desk.

eBIDS also lists all Plan Holders, both Bidding Plans and Informational Plans. Holders of Bidding Plans are those prospective bidders who have downloaded the Bid Documents from eBIDS. Holders of Informational Plans are those who have an interest in the project such as subcontractors and material suppliers, but have not prequalified with ODOT as a Prime Contractor and cannot submit a bid.

Contract Number	Project Name	Bid Date				
14929	US 26: CORNELIUS PASS RD - NW 185TH AVE SEC	09/01/2016				
<div style="display: flex; justify-content: space-between;"> Holders of Bidding Plans Holders of Informational Plans </div>						
Added	Company	Contact Name	Fax	City	State	
08/12/2016 09:54	EMERY & SONS CONSTRUCTION GROUP	LANCE GREAVES		SALEM	OR	
08/12/2016 08:42	KIEWIT INFRASTRUCTURE WEST CO	NW DISTRICT ESTIMATING DEPT	3606935582	VANCOUVER	WA	
08/11/2016 18:29	LEGACY CONTRACTING INC	JEFF HOWELL	8882492203	STAYTON	OR	
08/04/2016 15:56	OREGON STATE BRIDGE CONSTRUCTION	CRAIG GRIES	5037676968	SCIO	OR	
08/04/2016 10:04	CASCADE BRIDGE LLC	ESTIMATING	3607376579	VANCOUVER	WA	
08/02/2016 08:29	BAKER ROCK CRUSHING CO DBA BAKER F	MARC SCHOENBERG	5036422534	BEAVERTON	OR	
08/01/2016 16:52	MOORE EXCAVATION INC	AMBER HUTCHISON	5036740909	FAIRVIEW	OR	
08/01/2016 10:00	OREGON MAINLINE PAVING LLC	ESTIMATOR	5034700000	HOVINGVILLE	OR	
						17 Holders of Plans found
<input type="button" value="Back To Search"/>						

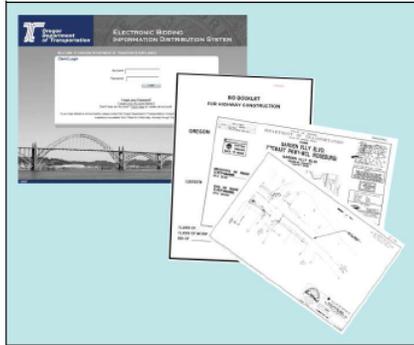
Links to eBIDS for both internal ODOT staff and external parties are on both the OPL and OPO-CCU websites:



<http://www.oregon.gov/ODOT/HWY/OPL/Pages/index.aspx>

<http://www.oregon.gov/ODOT/CS/CONSTRUCTION/pages/ebids.aspx>

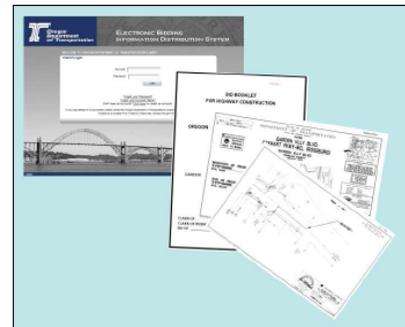
ODOT User's Guide to Electronic Bidding Information Distribution System (eBIDS)



November 2011
Version 1.0

User guides are available for both internal ODOT and external users. These guides are available through links on the eBIDS home page.

Electronic Bidding Information Distribution System (eBIDS) User Guide



February 2012
Version 1.0

ADVERTISEMENT TO BID OPENING

C-4: Final Engineers Estimate (FEE)

After PS&E submittal, but before bid opening, the OPL Cost Estimators will prepare the Final Engineers Estimate (FEE). The goal of setting the FEE is to establish an estimate that is deemed to be a “fair” value for the project to the project owner. The FEE considers factors such as prior bid item cost history, project difficulty and locale, expected level of competition, current market pricing trends, magnitude of the project, uniqueness of the work, etc. The FEE is based off the PS&E Estimate submitted with the PS&E submittal. Changes to the PS&E Estimate are made to account for errors, market conditions or judgement calls by the Cost Estimator.

The FEE is completed and sent to the Spec Writer or LAL for local agency projects the Tuesday prior to the scheduled bid opening date. For confidentiality purposes, and to protect the chain of custody, the Spec Writer/LAL is the only recipient of the FEE. It is the responsibility of the Spec Writer/LAL to initiate any needed actions and/or responses to the FEE. This includes confirmation of adequate funding if the FEE has increased the project cost above the programmed funding amount, as well as desired communication regarding significant estimate changes. In all cases the OPL Senior Cost Engineer has the final say in establishing the FEE. Distribution to other Region staff is a Region decision but should be severely restricted during the bid and award process.

The FEE document is considered CONFIDENTIAL and as an ODOT policy remains so until after contract award. After award a formal public records request is required to be submitted in order for the FEE to be released.

From: RIEDL John J
Sent: Thursday, September 12, 2013 8:41 AM
To: ODOT LALs; TERWILLIGER Shane; WRIGHT Michelle F; HART Allen J; GAMBLE Michael; LINKHART Robert C; STANLEY Doug A
Cc: ODOT Procurement Office - Construction; DARENSBURG Lucien P; LIPPSMEYER Michael J; Mike Morrow (mike.morrow@dot.gov); MARCUS Brenda S
Subject: EE distribution - Official Notice

I am providing this official notification for modification of distribution of all secure Engineers Estimate information and pricing following a meeting yesterday with Brenda Marcus (OPL Manager) and RLT management.

The 2004 Policy Definitions 1. "Delivery Method" and management for chain of custody for all prices are modified and distribution/control of all pricing information is now managed by the Region Technical Center Specification Writers and Local Agency Liaisons (LAL's).

All pricing information for development of the Agency Official Engineers Estimate and Final Engineers Estimate is covered by this policy. All distribution is funneled through the Specification Writers/LAL's to this office for PS&E. Distribution of the Final Engineers Estimate prior to bid letting from OPL State Estimating Engineers shall be to the Specification Writer or LAL as appropriate.

The ODOT EE policy is currently under review for this modification and the pre-modified policy is located at:

http://www.oregon.gov/ODOT/HWY/ESTIMATING/Pages/manuals_forms_etc.aspx

All other components and security requirement of the EE policy remain in force.

Please contact this office is questions or clarifications are needed relating to this official change in distribution of EE pricing.

John Riedl, PE

a. FEE Policy

The current FEE policy (eff 5-4-16) which defines the management of the Engineers Estimate is posted at:

<http://www.oregon.gov/ODOT/HWY/seopl/docs/guides/ee-policy.pdf>.



Oregon

Department of Transportation
Technical Services Branch
Roadway Engineering

**This document remains current as of May 4th, 2016 as per
Tom Lauer, ODOT Technical Services Manager**

Interoffice Memo

January 30, 2004

To: Designers
Project Leaders
Transportation Design Managers
Memo to Designers Manual Holders

From: s/Thomas Lauer, PE
ODOT Roadway Engineer

Cc: Kathryn Ryan, Kevin Thiel, John Gernhauser - FHWA, Dale Horman - DOJ

Subject: Management of the Engineer's Estimate (EE)

PURPOSE: The purpose of this memo is to update and clarify the ODOT policy for managing the Engineer's Estimate (EE) for any public works project being awarded via the ODOT Construction Contracts Section.

SCOPE: This policy addresses the confidentiality of ODOT construction project cost estimates from initial project inception through formal project construction contract award. This policy applies to projects developed and engineered by ODOT internal staff, ODOT contracted consultants, Local Agencies and Local Agency consultants.

HISTORY: The latest written ODOT policy regarding the management of the EE appears to be a memo written by H. S. Coulter, State Highway Engineer dated December 30, 1982. Excerpting from this memo:

"The Engineer's Estimates prepared for contract bidding comparisons, federal-aid programming, etc., are to be kept strictly confidential until the low bidder has executed the contract documents."

While the referenced 1982 policy does not explicitly say it, the EE only becomes public information after formal contract award.

The FHWA addresses the management of the EE in a variety of Technical Advisories but ultimately defers policy to the individual states. However, it is clear within the aforementioned technical advisories, and in conversation with FHWA staff, that they strongly prefer keeping the EE confidential. Regardless of the FHWA preferences, a few states do include the EE with bidding documents, the majority of states keep the EE confidential until project award (like Oregon), and still others never release the EE at all.

There are many different opinions and justifications, both pro and con, for keeping the EE confidential. Regardless, Oregon has no statutory requirements that control the EE either way. Considering this fact, it is clear that the management of the EE is an ODOT Policy decision. ODOT Executive Deputy Director, John Rosenberger, has recently re-affirmed the above 1982 State Highway Engineer policy decision after receiving counsel from Drummond Kahn, ODOT Internal Audits, and Dale Hormann, DOJ.

Management of the Engineer's Estimate
Page 2 of 3

Given the above background, the goal of the policy and procedure that follows is to communicate the expectations regarding the management of the EE now and in the future. It departs somewhat from most policy statements, in that it does not attempt to describe the relative merits of the confidentiality decision, but rather, merely tries to clarify what this decision means operationally.

POLICY:

1. THE ENGINEER'S ESTIMATE SHALL BE CONSIDERED AS INFORMATION CONFIDENTIAL TO ODOT. It is not to be shared with persons other than appropriate ODOT project development personnel, contracted consulting staff, and Local Agencies and their consultants/agents. This confidentiality shall apply during all stages of project development up to the point of formal "notice to proceed" by the ODOT Construction Contracting Section (CCS).
2. This policy applies to ALL projects being publicly bid via the CCS regardless of the method of PS&E delivery.
3. It is not ODOT's policy to voluntarily post or disclose in any form the EE after contract award to the public.
4. When requested, the release of the EE is to be managed solely by the CCS.
5. After formal contract award the EE will be made available to non-ODOT and non-Local Agency individuals and companies upon written request. This will be done on a project-by-project basis after approval to release is obtained from the CCS. In the case where a contract is not awarded, the EE shall remain confidential. In all cases only the total value of the EE will be released after written approval from the CCS. Unit prices under the EE should only be released subsequent to a freedom of information request and approval of release by both the Managers of the ODOT CCS and the ODOT Technical Services Branch.

DEFINITIONS:

1. Definitions for the purpose of the following procedure:

		Delivery Method	
		Internal ODOT (IN sourced)	External Consultant (OUT sourced)
Project Leader (PL) =	ODOT Project Team Leader	ODOT Consultant Project Manager (CPM) or ODOT Project Team Leader (PTL)	Local Program Produced ODOT Local Agency Program Liaison (LAPL)

PROCEDURE:

1. All members of a Project Development Team (PDT) have the responsibility to maintain the confidentiality of the project estimate from project inception, through PS&E submittal and formal contract award.

Management of the Engineer's Estimate

Page 3 of 3

2. After PS&E pre-letting submittal, but before bid opening, a Senior Estimating Engineer within the Technical Services Pre-Letting Unit will prepare the Engineers Estimate. During this process, the following rules will be adhered to:
 - a. The *Project Estimate* will be reviewed and refined by an ODOT Senior Estimating Engineer into the *Engineer's Estimate*. If the Senior Estimating Engineer needs clarification regarding any of the project parameters, he/she will contact appropriate resources. For outsourced and local program projects, all necessary communication will be routed through the Project Leader (PL).
 - b. The goal of setting the final EE is to establish an estimate that is deemed to be a "fair" value for the project to the project "owner." The EE considers factors such as; prior bid item cost history, project difficulty and locale, expected level of competition, current market pricing trends, magnitude of the project, uniqueness of work type, etc.
 - c. The Senior Estimating Engineer will communicate the final total value of the EE via confidential e-mail to the Project Leader no later than one week prior to bid opening.
 - d. It shall be the responsibility of the PL to initiate any needed actions and/or responses to Final EE. This includes confirmation of adequate funding if the EE has increased as well as desired communication regarding significant estimate changes.
 - e. In all cases, the ODOT Final Estimator has the final say in establishing the EE.
3. Immediately after bid opening the Project Estimator will evaluate the submitted bids following the procedure outlined in the memo: "*POLICY: Bid price evaluation and recommendation*". The evaluator will consult with others within ODOT and/or the consultant and/or the local agency, as needed, to develop their final recommendation.
4. The final estimator's recommendation shall be communicated to the Construction Contracts Manager via the Bid evaluation template letter. This communication will contain confidential information and specifics regarding the Engineer's Estimate and the evaluation of the bidder's prices.
 - a. In the case of a recommendation to award, the CCS will normally initiate the formal award process.
 - b. In the case of a recommendation to reject the low bid, or all bids, the CCS will normally allow comment from the Region or Local Agency regarding this decision prior to making their final determination.
 - c. Detailed EE information may be provided to appropriate individuals (i.e. Project Leader, Project Manager) in the case when the Region or Local Agency is considering a rebuttal to the Estimating Unit recommendation.
5. The Bid Evaluation Letter also will contain recommendations regarding the monitoring of specific items and quantities during construction. If the bid is awarded, this information shall be forwarded by the CCS to the appropriate Project Manager for use during project construction.

b. Public Records Request for FEE

Although the longstanding ODOT policy has been to not release the FEE either before or after contract award, the Agency was challenged with a Public Records Request in 2015. After thorough review of the applicable state statutes, rules and policies, DOJ issued an opinion that the Agency did not have a basis for denying the request after the contract had been awarded. As of August 2016 only one (1) Public Records Request for a project FEE has been received.

From: MARCUS Brenda S Sent: Fri 2/6/2015 11:44 AM
To: PAPPE Robert G; LAUER Thomas J; MATHER Paul R
Cc:
Subject: Public Records Request for Final Engineers Estimate

ODOT received a Public Records Request for release of the Final Engineers Estimate on the recently awarded Manzanita Ave-Neahkahnie Creek project in Region 2. It has been the Agency's long-standing internal policy to not release the Engineers Estimate, either before or after contract award. However, in response to this formal request, I have provided the awarded contractor, LRL Construction Company, with the requested information for this project only. This action was only taken after multiple discussions with Mark Schumock, DOJ and Bob Pappé.

According to DOJ's interpretation of the Public Records rules, we have a fairly stable footing to deny release of the Engineers Estimate prior to contract award. However, the strength of our argument for the application of exemption for the Engineers Estimate decreases after contract award. DOJ does not feel we would not be able to successfully defend a denial if the requestor were to appeal our failure to disclose the documents requested.

I wanted to let you all know what information was requested, and what action I took, as it does goes against our internal policy regarding the release of the Engineers Estimate.

Thanks,

Brenda S. Marcus, OPMA
Office of Project Letting Manager

Specifications | Estimating | Pre-letting | Quality Assurance for Design | Alternative Contracting
Oregon Department of Transportation - Traffic-Roadway Section
4040 Fairview Industrial Dr SE, MS #1, Salem, OR 97302-1142
☎: 503-986-3796 - Office ☎: 503-689-2957 - Cell

The OPL Cost Estimators each have a copy of DOJ's full opinion on this matter if the issue should arise again.

ADVERTISEMENT TO BID OPENING

C-5: Mandatory Pre-Bid Meeting (*Post-Meeting Requirements*)

NOTE: Also see Section [A-8: Mandatory Pre-Bid Meeting \(Approval and Scheduling Process\)](#)

If a Mandatory Pre-Bid Meeting has been approved and scheduled, the PM will be responsible for conducting the meeting and all follow-up tasks.

Within two (2) business days after the Pre-Bid Meeting the PM shall issue a meeting summary and forward to OPO-CCU. The meeting summary will include:

- The names of all attendees and the organization they represent
- The meeting agenda
- Responses to any items or issues that could not be completely addressed at the meeting, or require follow-up by the Agency. If there are issues that will require more than two (2) days to resolve those issues must be described in the summary and a forecast given for when and how the issue will be resolved. Issues requiring changes to the project plans, special provisions or bid items will require an addenda to be produced.

The list of attendees is critical to ensure the low responsive bidder did in fact attend the Mandatory Pre-Bid Meeting per §00120.15.

The OPO-CCU will post the meeting minutes, which will include the list of attendees, on eBIDS along with a LOC notifying all prospective bidders:



Oregon

John A. Kitzhaber, Governor

Department of Transportation
Technical Services
Office of Project Letting
4040 Fairview Industrial Drive SE
Salem, OR 97302
Telephone 503-988-4040

Date: October 11, 2013

To: **PLAN HOLDERS**

Letter of Clarification No. 2

Subject: Contract Number 14622
US101: Umpqua River & McIntosh Slough Painting
Oregon Coast Highway
Douglas County
Maintenance Painting Project
(Bids to be opened and read October 17, 2013)

The following Bid Reference Documents are now available on the eBids web site:

- Mandatory Pre-Bid Meeting Minutes



ADVERTISEMENT TO BID OPENING

C-6: Prevailing Wage Reports (PWR) – Preliminary and Revised

The OPL Cost Estimating Unit is responsible for completing the Project Prevailing Wage Reports (PWR), preliminary, revised and bid day versions. The function of this report is to identify the project midpoint utilizing data from the project title sheet and the ODOT TransGIS system. Distance calculations are then made from the project midpoint to the reference city dispatch locations to establish the minimum wage rates the construction personnel shall be paid.

This information is for reference and informational purposes only and is provided without warranty or guarantee. It does not replace or supersede the contractor's responsibility and liability for determining and paying correct PWR's.

The bid day PWR information is also provided to the ODOT PM's for their use in reviewing the Contractor's certified payroll reports.

The Preliminary Project Wage Information is completed and posted on eBIDS as "Wage Information No. 1", no later than the Wednesday after the project advertisement date. The information may be posted on the Bid Documents tab, but will include the BID REFERENCE DOCUMENT header to clarify it is in fact a Bid Reference Document, **not** a Bid Document.

<input type="checkbox"/>	Title	Type	Date Added	Content Size
<input type="checkbox"/>	14954 - Wage Information No. 1	Wage Information	11/01/2016 09:00:01	0.7 MB
<input type="checkbox"/>	14954 - Bid Booklet	Bid Booklet	10/18/2016 16:26:34	0.2 MB
<input type="checkbox"/>	14954 - Special Provisions	Special Provisions	10/18/2016 16:26:46	1.2 MB
<input type="checkbox"/>	14954 - Bidding Plans	Bidding Plans	10/18/2016 16:26:44	38.1 MB

Preliminary Project Wage Information Example



Oregon

Kate Brown, Governor

Department of Transportation
Traffic-Roadway Section
 4040 Fairview Industrial Drive SE, MS 5
 Salem, OR 97302-1142
 Telephone: 503-986-3568
 Fax: 503-986-3749
 Project Wage Information – Preliminary

November 1, 2016

BID REFERENCE DOCUMENT

Contract Information

Project Name: FFO-LOZIER LANE IMPROVEMENTS (MEDFORD)
 Contract Number: 14954
 Key Number: 17388
 Bid Let Date: 11-17-16
 Project Counties: Jackson
 Project Manager: Dennis Hart, Medford

Wage Determination Information

Determination Status: Preliminary
 Applicable Schedule¹: Highway
 Davis Bacon Date²: 8-19-16
 BOLI Date: 7-1-16 w/Oct Amd & Corr
 ZIP Code: 97501
 Segment Location: 30+81.50
 Segment County: Jackson Co.

The information provided in this document identifies the project 'midpoint' utilizing project 'Beginning of Project' and 'End of Project' data from the project 'Title Sheet'. The midpoint Lat/Long data is developed by ODOT 'TransGIS' systems and establishes the project midpoint for Project Management Staff's use. Distance calculations for 'Projects Located Within ... Miles' and 'Road Miles' by 'Shortest Time' are calculated by direct calculations from the project midpoint to the reference city dispatch locations (city hall, post office or other) using ODOT proprietary software systems and software.

Project wage information provided in this report is the 'Minimum Wage Rate'³ by Craft and Group Number and is provided to ODOT's Project Managers for review of the Contractor's Certified Payroll Reports.⁴ The minimum wage rate in this document is also being made available to all prospective bidders for this contract, however, all such information, whenever posted or provided, is preliminary, for reference and informational purposes only, is provided 'as is' without warranties or guarantees of any kind, express or implied, and without representations as to, and with full disclaimer of, accuracy, completeness, legality and reliability, is subject to change, and any use by bidders or contractors will be strictly at their own risk. ODOT shall not be liable for any loss or damage of any nature (direct, indirect, consequential or other), arising in contract, tort or otherwise, which may arise as a result of or in relation to the use of this information. This information in no way replaces or supersedes the Contractors responsibilities and liabilities for determining and paying correct Prevailing Wage Rates.

Prevailing Wage rates may vary for specific contractor circumstances which include but are not limited to alternate dispatch points of workers, signed and current union contracts for rates higher than the Minimum Prevailing Rate, wage determinations provided by the governing agencies (Davis Bacon and/or BOLI) or by additional determinations provided by the ODOT Labor Compliance Officer.

¹ D/B All Agency Memorandum 131 Cir. 2010 – Multiple Classification as a type of construction may be justified if such items are a substantial part of the project – if such items that in themselves would be classified as a separate type of construction will be less than 20% of the total project cost and will cost less than \$1 Million dollars, they are considered incidental to the primary type of construction involved on the project, and a separate wage determination is not applicable. U.S. Department of Labor Prevailing Wage Resource Book 2010 Pg. 10.

² DOL (Dinsmore) 12-23-14 CBA concepts –trade zone pay rates by road miles

³ ODOT contract provision 00170.65 Standard Specification.

⁴ ODOT Construction Manual Chapter 19 – Labor Compliance

C-6: Prevailing Wage Reports (PWR) – Preliminary and Revised

PROJECT SECTION MILEPOINTS – LAT/LONG'S – ALIGNMENT LENGTH

Project BOP (MP or Sta.) 10+24.00
 Project County Line (MP or Sta.) 51+39.00
 Project Midpoint (MP or Sta) 30+81.50

	latitude	longitude
Project BOP (MP or Sta.)	42.32363	-122.89963
Project County Line (MP or Sta)	42.31225	-122.89968
Segment Alignment Length (Sta)	0.80	
Midpoint from SAL calculation	30+81.50	

PROJECT MIDPOINT LATITUDE AND LONGITUDE⁵

Geographic Coordinate □ ×

	Latitude	Longitude
Decimal	42.3179403864	-122.8996539816
D° M' S"	42° 19' 4.5854"	-122° 53' 58.7543"

Spatial Reference System : [WGS 84](#)

TITLE SHEET

Sheet No.	Description
1	Title Sheet
1A	Notes, CD Sheets & Misc. Drawings

STATE OF OREGON
 DEPARTMENT OF TRANSPORTATION
 PLANS FOR PROPOSED PROJECT
 GRADING, DRAINAGE, PAVING, ILLUMINATION & SIGNAL
FFO - LOZIER LANE IMPROVEMENTS (MEDFORD)
 LOZIER LANE: W. MAIN ST. TO STEWART AVE.
 JACKSON COUNTY
 NOVEMBER 2016

Overall Length of Project = 44,700 FT.

BEGINNING OF PROJECT CM-STP-4700(077)
 CL LOZIER LANE STA. 419+34

END OF PROJECT CM-STP-4700(077)
 CL LOZIER LANE STA. 461+39

ATTENTION:
 These Plans were developed using AASHTO design standards. Exceptions to these standards, if any, have been identified and approved by the DEPT Chief Engineer or their designated authority.

LET'S ALL
 WORK TOGETHER
 TO MAKE THIS
 JOB SAFE.

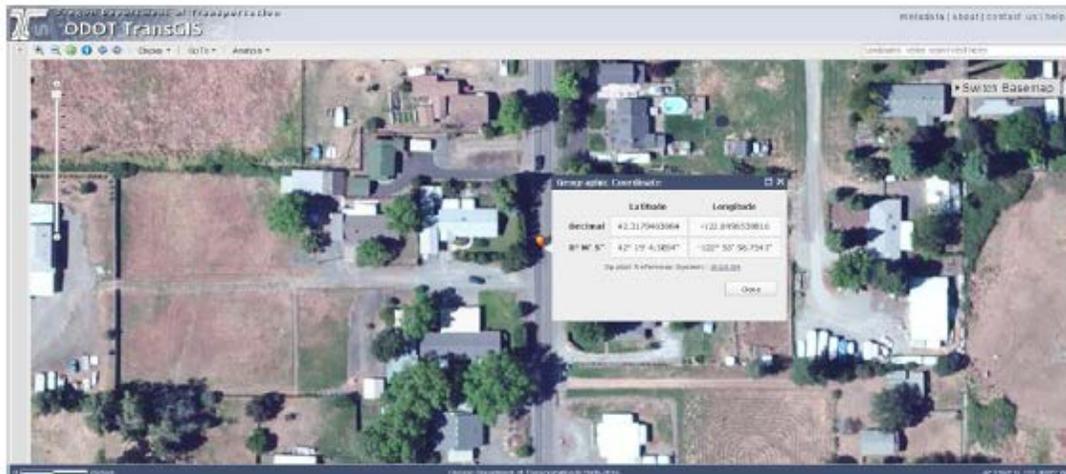
APPROVED AUTHORITY: *George Smith*, City Engineer
 APPROVED AUTHORITY: *Johnson*, DEPT Chief Engineer

PROJECT NUMBER: CM-STP-4700(077)

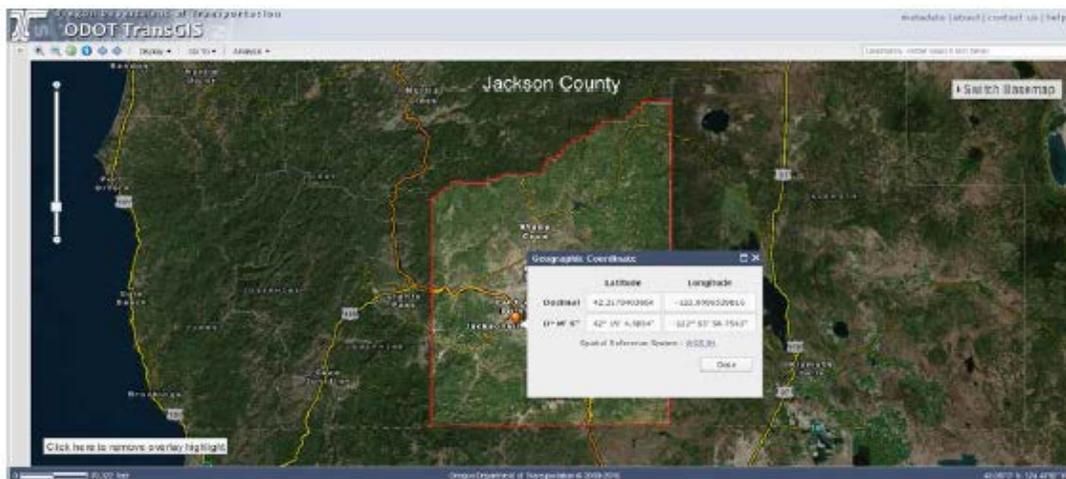
⁵ The Project Midpoint coordinates are not provided or certified for use for purposes of project layout, alignment or other processes that are provided by survey staff for Monument Survey, Right of Way, Project Alignment or other activities involving Property Ownership or Project Construction on the site.

C-6: Prevailing Wage Reports (PWR) – Preliminary and Revised

MIDPOINT LOCATION



SEGMENT COUNTY



C-6: Prevailing Wage Reports (PWR) – Preliminary and Revised

Contract Information												
Project Name: FFO-LOZIER LANE IMPROVEMENTS (MEDFORD)												
Contract Number: 14954												
Key Number: 17388												
Bid Let Date: 11/17/16												
Project Counties: Jackson												
Project Manager: Dennis Hart, Medford												
Wage Determination Information												
Determination Status: PRELIMINARY												
Davis Bacon Date[6]: 8/19/16												
BOLI Date: 7/1/2016 w/ Oct Amd												
Segment MP: 30+81.50												
Segment County: Jackson												
ZIP Code: 97501												
Latitude: 42.31794												
Longitude: -122.89965												
Nav Water Bridge # NA												
CRAFT	GROUP	BASE RATE	ZONE	ZONE PAY	FRINGE	Straight (Base + Zone)	Overtime (Base + Zone) * 1.5	ST + FRINGE	OT + FRINGE	Source	City	Miles
Laborer	1	\$27.72	Free zone	\$0.00	\$13.82	\$27.72	\$41.58	\$41.54	\$55.40	BOLI	Medford	1.63
	2	\$28.77	Free zone	\$0.00	\$13.82	\$28.77	\$43.16	\$42.59	\$56.98	BOLI	Medford	1.63
	3	\$23.96	Free zone	\$0.00	\$13.82	\$23.96	\$35.94	\$37.78	\$49.76	BOLI	Medford	1.63
GROUP ELIMINATED 2013	4	\$0.00	NA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	NA	-
Flagger	3	\$23.96	Free zone	\$0.00	\$13.82	\$23.96	\$35.94	\$37.78	\$49.76	BOLI	Medford	1.63
NON-METRO Power Equipment Operator	1	\$39.47	zone 1	\$0.00	\$14.10	\$39.47	\$59.21	\$53.57	\$73.31	BOLI	Medford	1.63
	1A	\$41.44	zone 1	\$0.00	\$14.10	\$41.44	\$62.16	\$55.54	\$76.26	BOLI	Medford	1.63
	1B	\$43.42	zone 1	\$0.00	\$14.10	\$43.42	\$65.13	\$57.52	\$79.23	BOLI	Medford	1.63
	2	\$37.58	zone 1	\$0.00	\$14.10	\$37.58	\$56.37	\$51.68	\$70.47	BOLI	Medford	1.63
	3	\$38.44	zone 1	\$0.00	\$14.10	\$38.44	\$54.66	\$50.54	\$68.76	BOLI	Medford	1.63
	4	\$35.36	zone 1	\$0.00	\$14.10	\$35.36	\$53.04	\$49.46	\$67.14	BOLI	Medford	1.63
	5	\$34.13	zone 1	\$0.00	\$14.10	\$34.13	\$51.20	\$48.23	\$65.30	BOLI	Medford	1.63
	6	\$30.94	zone 1	\$0.00	\$14.10	\$30.94	\$46.41	\$45.04	\$60.51	BOLI	Medford	1.63
Carpenter	1	\$32.61	zone 1	\$0.00	\$14.44	\$32.61	\$48.92	\$47.05	\$63.36	D-B	Medford	1.63
Carpenter	2	\$32.61	zone 1	\$0.00	\$14.44	\$32.61	\$48.92	\$47.05	\$63.36	D-B	Medford	1.63
Millwright	3	\$33.11	zone 1	\$0.00	\$14.44	\$33.11	\$49.67	\$47.55	\$64.11	D-B	Medford	1.63
Millwright/Welder	4	\$33.11	zone 1	\$0.00	\$14.44	\$33.11	\$49.67	\$47.55	\$64.11	D-B	Medford	1.63
Bridge Carpenter*	5	\$35.26	zone 1	\$0.00	\$14.84	\$35.26	\$52.89	\$50.10	\$67.73	BOLI	Medford	1.63
Piledriver	6	\$35.77	zone 1	\$0.00	\$14.84	\$35.77	\$53.66	\$50.61	\$68.50	BOLI	Medford	1.63
Diver		\$83.55	zone 1	\$0.00	\$14.84	\$83.55	\$125.33	\$98.39	\$140.17	BOLI	Medford	1.63
Tender		\$39.35	zone 1	\$0.00	\$14.84	\$39.35	\$59.03	\$54.19	\$73.87	BOLI	Medford	1.63
Diver Standby		\$83.55	zone 1	\$0.00	\$14.84	\$83.55	\$125.33	\$98.39	\$140.17	BOLI	Medford	1.63

If any modifications are made to the Bureau of Labor and Industries (BOLI) or Davis Bacon wage rates after the Preliminary PWR was posted, a “Project Wage Information – Revised” report is posted on eBIDS as “Wage Information No. 2” no later than the Monday before the scheduled bid date.



Oregon

Kate Brown, Governor

Department of Transportation
Traffic-Roadway Section
 4040 Fairview Industrial Drive SE, MS 5
 Salem, OR 97302-1142
 Telephone: 503-986-3568
 Fax: 503-986-3749
 Project Wage Information – Revised

July 25, 2016

Contract Information

Project Name: OR38: CULVERT UPGRADES, MP 39.2-56.7
 Contract Number: 14926
 Key Number: 19685
 Bid Let Date: 7-28-16
 Project Counties: Douglas
 Project Manager: Ted Paselk, PM

Wage Determination Information

Determination Status: Revised
 Applicable Schedule¹: Highway
 Davis Bacon Date²: 7/22/16
 BOLI Date: 7-1-16
 ZIP Code: 97435
 Segment Location: MP 53.63
 Segment County: Douglas Co.

The information provided in this document identifies the project 'midpoint' utilizing project 'Beginning of Project' and 'End of Project' data from the project 'Title Sheet'. The midpoint Lat/Long data is developed by ODOT 'TransGIS' systems and establishes the project midpoint for Project Management Staff's use. Distance calculations for 'Projects Located Within ... Miles' and 'Road Miles' by 'Shortest Time' are calculated by direct calculations from the project midpoint to the reference city dispatch locations (city hall, post office or other) using ODOT proprietary software systems and software.

Project wage information provided in this report is the 'Minimum Wage Rate'³ by Craft and Group Number and is provided to ODOT's Project Managers for review of the Contractor's Certified Payroll Reports.⁴ The minimum wage rate in this document is also being made available to all prospective bidders for this contract, however, all such information, whenever posted or provided, is preliminary, for reference and informational purposes only, is provided 'as is' without warranties or guarantees of any kind, express or implied, and without representations as to, and with full disclaimer of, accuracy, completeness, legality and reliability, is subject to change, and any use by bidders or contractors will be strictly at their own risk. ODOT shall not be liable for any loss or damage of any nature (direct, indirect, consequential or other), arising in contract, tort or otherwise, which may arise as a result of or in relation to the use of this information. This information in no way replaces or supersedes the Contractors responsibilities and liabilities for determining and paying correct Prevailing Wage Rates.

Prevailing Wage rates may vary for specific contractor circumstances which include but are not limited to alternate dispatch points of workers, signed and current union contracts for rates higher than the Minimum Prevailing Rate, wage determinations provided by the governing agencies (Davis Bacon and/or BOLI) or by additional determinations provided by the ODOT Labor Compliance Officer.

See Section [D-3: Prevailing Wage Report \(PWR\) – Bid Day](#) for information on post-bid day distribution of this information.

Because determining the correct PWRs can be very confusing, the Cost Estimating Unit also provides a [Wage Information Frequently Asked Questions](#) document:

Wage Information Frequently Asked Questions

Q: Why doesn't ODOT always post a bid reference document with the updated wage information (Project Midpoint) when the wage rates are updated?

A: Although the wage rates can be updated the week of the bid opening, ODOT by law cannot post bid reference documents within 48 hours of the bid opening and cannot post the bid reference documents after the bid opening. The Agency Project Manager will receive final wage information after the bid opening. Generally ODOT will run and post the 'Preliminary' report a week after advertisement and the 'Revised' report Monday prior to the bid opening.

Q: If a project is postponed that uses both BOLI and Davis-Bacon, and the BOLI schedule is revised during the advertisement period, what BOLI schedule date is used compared to Davis-Bacon.

A: For projects that use both BOLI and Davis-Bacon, the most current BOLI schedule date on the Date of the Bid is used for comparisons to Davis-Bacon Rates. Contractors are reminded that the BOLI schedule may change up to and including the date of the bid. It is the contractor's responsibility to use the most current BOLI schedule for comparison purposes for its bid.

Q: What is the wage schedule date to be used on a BOLI only project when a significant change is negotiated with a different prime contractor and added to an existing BOLI project?

A: We may want to take a look at these on a case by case if/when these come up. Typically the rate determinations don't change over the course of a project from the original determination; however I have seen a couple (e.g., local project/Sellwood) where a CCO specifically used a different, more recent wage determination.



ADVERTISEMENT TO BID OPENING

C-7: ODOT Contract Time Schedule

In response to the guidance established in [Highway Directive TRA 10-16 – Guiding Principle for Work Zone Safety](#), the Project Delivery Team is responsible for developing and submitting an ODOT Contract Time Schedule as part of the PS&E submittal. The effective date for this new requirement is for all ODOT-developed PS&E submittals due on or after January 1, 2017. As of the effective date, this requirement does not apply to Local Agency-developed projects. The Contract Time Schedule replaces the previously required Project Construction Schedule. The template for this schedule was developed by, and maintained by the OPL Cost Estimating Unit.

Upon submittal the ODOT Contract Time Schedule will be reviewed and validated by the Cost Estimator for the project. Upon validation, the schedule information is posted on eBIDS by OPL as a Bid Reference Document within one (1) week after project advertisement, using the following template:



Oregon
Kate Brown, Governor

Department of Transportation
Traffic-Roadway Section
4040 Fairview Industrial Drive SE, MS 5
Salem, OR 97302-1142
Telephone: 503-986-3568
Fax: 503-986-3749
ODOT Contract Time Schedule

January 6, 2017

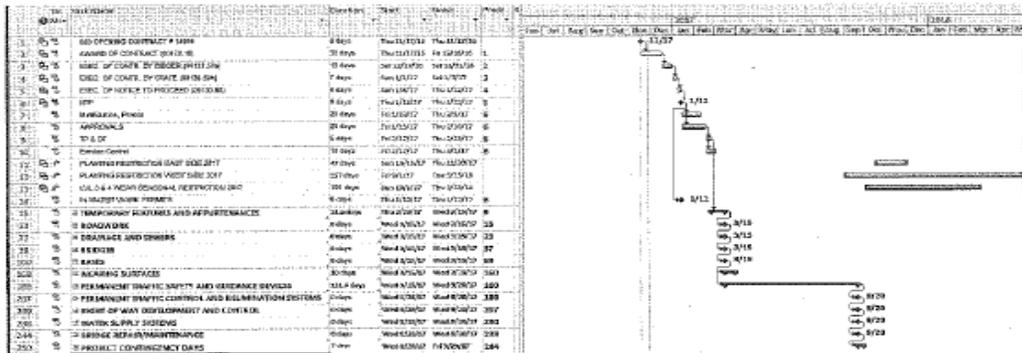
CONTRACT REFERENCE DOCUMENT

Contract Information

Project Name: **DISTRICT 14 CHIP SEALS 2017 PROJECT**
Contract Number: **14950**
Key Number: **19752**
Bid Let Date: **10-20-16**
Project Counties: **Various**
Project Manager: **Petr Lovasik, PM**

The schedule reference information provided in these documents estimates the Contract Time necessary to complete the Work on this Project. The data utilized to develop the schedule estimate was processed with ODOT proprietary software and is from the bidding documents and may also include information from related addenda.

The schedule information is being made available in an effort to be transparent. All such information, whenever and wherever posted or provided, is for reference and informational purposes only, is provided 'as is' without warranties or guarantees of any kind, express or implied, and without representations as to, and with full disclaimer of, accuracy, completeness, appropriateness, legality and reliability, and without regard to actual Contractor means and methods. Any interpretation of accuracy, completeness, legality, reliability or appropriateness by or on behalf of, and any use by bidders, contractors or others will be strictly at their own risk. ODOT shall not be liable for any cost, expense, loss or damage of any nature (direct, indirect, consequential or other), arising in contract, tort or otherwise, which may arise as a result of or in relation to the use of this information. This information in no way replaces, reduces or supersedes the Contractor's responsibilities and liabilities for Contractor performance for the Work in accordance with the Contract Documents, including but not limited to full compliance with the specified Completion Dates established in Section 00180 of the Contract Specifications.



Any project postponement more than two (2) weeks will require a revised ODOT Contract Time Schedule be submitted with the Addendum to postpone. The Cost Estimator will review and validate the revised schedule, and post a revised ODOT Contract Time Schedule template letter on eBIDS as a Bid Reference Document no later than two (2) weeks prior to the revised bid let date. See Section [PC-9: Project Postponements](#).

ADVERTISEMENT TO BID OPENING

C-8: Prospective Bidder Communications

Once the advertisement for the project breaks, all prospective bidder communications must be submitted to, and responded to, by the PM identified in the bidding documents under “Project Information”:

PROJECT INFORMATION

Information pertaining to this Project may be obtained from the following:

Ron Larson, Project Manager, 6000 SW Raab Rd, Portland OR 97221;
Email: Ronald.LARSON@odot.state.or.us, or Fax 971.673.5225.

Clarification shall be requested in writing through the PM per §00120.15:

Any clarification of Plans and Specifications needed by the Bidder shall be requested in writing through the Engineer. Requests shall be made in sufficient time for the Agency's reply to reach all Bidders before Bid Closing. Oral explanations or interpretations given before receiving Bids for a Project will not be binding. To be binding, interpretation of the Plans and Specifications by the Agency must be made by written Addendum furnished to all Holders of Bidding Plans according to 00120.30. Notification of erroneous or incomplete Plans or Specifications shall also be submitted to the Engineer. Such notification shall also be made in sufficient time for the Agency to make any necessary modifications and issue Addenda to Bidders prior to Bid Closing.

Any questions from prospective bidders received by OPL staff must be forwarded to the PM and not responded to. The PM will make the determination on how to respond following the guidance in the [ODOT Construction Manual, Chapter 6 – Examination of Project Site and Responding to Bidders' Questions](#). PM responses can be via email, LOC or Addendum depending on the nature of the question received and the response.

Also see the [PS&E Delivery Manual](#), Section 4.1 – Addenda.



ADVERTISEMENT TO BID OPENING

PC-9: Project Postponements

In November 2013, OPL was asked by Director Garrett and Highway Division Administrator Paul Mather to develop a system for tracking project postponements occurring after project advertisement. This request was prompted by concerns raised by AGC members in response to the increasing number of projects being postponed.

OPL established a new process for requesting, approving, tracking and reporting all project postponements. This new process went into effect in November 2013.

From: MARCUS Brenda S
Sent: Wednesday, November 27, 2013 12:01 PM
To: ODOT Project Leaders; ODOT Area Managers; ODOT LALs; ODOT Project Managers; CLARK Tamira J; LONG Michael T; THOMPSON Mark; DAVIS Steven A * Tech Center Manager; HEACOCK Jon W; PAPPE Robert G; NELSON Catherine M * Cathy; LAUER Thomas J; ROBERT Joanna D
Cc: MATHER Paul R
Subject: New Process - Tracking the Reasons for Postponing Projects

The ODOT Office of Project Letting (OPL) has been asked by Director Garrett and Paul Mather to begin tracking project postponements which occur via addenda after project advertisement. This request was prompted by concerns raised by members of AGC in response to the increasing number of projects being postponed.

In order to comply with this request, OPL has established a new process for requesting project postponements. Beginning immediately, the following process will be in effect:

A written request for project postponement (after advertisement) will need to be submitted to the OPL Pre-Letting email at: OPLPre-Letting@odot.state.or.us. The email must document the project information (name, key number, region, bid date), as well as a short, but detailed reason for the postponement request. OPL has also established a list of five (5) reason codes to help categorize the postponements for reporting purposes. The postponement request must identify the applicable reason code, which will be entered into Trns*Port when the appropriate addenda is processed. The established reason codes are:

- P1 – Error in Bidding Documents
- P2 – PD02, Permits, LPIF
- P3 – Scheduling Conflict
- P4 – System Errors
- P5 – Other

The attached **Project Postponement Request Process** document provides further breakdown on each of the Reason Codes.

This new process should not hinder the postponement process, when used appropriately. OPL is not taking on the responsibility of approving or denying postponement requests; this new process is only being instituted as a means to track the number and type of postponements for reporting purposes. However, I do encourage you to please consider not only the many Agency staff that are directly affected by project postponements, but also our external partners at AGC and the Consultant community who can be negatively affected, especially by last-minute postponements. Stability of our bidding schedule is important to all internal and external stakeholders and schedule integrity should be a top priority for all of us.

If you have any questions on this new process, or suggestions for additional Reason Codes, please forward them to OPLPre-Letting@odot.state.or.us.

ODOT Office of Project Letting

PROJECT POSTPONEMENT REQUEST PROCESS

To request a bid date postponement, once a project has been advertised, please submit an email request to the Office of Project Letting Pre-Letting at: (ODOTPre-Letting@odot.state.or.us) with the following information:

- Project Information (Key Number, Name, Region)
- Current Bid Date
- New Bid Date Requested
- Detailed reason for postponement and Reason Code (*from table below*)

The request must identify one of the following reason codes. The use of these codes will allow the Office of Project Letting to provide an annual report to both the Highway Administrator and Director on why projects are being postponed.

REASON CODE	REASON CODE TITLE	DESCRIPTION
P1	ERROR IN BID DOCS	Errors in the bidding documents include: conflicts between bidding documents, significant spec or plan sheet errors, major quantity errors, missing specs or bid items.
P2	PD02, PERMIT, LPIF	Unresolved PD-02 Exception items, outstanding permit items, missing or unapproved LPIF items.
P3	SCHEDULING CONFLICT	Bid schedule maintenance required to balance project types, sizes, locations, etc. If one project is moved, it may require other projects to move as well to maintain schedule balance.
P4	SYSTEM ERRORS	Identified conflicts between BidExpress and hard copy bid documents, Trns*Port or eBIDS system failures which would prevent the posting of bid documents or addenda.
P5	OTHER	Other, project-specific reasons for postponing the project not covered by Reason Codes P1 – P4.

Before requesting a project postponement, please thoroughly consider the effect the postponement will have on the multiple Agency sections involved in this process, but also our partners in both AGC and the Consultant community.

If you have any questions, or need assistance working through this new process, please contact the Office of Project Letting Manager, the OPL Pre-Letting Specialist, or the Quality Assurance Engineer assigned to your project.

Brenda Marcus, OPL Manager – (503) 986-3796
 Aundrea Guthrie, Pre-Letting Specialist – (503) 986-3754
 Kevin Thiel, QA/QC Engineer – (503) 986-3351
 Karen Scott, QA/QC Engineer – (503) 986-4347

The explanation for the postponement, the postponement code and the postponement addendum information is entered into the OPL database by the assigned Cost Estimator, and is used for bi-annual reporting to the Highway Division Administrator and Director. This language must be developed and submitted to the QAE by the Region, and must be agreed to and/or concurred with by both the PM and the AM.

Oregon Department of Transportation Office of Project Letting				Addenda / Estimates Entry Screen						
Key No / Bid No	18384	1	Region	REGION 4	PE EA	PE002243	Federal Aid No	NHPP-S004(195)	PS&E Due Date	02/09/2015
Project Name	US97: MORO - MADRAS				Project Status	CLOSED	Bid Date	04/09/2015		
PL/PM/LAL	MIKE DARLING	Design Exception Status	CLOSED		Ad Length (Wks)	3				
QA Engineer	KEVIN THIEL	Public Interest Findings Statu	CLOSED		Days To Ad	3				
FHWA Engineer	ANTHONY BOESEN	PD-02 Letter Status	PD-02 LETTER IS NOT REQUIRED		Days to Bid	X				
Review Level	STD	PCS Construction Estimate	\$11,576,000	Contract Number	14793					
Cost Estimator	NORMA KEARNEY	FEE Complete?	<input type="checkbox"/>		Biddable Items:					
Recommendation	AWARD	Final Result	UNKNOWN		Instruction Estimate @ PS&E Submittal	11,600,406				
Cost Estimator Comment	Add rockfall mitigation work using new District funds, modify passing lane design to address vertical alignment and add second prospective material source. ★				Final Engineer's Estimate (FEE)	12,017,185				
					Apparent low bid	9,902,700				
					Award Amount	0				
					Total Number of Bidders	5				
					Placement of FEE in Bidder List	0				
Addenda Letters										
Addenda No	Addenda Date	Specs	Plans	Bid Items	Scope					
1	03/11/15	2	0	0						
2	03/17/15	0	0	0	P1 - Postponed from 3-26-15 to 4-9-15 [2 weeks]	★				
3	03/20/15	7	20	28						
4	03/31/15	1	2	2						

ODOT and AGC have mutually agreed to a minimum of two (2) weeks for postponements, unless extenuating circumstances prevent it. An addendum must be issued to initiate the postponement.

Effective January 1, 2017, all addendum issued to postpone **more** than two (2) weeks will need to be accompanied by a revised ODOT Contract Time Schedule. See [Section C-7: ODOT Contract Time Schedule](#).

REPORTING (See [Section K-8: REPORTS - d. Project Postponement Report](#))

Both bi-annual and annual reports are compiled by OPL and submitted to the Director, Highway Division Administrator and Region Tech Center Managers on all projects postponed. This is the format for the report for the Director and Highway Division Administrator:

2015 Postponement Report		Tuesday, July 14, 2015 10:54:52 AM						
Key Number	Project Name	Region	Postp. Code	Postponement Reason	Original Bid Date	New Bid Date	Postponement Length	
17526	US101: SIUSLAW RIVER (FLORENCE) CATHODIC PROTECTION	2	P2	City of Florence delayed decision on flood plain permit until January 27, 2015. This caused the project bid date postponement from January 15th to January 29th.	1/15/2015	1/29/2015	2 Weeks	
19221	FFO - OR58: SALT CREEK HALF VIADUCTS - PHASE 2	2	P5	On of the two bidders called the night prior to the price opening stating they were unable to secure their bid bond, and requested additional time. The project was postponed one week to allow the bidder time to secure the needed bond.	1/22/2015	1/29/2015	1 week	
16009	US730: POWERLINE RD INTERSECTION IMPROVEMENTS	5	P1	Through some QC checking of the 3D Design an error in the drainage facility geometrics was discovered. The 1-week postponement will allow plans and specs to be changed via addenda or LOC based on corrected design and allow contractors time for review.	1/29/2015	2/5/2015	1 Week	
18320	US101: LINCOLN CITY ADAPTIVE SIGNAL CONTROL PROJECT	2	P1	Three of the seven intersections were missing bid items. These bid items represented the majority of the upgrades at those intersections. [Concurred to by Amy R. & Jim West]	2/5/2015	2/26/2015	3 Weeks	
17440	OR82/US30: SIGNAL UPGRADES (LaGRANDE)	5	P1	Inconsistent information supplied to the Contractors which will result in bid price discrepancies as a result of a design error. (C. Sipp, J. Rountree)	2/26/2015	3/12/2015	2 Weeks	
18384	US97: MORO-MADRAS SEC.	4	1	Add rockfall mitigation work using new District funds, modify passing lane design to address vertical alignment and add second prospective material source.	3/26/2015	4/9/2015	2 Weeks	

This report will show the number of postponements and the reasons. However, the Director will also request information regarding the percentage of projects advertised being postponed. He will also want to know which Regions have the highest number of postponements.

From: [MARCUS Brenda S](#)
To: [GARRETT Matthew L](#) * ODOT; [MATHER Paul R](#); [LAUER Thomas J](#)
Cc: [PAPPE Robert G](#); [HART-CHAMBERS Lea Ann](#)
Subject: 2015 Project Postponement Report (Jan-June)
Date: Wednesday, July 15, 2015 11:05:09 AM
Attachments: [2015 Postponement Rpt \[Jan-June\].pdf](#)

Attached is the Project Postponement Report for the first half of 2015 (January-June). During this time period a total of 64 projects were scheduled for bid, with a total of 9 projects postponed. The current postponement rate for 2015 is 14.06%.

During this same period in 2014 (January-June), a total of 72 projects were scheduled for bid, with a total of 13 projects postponed, for a postponement rate of 18.05%.

If you have any questions on this information, please feel free to contact me.

Regards,

Brenda S. Marcus, OPMA
Office of Project Letting Manager

This additional information comes from a report OPL maintains and produces showing how many projects on each bid opening are postponed, which Region the postponement occurred in, and whether the project was an ODOT or Local project. This report is submitted to the Tech Center Managers, Chief Engineer and Traffic-Roadway Engineer at the same time the previous report is sent to the Director:

Postponement Report (By Region-By Year) for Tech Center Managers:

SUMMARY OF PROJECTS POSTPONED AFTER ADVERTISEMENT																
2015	Bid Date	# of Projects Scheduled for Bid	# of Projects Postponed	Postponed Project = ODOT	Postponed Project = Local	REGION 1	REGION 2	REGION 3	REGION 4	REGION 5	1 Week	2 Weeks	3 Weeks	4 Weeks	More than 4 Weeks	% of Projects Postoned this Letting
1	1/15/2015	2	1	1			1				1					50.00%
2	1/22/2015	1	1	1			1				1					100.00%
3	1/29/2015	7	1	1						1	1					14.29%
4	2/5/2015	3	1	1			1						1			33.33%
5	2/12/2015	1	0													0.00%
6	2/26/2015	6	1	1						1	1					16.67%
7	3/12/2015	5	0													0.00%
8	3/19/2015	1	0													0.00%
9	3/26/2015	6	1	1					1		2					16.67%
10	4/9/2015	4	0													0.00%
11	4/23/2015	7	0													0.00%
12	5/7/2015	7	1	1			1				1					14.29%
13	5/21/2015	5	1		1		1				1					20.00%
14	6/11/2015	7	1	1			1				1					14.29%
15	6/25/2015	2	0													0.00%
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35																#DIV/0!
36																#DIV/0!
		64	9	8	1	0	6	0	1	2	2	7	1	0	0	14.06%
Qtr 1 Avg (Jan-Mar)		43	6	6	0	0	3	0	1	2	2	4	1	0	0	13.95%
Qtr 2 Avg (Apr-June)		21	3	2	1	0	3	0	0	0	0	3	0	0	0	14.29%
Qtr 3 Avg (July-Sept)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Qtr 4 Avg (Oct-Dec)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
		64	9	8	1	0	6	0	1	2	2	7	1	0	0	

From: [MARCUS Brenda S](#)
To: [CLARK Tamira J](#); [WEST James E](#); [THOMPSON Mark](#); [HEACOCK Jon W](#); [DAVIS Steven A * Tech Center Manager](#)
Cc: [HART-CHAMBERS Lea Ann](#); [LAUER Thomas J](#); [PAPPE Robert G](#)
Subject: Project Postponement Report - Jan-June 2015
Date: Wednesday, July 15, 2015 11:16:02 AM
Attachments: [POSTPONEMENT REPORT \(By Region-By Year\).pdf](#)
[2015 Postponement Rpt \[Jan-June\].pdf](#)

Attached are the Project Postponement Reports for the first half of 2015 (Jan-June). During this time period, a total of 64 projects were scheduled for bid, with a total of 9 projects postponed, resulting in a 14.06% postponement rate.

In comparison, for the same time frame in 2014, a total of 72 projects were scheduled to bid with a total of 13 projects postponed, for a postponement rate of 18.06%.

This information was shared with Director Garrett and Paul Mather today.

If you have any questions on this information, please feel free to contact me.

Regards,

Brenda S. Marcus, OPMA
Office of Project Letting Manager

Postponement reports are archived on the OPL share drive at:

<\\scdata\op\OPL Official Records\Pre-Letting\Reports\Postponement Reports>

BID OPENING TO CONTRACT AWARD

D-1: Bid Analysis / Award-Not Award Recommendation

Within a few hours after bid opening, OPO-CCU will post the preliminary bid results on the [OPO-CCU website](#) and proceed to review all bids received.

ODOT Procurement Office - Construction Contracts Unit

Department ▼

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Preliminary Bid Results

These bid results are PRELIMINARY as read at the bid opening. They may not be correct and are not final.

If you are looking for Preliminary Bid Results that have yet to be posted to this website, visit [Bid Express](#) for immediate results. Go to [bidX.com](#), select Oregon Department of Transportation, click on the Lettings tab, select the appropriate bid letting date, and select Apparent Bids on the right side of the page.

2016

Select from the following bid opening dates:

01-14-16	02-11-16	02-18-16	02-25-16	03-03-16
03-10-16	03-17-16	03-24-16	03-31-16	04-07-16
04-14-16	04-21-16	04-28-16	05-05-16	05-12-16
05-19-16	05-26-16	06-02-16	06-16-16	06-23-16
07-14-16	07-28-16	08-11-16	08-25-16	09-01-16
09-08-16	09-15-16	09-22-16		

The objective of the bid review is to determine that the bids received are responsive and responsible and have met all of the requirements specified in the solicitation documents.

OPO-CCU will complete all bid reviews within 1-2 working days after bid opening, including entry of bids into Trns*Port, review of proposals, production of bid tabulation reports and rejection of non-responsive bidders. OPO-CCU will notify the OPL Cost Estimator for the project of the apparent low responsive bidder at which time the Cost Estimator will initiate the bid evaluation.

a. Bid Evaluation

The bid evaluation process will follow the Bid Evaluation and Recommend of Award process, and the guidance in the [Estimating Manual](#). The Cost Estimator will consult with others within ODOT and/or the Consultant or Local Agency, as needed, to develop their final award/not-award recommendation.

The bid evaluation identifies differences in pricing between the FEE and the low responsive bidder. When the bidder's unit price is substantially different than the FEE, the bid evaluation compares the unit prices for bid items between the bids received for a project in an attempt to identify the cause or a consistent trend. In addition, an assessment is made regarding the amount of competition that existed for the project and to identify any factors that may have influenced or impacted competition.

The bid evaluation identifies and documents possible mathematical or material unbalancing of bid items. Unbalancing could be detrimental to the Agency and result in the state paying higher costs for construction. Mathematical unbalances are identified in the evaluation and outlined in the Bid Evaluation and Recommendation, then relayed to the PM for monitoring in the field during construction. Materially unbalanced bids are a serious concern to the Agency and FHWA and may be a cause for rejection of all bids.

Additional information on unbalanced bids can be found in the [FHWA Contract Administration Core Curriculum Manual](#), Section III.A.10 – Post-Award Procedures.

Additional information on the Bid Evaluation and Recommendation policy/process can be found in [PD-08 – Bid Opening to Notice to Proceed](#).

OPL Bid Evaluation and Recommendation of Award Policy

Date: July 8, 2015

To: John Riedl, Senior Cost Engineer
Norma Kearney, Cost Estimator

From: Brenda Marcus, OPL Manager

CC: ODOT Procurement Office – Construction Contracts Unit

Subject: **OPL Requirements for Bid Price Evaluation and Recommendation of Award**

The ODOT Project Estimator will perform an evaluation of the bid prices received after bid opening. This evaluation is intended to be an objective and factual review of prices received relative to the cost estimated and, whenever possible, an attempt to explain any significant discrepancies.

Bid Review Factors

Considerations during the bid review include¹:

- Comparison of the bids against the engineer's estimate;
- Number of bids submitted;
- Distribution or range of bids received;
- Identity and geographic location of the bidders;
- Potential for savings if the project is re-advertised;
- Bid prices for the project under review versus bid prices for similar projects in the same letting;
- Urgency of the project;
- Current market conditions/workload;
- Any unbalancing of bids;
- Which unit bid prices differ significantly from the estimate, and from other bids?
- If there is a justification for the difference; and
- Any other factors the contracting agency has determined to be important.

General Review Guidelines

The Project Estimator may draw on available ODOT and project team resources, bidding Contractors, peers and other resources to aid in his/her evaluation. The decision to recommend award, or not to award, is expected to be maintained **confidential** within the Office of Project Letting Unit, and the ODOT Procurement Office - Construction Contracts Unit (OPO-CCU).

In the case of bid evaluations for which the Recommendation to Award is to the low Responsive bidder, and the low bid is not greater than 110% of the Final Engineers Estimate (FEE), and the number of bidders is greater than two, the Project Estimator will provide a written summary of the low bid evaluation along with the award recommendation. This summary will include identification of bid items that appear to be Mathematically Unbalanced or are on the extremes of our expected price range. This summary will be addressed and e-mailed to the OPO-CCU

¹ FHWA Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation, January 20, 2004.

(ODOTProcurementOfficeConstruction@odot.state.or.us). The OPL Manager's concurrence is not necessary in this scenario.

For all other situations, the Project Estimator will initiate a meeting with the OPL Manager, or a delegated alternate, to review the bid results and evaluation. Further investigation will be done as needed to arrive at a final recommendation. This recommendation will be prepared by the Project Estimator and forwarded to the OPL Manager. The OPL Manager will then provide concurrency and return the document to the OPL Estimator/Reviewer for processing OPO-CCU as specified in paragraph three above.

Any correspondence related to this bid evaluation must be noted as "**Confidential to ODOT**".

Timelines for Estimator's Recommendation to Award/Not Award

For projects bid under 110% of the EE, the Project Estimator must provide the Estimator's recommendation to OPO-CCU and the OPL Manager within three (3) working days from the bid opening.

When the bid is over 110% of the EE, the estimator is expected to advise OPO-CCU staff and the OPL Manager how long it is estimated the evaluation may be delayed due to possible funding issues and other bid review factors.

The Estimator's recommendation shall be communicated to the OPO-CCU via the Bid Evaluation template letter:

		Technical Services Branch Traffic-Roadway Section Office of Project Letting Interoffice Memo																																				
<p>Date: August 27, 2015</p> <p>To: ODOT Contracting Officer</p> <p>From: John Riedl, PE Senior Cost Engineer</p> <p>Concurrence: Brenda Marcus, Mngr</p> <p>CC: Steve Templin, PM</p> <p>Subject: K17696 US101: SEA LION POINT ROCKWALL</p>																																						
<p><i>ALL INFORMATION WITHIN THIS DOCUMENT IS CONFIDENTIAL TO ODOT</i></p>																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">RECOMMENDATION TO:</th> <th style="width: 10%; text-align: center;">X</th> <th style="width: 40%;">AWARD</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Key #:</td> <td style="text-align: center;">17696</td> <td></td> <td></td> </tr> <tr> <td>Contract #:</td> <td style="text-align: center;">14829</td> <td></td> <td></td> </tr> <tr> <td>Engineer's Estimate \$</td> <td style="text-align: center;">██████████</td> <td></td> <td></td> </tr> <tr> <td>Date of Bid Opening:</td> <td style="text-align: center;">8-20-15</td> <td></td> <td></td> </tr> <tr> <td>Number of bidders:</td> <td style="text-align: center;">5 Bids</td> <td></td> <td></td> </tr> <tr> <td>Low bidder:</td> <td style="text-align: center;">HP Civil Inc.</td> <td></td> <td></td> </tr> <tr> <td>Low bid value \$:</td> <td style="text-align: center;">\$2,634,812.88</td> <td></td> <td></td> </tr> <tr> <td>% Over/Under EE =</td> <td style="text-align: center;">██████% Over EE</td> <td></td> <td></td> </tr> </tbody> </table> <p>• for concurrence requirements see: http://www.oregon.gov/ODOT/HWY/SEOP/Docs/guides/bid-evaluation.pdf</p>			RECOMMENDATION TO:	X	AWARD		Key #:	17696			Contract #:	14829			Engineer's Estimate \$	██████████			Date of Bid Opening:	8-20-15			Number of bidders:	5 Bids			Low bidder:	HP Civil Inc.			Low bid value \$:	\$2,634,812.88			% Over/Under EE =	██████% Over EE		
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<p>Executive Summary</p> <p><u>The recommendation is to award this contract.</u></p> <p>Five (5) bids were received and Five (5) bids are Responsive. No (0) bids are under 110% of the Engineer's Estimate (EE), which is \$ ██████████. The low Responsive bid total is \$2,634,812.88, which is ██████% over the EE.</p> <p>The Office of Project Lettings independent economic cost analysis of the low Responsive bid and its evaluation of the bidding competition and quality of the bidding documents support the recommendation to award.</p> <p>The recommendation for award is made on the following basis:</p> <ul style="list-style-type: none"> • There were no apparent significant problems with the bidding documents that if addressed in a rebid would result in significant savings and significantly lower bids. • There are no apparent redesign opportunities for the project that would result in significant savings if the project is rebid. • Rebidding this work without significant change would likely provide the same number of bidders. 																																						
<p style="font-size: small;">CB Recommendation to Award/Not Award Document 9-25-14 Version CB142</p> <p style="text-align: right; font-size: small;">Page 1 of 5</p>																																						

- This recommendation to award is supported by confirmation from the Region of the availability of funding for this project.
- The ODOT Procurement Office – Construction Contracts Unit (OPO-CCU) has determined the low bid was Responsive.
- Based upon the information available, the Office of Project Letting has determined there is no detriment to the State of Oregon and recommends award to the low Responsive bidder.

My recommendation is to award this contract.

OPL Manager Comments and recommendation:

Based upon the Project Estimator comments and recommendations below, and upon receipt of funding confirmation from Region 2, I concur with the recommendation to award this project to the low Responsive bidder.

Project Estimator comments and recommendations:

This Region 2 project received Good Competition with Five (5) bids received. Five (5) bids are Responsive. No (0) bidder is within the 110% award criteria of the Engineer's Estimate (EE) value at \$ [REDACTED]. The bid difference between the low and second bidder is \$ 59,225.07.

The Flagger dollars are very high and the average of other bidders is \$49.99. I recommend tracking the ratio of straight time to overtime that occurs on the project to renegotiate the unit price as defined in 00225.97 for hours that exceed the 8000 hours listed in the bid summary.

Money from the Bridge Removal Work bid item has been shifted into the Ornamental Precast Wall bid item – presumably to enhance the billings for precasting the wall elements in the Materials On Hand payment schedule. I recommend reviewing the schedule of values for both wall removal and actual fabrication wall costs for these two items for payment purposes.

The specifications for the Rock Retaining Wall installation require highly specialized historical installations with contractors that have a long track record for this work. The subcontractor bidding pool has been recognized as 'very narrow' and only one subcontractor was listed in the subcontractor disclosures of the prime contractors. The highly specialized nature of work and very small bid pool justifies the higher price for this work.

I have reviewed this project for unbalancing. I compared the low bid received to the EE. Items that meet the Standard Criteria for Review for Unbalancing are listed below. Furthermore based upon the information available at this time, and determining no detriment to the State of Oregon we have determined this project **should** be awarded to the lowest Responsive bidder.

Line item review¹:

0010 MOBILIZATION – Low bidder is high on this bid item. The value exceeds 10% of its total bid. I recommend referring to section 00210.90 for the payment schedule when the Mobilization total exceeds 10% of the total bid value.

¹ The items identified within this line item review meet ODOT review criteria for price deviations beyond normal competition limits identified within the Trns*prt system analysis. This list is provided as an informational base of items that may significantly vary based on actual construction requirements as indicated by the apparent low bidder's unit pricing.

0110 FLAGGERS – Low bidder is high on this bid item. I recommend monitoring the quantities for underruns and refer to specification 00225.97 for pricing and payment of hours of work exceeding 8000 hours in this contract.

0250 BRIDGE REMOVAL WORK* – Low bidder is low on this item. Bid item is a lump sum. I recommend obtaining a schedule of values for payments on this item.

0310 BRIDGE ORNAMENTAL PRECAST WALL – Low bidder is high on this item with money shifted from the bridge removal bid item and this bid item is a lump sum. I recommend obtaining a schedule of values for payments on this item for payments of 'Materials on Hand' for the precast wall components.

0320 REBUILD ROCK RETAINING WALL – Low bidder is high on this item. This bid item is a 'Lump Sum' item and no special monitoring of quantities is recommended.

BID ITEM EVALUATION LIST²

BID ITEM	DESCRIPTION	UOM	QTY	EE\$	LOW BID \$	AVE OTHER BID \$	\$ +/- to the EE	% +/- to the EE
0010	MOBILIZATION	LS	1	████████	\$263,481.28	\$265,600.00	████████	████
0160	FLAGGERS	HOUR	8000	████	\$65.00	\$49.99	████████	████
0250	BRIDGE REMOVAL WORK*	LS	875.5	████	\$5.71	\$23.36	████████	████
0310	BRIDGE ORNAMENTAL PRECAST WALL	LS	1	████████	\$80,000.00	\$81,346.70	████████	████
0320	REBUILD ROCK RETAINING WALL	LS	1	████████	\$1,462,000.00	\$1,779,755.27	████████	████

Additional notations:

LS* equates to a Hybrid Lump Sum item that has a calculated unit cost based on quantity divided by total.

** denotes items that had "penny bids" that fit criteria for review.³

² The items identified within this list meet ODOT review criteria for price deviations beyond normal competition limits identified within the Trns*prt system analysis. This list is provided as an informational base of items that may significantly vary based on actual construction requirements as indicated by the apparent low bidder's unit pricing.

³ Prices and quantity notations above are provided as reference information to the additional and/or deletion of work pursuant to Chapter 7 of the construction manual and Specification 00140.30 – Agency required changes to the work. New prices must be calculated according to Specification 00195.20 with associated documentation and support data to those prices.

DEFINITION OF TERMS

- **Qualified** – Quantity and type of work a firm is capable of undertaking that contractor is recognized to bid on ODOT projects. In this context the contractor has met the project requirements to provide a Responsive bid as established by OPO-CCU.
- **Responsive** – Contractor bid was received and accepted. In this context the bid submitted by the contractor has been reviewed and determined to be a Responsive bid by OPO-CCU.
- **Non Responsive** – Contractor bid is not accepted. In this context the bid submitted by the contractor was not accepted due to; Subcontractor Disclosure Form not turned in on time, no Subcontractor Disclosure Form, not qualified to perform specified work, incorrect bid forms, etc.
- **Mathematical Unbalanced** – Penny bids, front loading, bid prices with large variations from EE. In this context extreme unit pricing is demonstrated by any total unit price received that is below or above the prices justified in total by the item labor, or by the double/half value of that items average two year unit price using similar quantities.
- **Standard Criteria for Review** - ODOT currently uses the 20%+- deviation by bid item and \$25,000+- by bid item. (This is confidential information).
- **Significant/Substantially Over or Under EE Bid Total** – A project that is over or under the EE by more than 25%.
- **Poor Competition** – Participating bidders range between 1-2 bidders.
- **Fair Competition** – Participating bidders range between 2-3 bidders.
- **Good Competition** - Participating bidders range between 3-6 bidders.
- **Excellent Competition** - Participating bidders range of 6+ bidders.

From: BRINDLE Frances * Frannie
Sent: Wednesday, August 26, 2015 3:04 PM
To: LANGE Jeffrey R
Cc: MARCUS Brenda S; RIEDL John J; FISHER Patricia R * ODOT; FLOWERS Jeffrey A; ZUNIGA Brenda; MAHER John D
Subject: RE: Project Funding Needs (US101: Sea Lion Point Rock Wall, k17696)

Yes. Please move forward with the award of [KN 17696 US 101 Sea Lion Point Rock Wall](#) project as we have confirmation that the funds are available.

Thank you

Frannie Brindle
ODOT Area 5 Manager
644 A Street
Springfield, OR 97477
Office: 541-736-9611
Cell: 541-228-8059

From: LANGE Jeffrey R
Sent: Wednesday, August 26, 2015 1:20 PM
To: BRINDLE Frances * Frannie
Cc: MARCUS Brenda S; RIEDL John J; FISHER Patricia R * ODOT; FLOWERS Jeffrey A; ZUNIGA Brenda; MAHER John D; LANGE Jeffrey R
Subject: FW: Project Funding Needs (US101: Sea Lion Point Rock Wall, k17696)
Importance: High

Frannie, it sounds like all we need is an e-mail from you sent to the folks in my cc list stating that Region has the additional funds identified from WFLHD for k17696 in order to move forward with construction award.

Jeffrey Lange
ODOT Project Leader
644 A' Street
Springfield, OR 97477
(541) 747-1302

The bid evaluation indicates whether or not the low bidder's total bid price is consistent with the fair market value of the work, and whether or not awarding the project to the low bidder would be in the best interest of the Agency. The evaluation is normally completed within eight (8) working days of the bid opening and is forwarded to OPO-CCU for use in proceeding with the award or rejection of all bids. It is also used as supporting documentation with the construction authorization and award package.

In the case of a recommendation to award, the OPO-CCU will initiate the formal award process.

b. Reject All Bids

In the case of a recommendation to not-award (rejection of all bids) the Cost Estimator and the OPL Manager will work with the Region/Local Agency to obtain their concurrence with the not-award recommendation. If concurrence is received, OPO-CCU will prepare a Public Interest Finding supporting the rejection of all bids and send the recommendation to the State Traffic-Roadway Engineer, Highway Administrator, and FHWA (if FFO) for approval.

	Oregon John A. Kitzhaber, M.D., Governor	Department of Transportation ODOT Procurement Office - Construction 455 Airport Rd. SE, Bldg. K Salem, Oregon 97301-5348 Voice: (503) 986-2737 Fax: (503) 986-6910		
<u>PUBLIC INTEREST FINDING</u>				
<p>On March 10, 2011, bids were opened for Project #14329, US20 @ Big Lake Road on the Santiam Highway in Linn County.</p> <p>This project has Federal funding which requires ODOT to include Federal requirements in the solicitation documents. Bid documents obtained on the electronic bidding system did not include the Federal requirements, therefore, the solicitation was flawed and must be canceled.</p> <p>The Department finds that proceeding with award is not in the best interest of the public, and therefore recommends rejection of all bids pursuant to the 2008 Oregon Standard Specifications for Construction, Section 00130.20, OAR 731-005-0680(2)(a), and ORS 279C.395.</p> <p>Copies of the Public Interest Finding are being provided to the bidders of record for this project.</p> <p>The Oregon Department of Transportation Highway Division Administrator, pursuant to authority delegated by the Oregon Transportation Commission, approved the rejection of all bids on 03-24-11.</p>				
<table border="1"><tr><td>PREPARED BY: Marie Wright Construction Contracts Coordinator</td></tr><tr><td>DATE: 3-15-11</td></tr></table>			PREPARED BY: Marie Wright Construction Contracts Coordinator	DATE: 3-15-11
PREPARED BY: Marie Wright Construction Contracts Coordinator				
DATE: 3-15-11				

OPO-CCU will also notify the low bidder of the decision to reject all bids:



Oregon
Theodore R. Kulongoski, Governor

Department of Transportation
ODOT Procurement Office - Construction
455 Airport Rd. SE, Bldg. K
Salem, Oregon 97301-5348
Voice: (503) 986-2737
Fax: (503) 986-6910

Fax: 503.370.9124

March 28, 2011

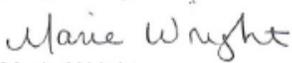
CPM Development Corporation
Db a Salem Road and Driveway
PO Box 12927
Salem OR 97309

Re: Bid Rejection
US20 @ Big Lake Road
Contract #14329 (Key #14767)
Linn County
March 10, 2011 Bid Opening

Your firm was the apparent low bidder for the US20 @ Big Lake Road for which bids were received on March 10, 2011.

According to the attached Public Interest Finding, ODOT has determined to reject all bids for this project on the basis that the solicitation was flawed and must be cancelled. It was concluded that a contract award for this project would not be in the best interest of the public. The Oregon Department of Transportation Highway Division Administrator approved the rejection of all bids on 03-24-2011.

Respectfully,


Marie Wright
Construction Contracts Coordinator
ODOT Procurement Office-Construction

Attachment: Public Interest Finding

cc: High Desert Aggregate & Paving (Fax: 541.548.7600)
Roy Houck Construction LLC (Fax: 503.463.4979)



BID OPENING TO CONTRACT AWARD

D-2: Award Protests

Upon determination that the contract is to be awarded, OPO-CCU will provide a Notice of Intent to Award (NOIA) on the OPO website at:

http://www.oregon.gov/ODOT/CS/CONSTRUCTION/Pages/Bid_Award.aspx

OREGON DEPARTMENT OF TRANSPORTATION NOTICE OF INTENT TO AWARD AUGUST 11, 2016 BID OPENING THIS IS <u>NOT</u> A NOTICE OF AWARD OR A NOTICE TO PROCEED	
#1	
CONTRACT #	14926, Key# 19685
PROJECT:	OR38: Culvert Upgrades MP 39.2-56.7
HIGHWAY:	Umpqua Highway
COUNTY:	Douglas County
DBE GOAL:	0%
LaDuke Construction, LLC	\$583,385.00

The award will not be final until the latter of:

- Three (3) working days after the NOIA has been posted, or
- The Agency has provided a written response to each timely protest, denying the protest and affirming the award.

NOIA Protest Example



April 4th, 2012

**ODOT Procurement Office
Formal Protest of Notice of Intent to Award**

Project 14427

On March 29th Alex Hodge Construction was pleased to have the opportunity to bid of the Sisters SRTS Bike and Ped. Infrastructure Project. Our bid was 2nd lowest bidder at \$222,452.00, 15% higher than low bid. Third lowest was Knife River at \$229,038.15, just under 3% higher. Apparent low bidder was Deschutes Construction Corp at \$194,802.50.

Our reason for filing a protest of the intent to award is based on the grounds that the apparent low bidder on the project is not an excavation and grading company, nor are they an asphalt and paving company. They are historically a concrete company and the concrete on this project makes up, per their bid schedule, less than 8% of the total cost. With that said their unit price of \$9.20 on line item number 0090 which pertains to excavation work is drastically less than any of the other bidders. The average price for that bid item on this bid was \$41.99. Other projects that have recently bid with drastically higher quantity have seen this item's unit price float around the \$18-\$25 range.

ORS 279C.375 subsection 3-b(A) states the following:

"Has available the appropriate financial, material, equipment, facility and personnel resources and expertise, or has the ability to obtain the resources and expertise, necessary to meet all contractual responsibilities."

ORS 279C.375 subsection 3-b(F) states the following:

"Completed previous contracts of a similar nature with a satisfactory record of performance. For purposes of this subparagraph, a satisfactory record of performance means that to the extent that the costs associated with and time available to perform a previous contract remained within the bidders control, the bidder stayed within the time and budget allotted for the procurement and otherwise performed the contract in a satisfactory manner. The contracting agency shall document the bidders record of performance if the contracting agency finds under this subparagraph that the bidder is not responsible."

Based on these two sections, the apparent low bidder on this contract, to my knowledge, cannot properly comply with these requirements to be deemed responsible. They did not list anyone else on their First Tier Disclosure form outside of the paving contractor; therefor it would be assumed that they plan on self-performing all the other work in this contract.

Respectfully submitted,

Alex Hodge

Alex Hodge Construction Inc.



Oregon

John A. Kitzhaber, M.D., Governor

**Department of Transportation
ODOT Procurement Office - Construction**

455 Airport Rd. SE, Bldg. K

Salem, Oregon 97301-5348

Voice: (503) 986-2737

Fax: (503) 986-6910

Faxed: 541-317-5826

April 13, 2012

Alex Hodge Construction
20624 Daisy Ln
Bend OR 97702

Re: Protest to Notice of Intent to Award to Deschutes Construction Corp.
Sisters SRTS Bike & Ped Infrastructure
Project #14427 (Key #17044)
Deschutes County
March 29, 2012 Bid Opening

The ODOT Procurement Office has received your letter dated April 4, 2012, regarding the Notice of Intent to Award project 14427 to Deschutes Construction Corp. Alex Hodge Construction protests the award based on two issues.

Issue 1: You state that Deschutes Construction Corp is not an excavation and grading company, or an asphalt and paving company. You state that they are a concrete company and the concrete on this project makes up less than 8% of the total cost. You also state that the low bidder only listed a paving subcontractor on its First-tier Subcontractor Disclosure Form, assuming the low bidder would self-perform the remaining work on the project.

Response: The 2008 Oregon Standard Specifications Section 120.00 specifies that the Oregon Department of Transportation (ODOT) will prequalify a bidder according to OAR 734-010 and OAR 731-005-0450. Contracts will only be awarded to bidders who, at the time of bid opening, are prequalified in the class of work specified in the Special Provisions.

The class of work for this project is Asphalt Concrete Paving and Oiling. The low bidder is prequalified in this class of work and is eligible to submit a responsive bid for the project. There is no basis for rejecting the low bidder as not qualified to perform the work required for the project.

The First-tier Subcontractor Disclosure Form submitted by Deschutes Construction Corp complies with all requirements for award as the low bidder. There is nothing in the form which would require ODOT to reject the bid. See Standard Specifications Section 120.40(f).

Issue 2: You state that Deschutes Construction Corp's unit price on line item number 0090, excavation work, is drastically less than any of the other bidders.

Response: The 2008 Oregon Standard Specifications Section 120.70 lists examples of grounds for rejection of nonresponsive bids. ODOT cannot reject an award on the basis of conjecture concerning a submittal, plan or other action not yet provided by the low bidder.

Alex Hodge Construction
April 13, 2012
Page 2

ODOT and the Project Manager are aware of the pricing for this line item and will ensure that the design requirements and all work required to complete this project are met.

ODOT has determined a low responsive bidder with Deschutes Construction Corp. Based on the information furnished herein, the protest is denied and ODOT will proceed with award to the low responsive bidder.

Respectfully,



Patricia Nielsen
Procurement & Contract Specialist
Construction Contracts Unit

cc: Deschutes Construction Corp fax: 541-385-6587

Although OPL staff does not participate in the Protest of NOIA process, the OPL Manager is provided with a courtesy copy of both the protest and response.

BID OPENING TO CONTRACT AWARD

D-3: Prevailing Wage Report (PWR) – Bid Day

On all projects with an Award recommendation outcome, the OPL Cost Estimator will post the Bid Day Prevailing Wage Report (PWR) for the project in the applicable Construction Section folder within one (1) week after bid opening. This final PWR will reflect any wage rate modifications made after the Project Wage Information – Revised report is posted (see [Section C-6: Prevailing Wage Reports \(PWR\) – Preliminary and Revised](#)). This report will be used by contract administration staff to manage the PWR's paid by the Contractor, and is also shared with the Contractor.

 Oregon <small>John A. Kitzhaber, M.D., Governor</small>	Department of Transportation Technical Services Office of Project Letting 4040 Fairview Industrial Drive SE Salem, OR 97302 Project Wage Information – Bid Day
February 10, 2015	
<u>Contract Information</u>	
Project Name:	US730: POWERLINE RD INTERSECTION IMPROVEMENTS SEC.
Contract Number:	14769
Key Number:	16009
Bid Let Date:	1-29-15
Project Counties:	Umatilla
Project Manager:	Jay Roundtree, PM
<u>Wage Determination Information</u>	
Determination Status:	Bid Day
Applicable Schedule ¹ :	Highway
Davis Bacon Date ² :	1-23-15
BOLI Date:	1-1-15
ZIP Code:	97882
Segment Location:	MP 182.48
Segment County:	Umatilla Co.

The information provided in this document identifies the project 'midpoint' utilizing project 'Beginning of Project' and 'End of Project' data from the project 'Title Sheet'. The midpoint Lat/Long data is developed by ODOT 'TransGIS' systems and establishes the project midpoint for Project Management Staff's use. Distance calculations for 'Projects Located Within ... Miles' and 'Road Miles' by 'Shortest Time' are calculated by direct calculations from the project midpoint to the reference city dispatch locations (city hall, post office or other) using ODOT proprietary software systems and software.

Project wage information provided in this report is the 'Minimum Wage Rate'³ by Craft and Group Number and is provided to ODOT's Project Managers for review of the Contractor's Certified Payroll Reports.⁴ The minimum wage rate in this document is also being made available to all prospective bidders for this contract, however, all such information, whenever posted or provided, is preliminary, for reference and informational purposes only, is provided 'as is' without warranties or guarantees of any kind, express or implied, and without representations as to, and with full disclaimer of, accuracy, completeness, legality and reliability, is subject to change, and any use by bidders or contractors will be strictly at their own risk. ODOT shall not be liable for any loss or damage of any nature (direct, indirect, consequential or other), arising in contract, tort or otherwise, which may arise as a result of or in relation to the use of this information. This information in no way replaces or supersedes the Contractors responsibilities and liabilities for determining and paying correct Prevailing Wage Rates.

Prevailing Wage rates may vary for specific contractor circumstances which include but are not limited to alternate dispatch points of workers, signed and current union contracts for rates higher than the Minimum Prevailing Rate, wage determinations provided by the governing agencies (Davis Bacon and/or BOLI) or by additional determinations provided by the ODOT Labor Compliance Officer.

D/B All Agency Memorandum 131 Cir. 2010 – Multiple Classification as a type of construction may be justified if such items are a substantial part of the project – if such items that in themselves would be classified as a separate type of construction will be less than 20% of the total project cost and will cost less than \$1 Million dollars, they are considered incidental to the primary type of construction involved on the project, and a separate wage determination is not applicable. U.S. Department of Labor Prevailing Wage Resource Book 2010 Pg. 10.
¹DOL (Dinsmore) 12-23-14 CBA concepts –trade zone pay rates by road miles
²ODOT contract provision 00170.65 Standard Specification.
³ODOT Construction Manual Chapter 19 – Labor Compliance

NOTE: *This report will be posted in ProjectWise in lieu of the Construction Section folder when the transition to electronic document storage is completed. As of January 2017, the shared folder is the current repository for this document.*

BID OPENING TO CONTRACT AWARD

D-4: HB 2375 Requirements

[House Bill \(HB\) 2375](#) was passed in 2015 and made a part of ORS 279A.140 through 279A.155. The bill aims to improve procurement processes, bring efficiency and consistency to statewide procurement practices, and create a system of integrity for state procurement and contracting through regulations, standards, oversight, training and education.

Different sections of HB 2375 will become operative at different times. The ODOT Procurement Office has a HB 2375 website which will track the implementation process:

[HB 2375 Website](#)

<http://transnet.odot.state.or.us/cs/opo/Pages/HB2375.aspx>

The first part of HB 2375 implementation to affect OPL is ORS 279A.161 – Contract Verification Form Process, which was operational on January 1, 2016. This revision requires an ODOT Contract Verification Form to be completed for any contract over \$150,000 which has material advice and recommendations from DOJ or DAS provided during the procurement and contract award process. This form then becomes part of the procurement file.

The Sr. Specifications Engineer has been delegated as the Contract Administrator for this process up to bid opening, and the Chief Engineer is the delegate for the ODOT Director.

For all transportation construction projects bid and awarded by ODOT, the Contract Administrator will complete the ODOT Contract Verification Form (HB 2375) within one (1) week after bid opening and either:

a. Complete the form and mark the “No advice received” box, sign, scan and electronically forward to OPO-CCU, and forward the original form to the Pre-Letting Specialist for filing in the project file; or

b. Complete the form and attach copies of all correspondence received from DOJ or DAS with respect to a specific contract, sign, and forward to the Chief Engineer for signature. Once all signatures are obtained, the Contract Administrator will scan and electronically submit the form and all attachments to OPO-CCU. The record copy of the form with original signatures is forwarded to the Pre-Letting Specialist to file in the project file.

OPO-CCU is responsible for completing the ODOT Contract Verification Form (HB 2375) for the time between bid opening and contract award. The Contract Administration Engineer (CAE) is responsible for completing the form, if applicable, between contract award and contract completion.



ODOT Contract Verification Form (HB2375)

Contract # _____

Contract Title: _____

Before a State Agency executes or amends a Public Contract exceeding \$150,000, the Director of that State Agency or delegate shall review all** the Department of Administrative Services (DAS), the Department of Justice (DOJ), or other legal counsel advice submitted for this Contract, and verify that the Contract Administrator (CA) has read and understands all advice and recommendations that DAS, DOJ, or other legal counsel have given the CA.

** As stated in OAR 137-046-0140 (7) As used in 2015 Oregon Laws, chapter 646, section 4, "advice and recommendations" means material advice and recommendations from the Oregon Department of Justice or the Oregon Department of Administrative Services to a State Contracting Agency with respect to a specific Contract and amendments to the Contract, or with respect to a Procurement that resulted in the Public Contract. It does not include advice or recommendations provided to a State Contracting Agency that were not directed to a specific Public Contract or Procurement. For example, programmatic advice or recommendations that address the general scope of authority or required procedures of a State Contracting Agency program do not constitute "advice and recommendations." Material advice or recommendations are Written communications that address: (i) subject matter that modifies or influences the meaning, performance, administration, or means of enforcement of a Public Contract; or (ii) the allocation of significant liabilities or risk under a Public Contract.

Contract Administrator's Representation

I certify that I am the Contract Administrator for the referenced contract, and that I have read and understood the advice and recommendations, provided by DOJ, DAS, or other legal counsel with respect to this contract and the associated procurement.

Contract Administrator:

Name	Signature	Date

Review and verification by Director or delegate (If material advice received)

I certify that I have reviewed and verified that the attached advice and recommendations provided by DOJ, DAS, or other legal counsel with respect to this contract, and the associated procurement, have been understood by the Contract Administrator.

Director (or delegate):

Name	Signature	Date

A signed copy of this verification and review must be retained in the Procurement file as the ODOT official contract file of record. This review is required by Oregon Laws 2015, Chapter 646 (HB2375)

Or

No advice received. (This may be checked by PCS or CA)

Official ODOT form can be found at: <http://transnet.odot.state.or.us/cs/opo/Pages/HB2375.aspx>

BID OPENING TO CONTRACT AWARD

D-5: Bidder Communications

During the project advertisement or solicitation phase, the PM is the sole source for communicating with prospective bidders. The solicitation phase ends at bid opening. After bid opening **all** communications with the apparent low bidder and unsuccessful bidders will be through OPO-CCU until Notice to Proceed (NTP). Any questions or comments received by the PM or OPL staff must be forwarded to OPO-CCU for response.

This requirement is outlined in the [ODOT Construction Manual, Chapter 6 – Examination of Project Site and Responding to Bidders' Questions](#).

**OFFICE OF PROJECT LETTING
MANUAL**

**CHAPTER 2 - OPL UNITS AND CORE
FUNCTIONS**

1 - ODOT SPECIFICATIONS UNIT

The ODOT Specifications Unit, located within the Office of Project Letting, is responsible for maintaining the ODOT/APWA (American Public Works Association) Standard Specifications for Construction, the Boilerplate Special Provisions, Unique Specifications, and all associated supporting documents and procedures.

The Specifications Unit consists of the Sr. Specifications Engineer (PE2 *PN1161016*) and the Specifications Engineer (PE1 *PN1161014*) positions. Additional staff may be assigned to the Specifications Unit for support during heavy work periods or to work on special projects.

The Sr. Specifications Engineer serves as the most Senior Specifications technical resource within the Agency, and is designated by Letter or Authority as the Agency's "owner" of the Standard Specifications and Boilerplate Special Provisions. The Sr. Specifications Engineer also acts as the primary specifications-related contact with DOJ to assure compliance with the [Modified Exemption from DOJ Legal Sufficiency Review and Approval for ODOT Highway Construction Contracts](#).

In order to fulfill their responsibilities, the Specifications Unit staff will develop, maintain, or use the following guidance documents:

- [ODOT/APWA Oregon Standard Specifications for Construction](#)
- [ODOT Boilerplate Special Provisions \(*Standard and Unique*\)](#)
- [ODOT Specification and Writing Style Manual](#)
- [AASHTO Guide Specifications for Highway Construction](#)
- [FHWA Approval letter](#)
- [DOJ Exemption Letter](#)

The Specifications Unit is under the authority of the Roadway Leadership Team (RLT) and the Technical Leadership Team (TLT). Any specification-related policy changes must be reviewed and approved by both RLT and TLT prior to implementation.

Major specification-related policies and processes are covered in the following technical guidance documents:

[TSB 12-01\(B\) - Project-specific Special Provisions; Supersedes TBS09-02\(B\)](#)

[TSB 13-01\(B\) - Approval of Specification Modifications \(Project Special Provisions and Contract Change Orders\)](#)

2 – COST ESTIMATING UNIT

The ODOT Cost Estimating Unit is responsible for the establishment of the FEE, maintenance and management of the ODOT bid item database and bid item cost history, the development and posting of the project-specific PWR reports, and for performing an economic analysis of all bids received for projects centrally bid and providing an award/not award recommendation.

The Cost Estimating Unit consists of the Sr. Cost Estimator (PE2 *PN0305087*) and the Cost Estimator (CES3 *PN1161184*).

In order to fulfill their responsibilities, the Cost Estimating Unit staff will develop, maintain or use the following guidance documents:

- [Cost Estimating Manual](#)
- [ODOT/APWA Oregon Standard Specifications for Construction](#)
- [FHWA Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation](#)

The Cost Estimating Unit is under the authority of RLT, Project Delivery Leadership Team (PDLT) and TLT. Any cost estimating-related policy changes must be reviewed and approved by RLT, PDLT and TLT prior to implementation.

The Cost Estimating Unit is responsible for two (2) deliverables:

1. A quarterly report to be submitted to the OPL Manager, summarizing the year-to-date performance relative to the FHWA standard and ODOT Quarterly Business Report (QBR) (*50% of projects awarded within \pm 10% of the FEE*).
2. Annual report summarizing bid item activity (number of bid items, number of items added, most used items, etc.).

3 – PRE-LETTING UNIT (*Pre-Letting Specialist & QA Engineers*)

The Pre-Letting Unit is responsible for managing, developing and maintaining all PS&E submittal processes and requirements for all projects bid and awarded centrally (excludes Certified Local Agency projects and Region-procured contracts). The goal of the Pre-Letting Unit is to assist customers in the successful delivery of their projects.

The Pre-Letting Unit consists of one (1) Pre-Letting Specialist/Systems Coordinator and two (2) PS&E QAE's:

- The Pre-Letting Specialist/Systems Coordinator (OPA1 PN7771051) is responsible for scheduling all projects for bid, determining PS&E submittal due dates and overseeing the monthly lock-in process used for performance measurement. This position is also the part-time back-up for the OPL Systems Administrator.
- The two QAE's (PE1 PN9901218 & CES3 PN1161037) are responsible for the quality assurance review of all PS&E submittals for technical compliance and conformance to Federal, State and DOJ Exemption compliance through the performance of high-level, fatal-flaw evaluations. The QAE's also prepare reports documenting the accuracy of the PS&E submittals and prepare the PS&E submittal for delivery to OPO-CCU for bid and award.

In order to fulfill their responsibilities, the Pre-Letting Unit staff will develop, maintain, and/or use the following guidance documents:

- [PS&E Delivery Manual](#)
- [Specification and Writing Style Manual](#)
- Pre-Letting Specialist Desk Procedures
- ODOT, FHWA, AASHTO Design Manuals
- [Oregon Standard Specifications for Construction / Boilerplate Special Provisions & Unique Special Provisions](#)
- [ODOT Technical Bulletins, Directives and Advisories](#)
- [ODOT Contract Plans Development Guide](#)
- [Modified Exemption from DOJ Legal Sufficiency Review and Approval for ODOT Highway Construction Contracts](#) (*current version*)
- [FHWA Approval for use of Standard Specifications](#) (*current version*)

The Pre-Letting Unit is under the authority of RLT and TLT. Any pre-letting or quality assurance-related policy changes must be reviewed and approved by RLT and TLT prior to implementation.

The Pre-Letting Unit is responsible for multiple deliverables:

1. Monthly:

- a. Bidding Volume Trends Report (*for ODOT-Industry Leadership Team*)
- b. 12-Month Bid Schedule for Contractors (*Posted on OPO-CCU website*)

2. Quarterly:

- a. PS&E Dashboard Metrics
- b. Bid Letting Costs Report

3. Annual:

- a. Salvaged Materials Report
- b. Addenda Letter / Letter of Clarification Report
- c. Public Interest Findings / Anticipated Item Request Report
- d. PD-02 Exception Letter Report
- e. Fast-Track PS&E/Expedited Award Request Report
- f. Project Postponement Report
- g. PS&E Completeness and Quality Summary Report

4 – OPL SYSTEMS ADMINISTRATION

The OPL Systems Administration staff are responsible for the development and maintenance of the AASHTOWare Project (*formerly known as Trns*Port*) system, eBIDS, BidX, and the OPL bid scheduling Access database. This position is the Agency expert, leader, trainer and key resource for the AASHTOWare family of software.

The System Administration staff consists of one (1) Trns*port Administrator (OPA3 PN1171300) position and one part-time Pre-Letting Specialist/Systems Coordinator (OPA1 PN7771051) position (see Section [3 – PRE-LETTING UNIT \(Pre-Letting Specialist & QA Engineers\)](#)).

The Systems Administration staff functions are under the authority of TLT.

5 – ALTERNATIVE CONTRACTING UNIT

The OPL Alternative Contracting Unit is responsible for providing “subject matter expert” level guidance and support to Region staff for Alternative Contracting methods within the low-bid environment. Alternative Contracting Unit staff is responsible for the development and maintenance of the Alternative Contracting base documents and [Alternative Contracting website](#).

The Alternative Contracting Unit is comprised of a single Alternative Contracting Program Manager (OPA3 PN0305061) position.

The Alternative Contracting Unit is the Region’s main point of contact for coordinating OPO-CCU, DOJ, and FHWA involvement during the project development and procurement phases for Alternative Contracting projects.

In order to fulfill the position responsibilities, the Alternative Contracting Program Manager will develop, maintain, and/or use the following guidance materials:

- [ODOT Design-Build Procurement Manual / Base Documents](#)
- [Alternative Contracting Strategies Guide](#)
- [ODOT CM/GC Procurement Manual / Base Documents](#)
- [ODOT Best Value Contracting Manual / Base Documents](#)
- [ODOT Design-Build Lite Low-Bid Project Delivery Manual / Base Documents](#)
- [FHWA SEP-14 – Alternative Contracting](#)
- [FHWA Final Rule on Design-Build Contracting](#)
- [OAR 731-007-0340 to 0400 – Alternative Contracting Methods](#)
- [ORS279C.335 – Competitive Bidding](#) (*Exceptions/Exemptions*)

The Alternative Contracting Unit is under the authority of PDLT.

The Alternative Contracting Unit is responsible for multiple deliverables (see [K-8: REPORTS - K-8-p. Alternative Contracting Reports](#)):

- Quarterly Alternative Contracting Projects Report for PICLT and the Construction Section, Contract Administration Unit
- Annual Alternative Contracting Projects Report for PDLT

6 – BUDGET & WEB SUPPORT

The OPL Budget/Web Support staff member is responsible for providing budget support to all Technical Services, Traffic-Roadway Section managers, and for providing web support to all Traffic-Roadway Section staff.

The OPL Budget/Web Support staff is comprised of a single Budget & Web Support (AS2 PN2111088) position.

The Budget & Web Support position is the main point of contact for budget issues for the Traffic-Roadway Section, Right of Way Section, and Engineering Automation Section. Budget duties include assisting Unit Managers in establishing new biennium budgets, developing budget forecasts, and running monthly budget reports.

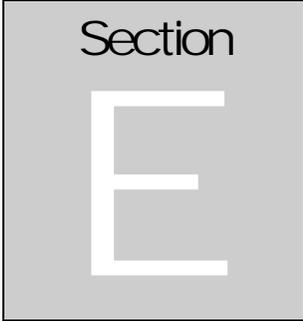
The Budget & Web Support position is the designated web Designer for the Traffic-Roadway Section. As such, this position is authorized to add new web pages and create new libraries.

This position also performs Asset Management duties for OPL and the Access Management Unit, and handles all Mobile Assets (cell phones and iPads) for the Traffic-Roadway Section.

In order to fulfill the position responsibilities, the Budget & Web Support position will develop, maintain, and/or use the following guidance materials:

- [Financial Administration & Standards Manual \(FASM\)](#)
- [Oregon Accounting Manual](#)

The Budget & Web Support position is not directly governed or provided oversight by any of the Technical Services Leadership Teams.



SPECIFICATIONS UNIT

E-1: Class of Work (COW) Determination

Determination of the Class of Work (COW) is necessary because of the requirement that the prime contractor perform at least 30% of the work in the contract with their own work force. This is a federal requirement under Title 23 CFR 633.102, incorporated in all federally funded contracts as [Form FHWA-1273 – Required Contract Provisions](#), and is also identified in the [Standard Specifications for Construction, Section 00180.20\(a\)](#).

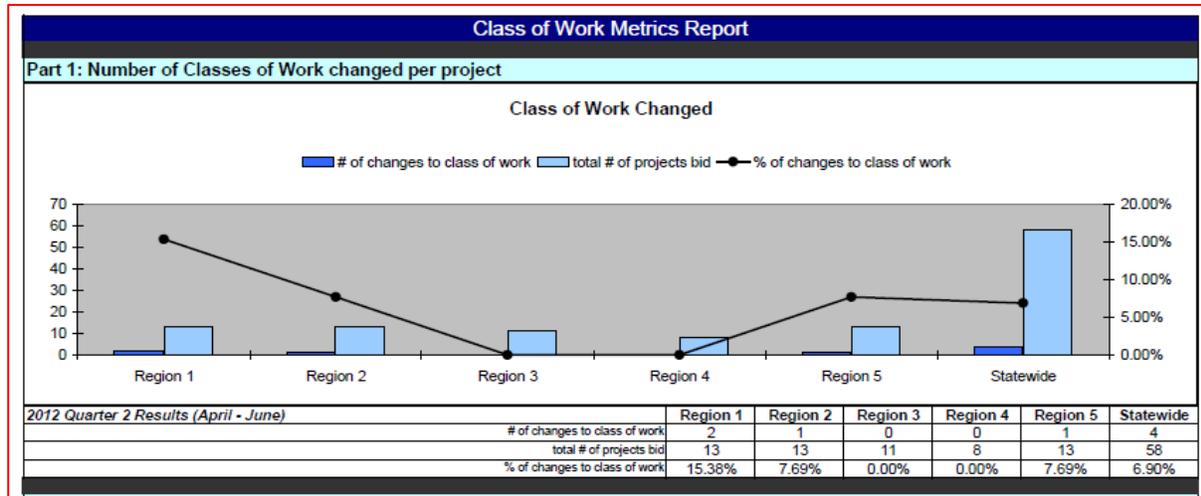
The COW for the project is listed in the advertisement, bid booklet and Special Provisions. Only those bidders being prequalified in the identified COW can submit bids on the project.

The COW is determined by completing a COW form. This is completed by the project Spec Writer prior to PS&E submittal. The COW form (aka “Blue Sheet”) is available on the [OPL Manuals, Guides, Forms and Publications](#) website along with [instructions](#) for completion.

	CLASS OF WORK		
Section	SW ROSE BIGGI: HALL BLVD – CRESCENT ST (BEAVERTON)	Prepared at Advance <input type="checkbox"/>	Prepared at Final <input checked="" type="checkbox"/>
Highway	VARIOUS STREETS	OPL Reviewer	KEVIN THIEL
County	WASHINGTON	Date	September 28, 2016
Class of Work	_____		
Class of Work	_____		
Class of Work	_____		
Class of Work	BRIDGES AND STRUCTURES AND EARTHWORK AND DRAINAGE AND AND HIGHWAYS, ROADS, STREETS		
CLASS	Class(es) of work include but are not limited to work listed in parenthesis. (Circle class(es) to be advertised.)	Cost Estimate	Percent of Total Estimate
1. EARTHWORK AND DRAINAGE	(Clearing, Earthwork, Blasting, _____)	\$ 474,703.36	15.8%
2. BRIDGES AND STRUCTURES	(Concrete, Steel, and Timber _____)	\$ 856,071.62	28.5%
3. PAINTING *	(Bridges and Buildings) _____	\$ -	0.0%
4. ROCK PRODUCTION *	(Aggregate Crushing, Sanding Rock) _____	\$ -	0.0%
5. AGGREGATE BASES	_____	\$ 119,551.27	4.0%
6. ASPHALT CONCRETE PAVING AND OILING	(Paving, Chip _____)	\$ 81,847.01	2.7%
7. PORTLAND CEMENT CONCRETE PAVING	_____	\$ -	0.0%
8. PAVEMENT MARKINGS	(Permanent - Painted, Durable, Markers, _____)	\$ 15,237.64	0.5%
9. SIGNING	(Permanent) _____	\$ 6,477.01	0.2%
10. ELECTRICAL	(Traffic Signals, Illumination, Ramp Meters, Roadway _____)	\$ 276,925.36	9.2%
11. LANDSCAPING *	(Roadside Seeding, Lawns, Shrubs, Trees, _____)	\$ 134,474.89	4.5%
12. MISCELLANEOUS HIGHWAY APPURTENANCES	(Guardrail, _____)	\$ 414,420.14	13.8%
13. TEMPORARY TRAFFIC CONTROL *	(All Temporary Traffic _____)	\$ 54,440.55	1.8%
14. BUILDINGS *	(Toilets, Bathhouses, Maintenance, Sand Sheds) _____	\$ -	0.0%
15. OTHER *	(Only use with the Specification Engineer's approval.) _____	\$ 316,975.32	10.5%
* Contractors qualified under these Classes of Work are typically NOT prime contractors. Obtain the Specification Engineer's concurrence before including as prime contractor.		SUBTOTAL	\$ 2,517,614.33
		MOBILIZATION	\$ 233,509.85
		TOTAL (Must match Propos)	\$ 2,751,124.18
* Fill out the information below if applicable to the project.			
Specification Engineer's concurs with: _____		Date: _____	
<input type="checkbox"/> the Class of Work Calculator <input type="checkbox"/> the Special Provisions <input type="checkbox"/> none of the above.			
If none of the above was selected, the Class of Work was changed to _____			
because _____			

E-1: Class of Work (COW) Determination

Due to an increase in the number of incorrect COW's being assigned prior to PS&E submittal, OPL implemented a new validation program/process. This process was presented to and approved by TLT in September 2012:



At the time of PS&E submittal, the Pre-Letting Specialist will perform a validation on the COW using the values from the PS&E Estimate. See [Section B-1: PS&E QA Review Process](#). Any discrepancies between the pre-established COW and the validation COW are moved to the Sr. Specifications Engineer for resolution and approval.

During the resolution process, the following items are considered:

- Mobilization is assumed to be 10%; therefore any COW % at or above 20% is valid.
- Goal is to maximize competition but not to list all of the possible combinations.
- The Sr. Specifications Engineer often modifies a copy of the COW file and saves it as REVISED on the SEOPL server when resolving items listed as "Other".

Blue Sheet	CLASS OF WORK		Blue Sheet
Section	SW ROSE BIGGI: HALL BLVD – CRESCENT ST (BEAVERTON)		Date
Highway	VARIOUS STREETS	OPL Reviewer	KEVIN THIEL
County	WASHINGTON		
Class of Work	_____		
Class of Work	_____		
Class of Work	_____		
Class of Work	BRIDGES AND STRUCTURES AND EARTHWORK AND DRAINAGE AND AND HIGHWAYS, ROADS, STREETS		
CLASS	Class(es) of work include but are not limited to work listed in parenthesis. (Circle class(es) to be advertised.)	Cost Estimate	Percent of Total Estimate
1.	EARTHWORK AND DRAINAGE (Clearing, Earthwork, Blasting)	\$ 474,703.36	15.8%
2.	BRIDGES AND STRUCTURES (Concrete, Steel, and Timber	\$ 856,071.62	28.5%
3.	PAINTING * (Bridges and Buildings)	\$ -	0.0%
4.	ROCK PRODUCTION * (Aggregate Crushing, Sanding Rock)	\$ -	0.0%
5.	AGGREGATE BASES	\$ 119,551.27	4.0%
6.	ASPHALT CONCRETE PAVING AND OILING (Paving, Chip	\$ 81,847.01	2.7%
7.	PORTLAND CEMENT CONCRETE PAVING	\$ -	0.0%
8.	PAVEMENT MARKINGS (Permanent - Painted, Durable, Markers,	\$ 15,237.64	0.5%
9.	SIGNING (Permanent)	\$ 6,477.01	0.2%
10.	ELECTRICAL (Traffic Signals, Illumination, Ramp Meters, Roadway	\$ 276,925.36	9.2%
11.	LANDSCAPING * (Roadside Seeding, Lawns, Shrubs, Trees,	\$ 134,474.89	4.5%
12.	MISCELLANEOUS HIGHWAY APPURTENANCES (Guardrail,	\$ 414,420.14	13.8%
13.	TEMPORARY TRAFFIC CONTROL * (All Temporary Traffic	\$ 54,440.55	1.8%
14.	BUILDINGS * (Toilets, Bathhouses, Maintenance, Sand Sheds)	\$ -	0.0%
15.	OTHER * (Only use with the Specification Engineer's approval.)	\$ 316,975.32	10.5%
* Contractors qualified under these Classes of Work are typically NOT prime contractors. Obtain the Specification Engineer's concurrence before including as prime contractor.		SUBTOTAL	\$2,517,614.33
		MOBILIZATION	\$ 233,509.85
		TOTAL (Must match Propos	\$2,751,124.18
* Fill out the information below if applicable to the project.			
Specification Engineer's concurs with:			Date: 8/29/13
<input type="checkbox"/> the Class of Work Calculator <input type="checkbox"/> the Special Provisions <input checked="" type="checkbox"/> none of the above.			
If none of the above was selected, the Class of Work was changed to _____			
because _____			
SOME ITEMS MISS-CODED			

E-1: Class of Work (COW) Determination

If the COW is changed after PS&E submittal, the QAE will contact the Region Spec Writer to make the change in the bidding documents. The Pre-Letting Specialist will update the COW entry in the Trns*Port PES module.

Detailed instructions for performing the COW validation process are covered in the Pre-Letting Specialist Procedure Manual.

IMPORTANT: The COW assignments at the item level are managed by the Sr. Specifications Engineer and cannot be modified without input from AGC. Recommended modifications to any of the established COW item assignments must be resolved through a subcommittee chaired by the Sr. Specifications and comprised of ODOT (OPL and OPO staff), AGC and DOJ.

SPECIFICATIONS UNIT

E-2: Specifications Training



SPECIFICATIONS UNIT

E-3: Specification Change Request Process

As the “Owners” of the Oregon Standard Specifications for Construction, Boilerplate Special Provisions and Unique Specifications, and with the sole responsibility for maintenance of these documents, the Specifications Unit has developed a standardized process for submitting requested changes or additions to any of these documents. All information related to the [Specification Change Request Process](#) is posted on the Specifications website at:

http://www.oregon.gov/ODOT/HWY/SPECS/Pages/spec_change_request.aspx

A screenshot of a web page titled "Specifications" with a dark blue header. On the left is a vertical navigation menu with links such as "About Us", "Contact Us", "Organization Chart", "Estimating", "Pre-Letting", "Manuals, Forms, Etc.", "Alternative Contracting", "Quality Assurance Program", "Specification Change Request", "Standard Specifications", "Boilerplate Special Provisions", "Special Provision Updates", "Unique Specifications", "Bid Item Lists", "Project Wages", "Search This Site", and "Back to Home". The main content area is titled "Specification Change Request" and contains three sections: "Instructions" with text about filling out a form and sending it to odotspecifications@odot.state.or.us; "Resources" with links to "Specification Change Request Process (.pdf)", "Change Request-Problem Statement/Proposed Solution Form (.docx)", "Revision Process Flowchart (.pdf)", "Email a note to check on status of request", and "Technical Resource List (.xls Document) (.pdf Document)"; and "Status of Specification Change Requests" with links to "Status of Active Specification Change Requests (pdf)" and "2015 Special Provisions [Completed] (pdf)".

Specification Change Request Process

The following information has been provided by the Office of Project Letting, Specification Unit and details the Specification Change Request process. The process has been in use for several years and:

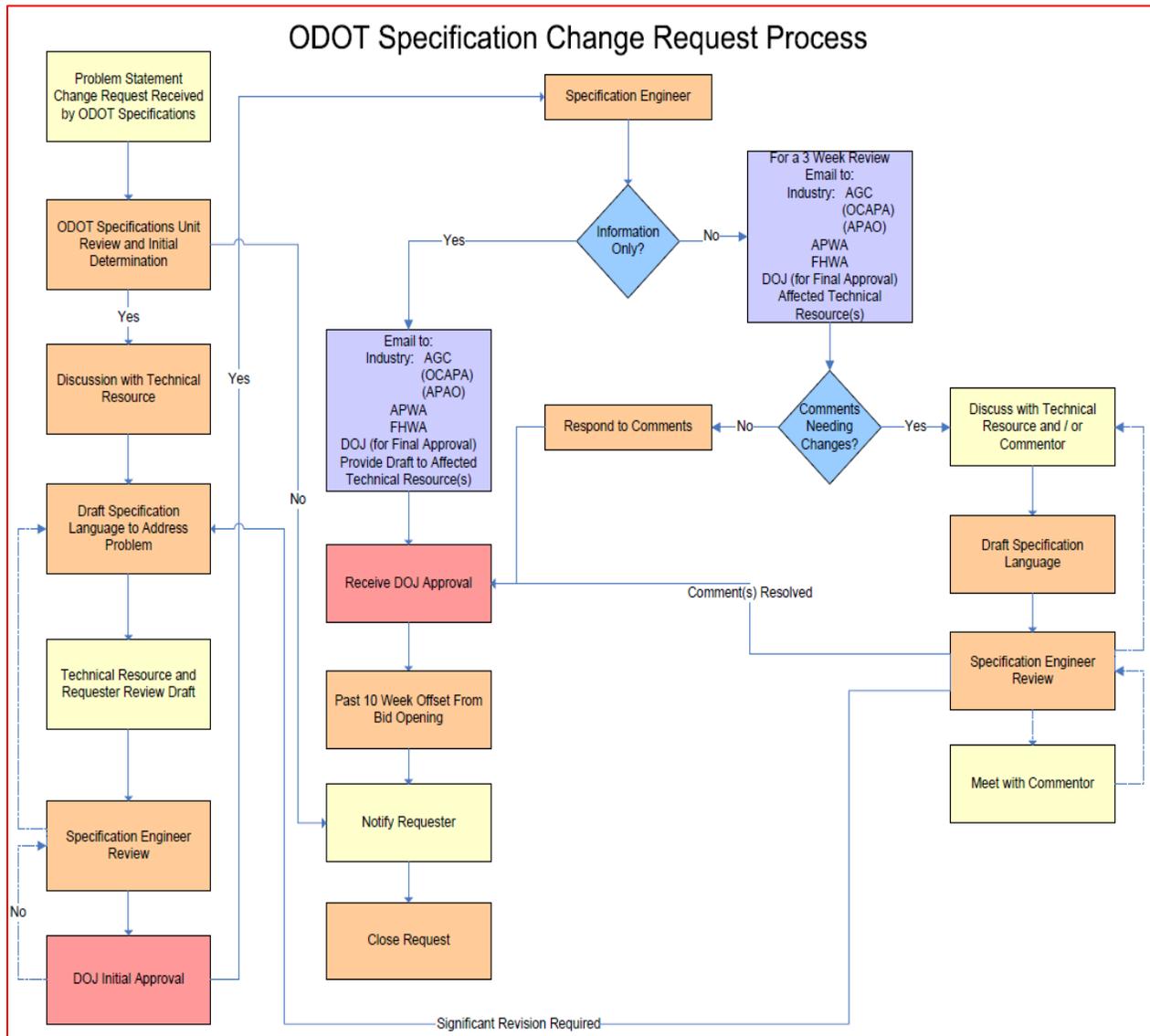
- Provides a specification baseline to track why the change is being made, who is requesting the change, and if the change is or is not ultimately made;
- Provides consistency in the Agency's Standard Specifications, Boilerplate Special Provisions, and Unique Specifications;
- Ensures that all required internal and external Stakeholders are given the opportunity to provide input, concurrence, and approvals when required;
- Provides the tools needed to track and report progress on active change requests.

The following Specification Change Request process is in effect:

1. The submitter of the Specification Change Request will complete and submit a **Problem Statement / Proposed Solution** form. This simplified form will be used to document:
 - The Problem Statement - *What is the problem that is being corrected with a modification to an existing specification or with the development of a new specification?*
 - The Proposed Solution - *What is the solution being proposed that will correct the problem? What are the financial, precedent, or political implications of the solution? Are there any opposing arguments that have, or could be made?*
 - Examples - *Examples of instances where the same, or a similar, solution was used to successfully correct the same, or a similar, problem.*
2. The Specifications Engineers will be responsible for drafting the Specification change, or new Specification, based on the information provided on the Problem Statement/Proposed Solution form. Once the draft is complete, the original submitter will be given an opportunity to review the draft language to see if it meets the original intent of the change request. The Specifications Engineers will also be responsible for vetting the specification change, or new specification, with the appropriate internal and external Stakeholders including DOJ, FHWA, AGC, APWA and the Agency Technical Resources.

The Specifications Unit has developed a Specification Change Request Process Flowchart and step-by-step description of the process. This document, along with the Problem Statement / Proposed Solution form, is posted on the Office of Project Letting, Specifications Unit website at:

http://www.oregon.gov/ODOT/HWY/SPECS/pages/spec_change_request.aspx



The Specification Change Request Process document clearly outlines the step-by-step process for submitting a requested change. The process was established to first set a formalized process that is easily understood by both internal and external users, and to ensure the requestor thoroughly identifies an actual “need” for the change versus a “want”. The use of this document is also helpful in determining the history of specific changes. This is accomplished through the completion and submittal of the Problem Statement/Proposed Solution form:



Oregon Department of Transportation Standard Specification Change Request

PROBLEM STATEMENT / PROPOSED SOLUTION FORM

Submitted by:	Enter Name	Title	Enter Title	Date	Click Here
Date Received by ODOT Specification Unit: <i>[to be filled in by the Spec Unit]</i>					Click Here

Section No. and Title	Enter Section No. & Title
Subsection No(s). and Title(s)	Enter Subsection Number(s) & Title(s)

Instructions: The information provided on this form will be used by the ODOT Specification Unit to prepare the specification modification. It is important to provide clear and complete information. The text boxes below will expand to accommodate sufficient information.

PROBLEM STATEMENT

Describe, in detail, what the problem is that you are trying to solve including:

- Identifying the issue
- Why it exists

All detailed supporting data

Click here to enter text.

PROPOSED SOLUTION

Describe, in detail, your proposed solution including:

- How the proposed solution addresses the issue
- Financial precedent or political implications

Include all supporting technical information necessary to draft the specification.

Click here to enter text.

EXAMPLES

Provide project-specific examples:

- Where the same or similar solution has worked successfully.

Projects on which the identified problem surfaced and how the issue was resolved.

Click here to enter text.

Attachments? Select

If YES, list attachments: Click here to enter text.

NOTE: If draft specification language is submitted with this form, the ODOT Specification Unit is under no obligation to use the language or format as submitted, but will consider the submittal as informational only.

Submit the completed form and all relative back-up information to the ODOT Specification Unit at:
odotspecifications@odot.state.or.us

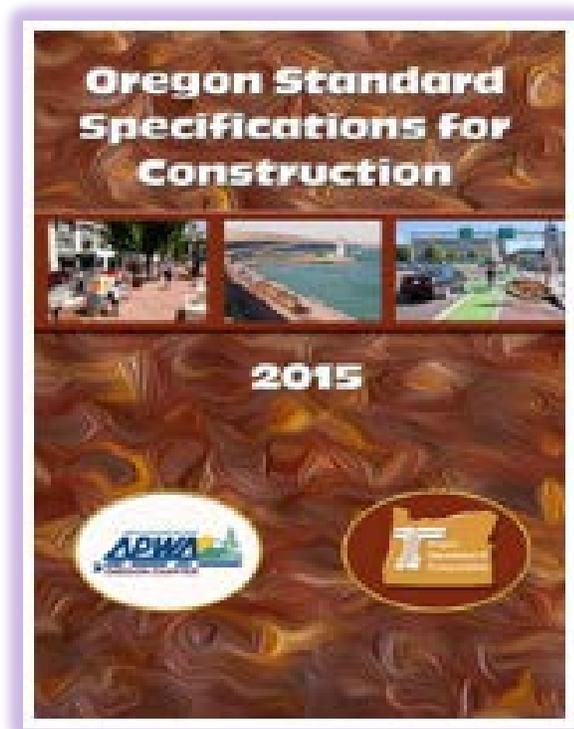
E-3: Specification Change Request Process

In order to convey true transparency in the Specifications Unit process, a monthly [Specification Change Request Status Report](#) is posted providing the current status of all Specification Change Requests. This reduces the number of status request emails sent to the Specifications Unit, and also helps submitters determine if a duplicate or related request has already been submitted by someone else.

Specification Change Request Status Report							
Monday, September 12, 2016							
CLASS	STATUS	SECTION	SECTION NAME	RECEIVED FROM	DATE RECEIVED	DATE FINISHED	EFFECTIVE DATE
Boilerplate	Published	00004	Cover Page and Description of Work Page	Shane Terwilliger	5/17/2016	6/23/2016	10/1/2016
Boilerplate	Active	00092	Work to be Done	Shane Terwilliger	5/17/2016		
Boilerplate	Active	00110	Organization, Conventions, Abbreviations, and Definitions	Chris Pucci	1/20/2016		
Boilerplate	Active	00120	Bidding Requirements and Procedures	Will Woods	8/18/2016		
Boilerplate	Active	00130	Award and Execution of Contract	Will Woods	8/18/2016		
Boilerplate	Active	00150	Control of Work	Chris Pucci	1/20/2016		
Boilerplate	Active	00150	Control of Work	Heather Howe	10/14/2013		
Boilerplate	Active	00150	Control of Work	Chris Pucci	1/20/2016		
Boilerplate	Active	00160	Source of Materials	Brenda Marcus	1/22/2015		
Boilerplate	Active	00160	Source of Materials	Dan Anderson	8/19/2016	9/8/2016	
Boilerplate	Active	00160	Source of Materials	Brenda Marcus	1/21/2015		
Unique	Active	00160	Unique - Agency-Furnished Buy America	Will Woods	7/27/2016		
Boilerplate	Published	00160	Source of Materials	Will Woods	6/29/2016	6/29/2016	10/1/2016
Boilerplate	Active	00170	Legal Relations and Responsibilities	Shane Terwilliger	5/17/2016		
Boilerplate	Active	00180	Prosecution and Progress	Shane Terwilliger	5/17/2016		
Boilerplate	Active	00180	Prosecution and Progress	Will Woods	8/18/2016		
Boilerplate	Published	00180	Prosecution and Progress	Dan Anderson	6/30/2015	7/6/2016	10/1/2016

SPECIFICATIONS UNIT

E-4: ODOT/APWA Standard Specifications Updates



The Specifications Unit is responsible for the maintenance, including updates, to the Oregon Standard Specifications for Construction. The Standard Specifications are jointly owned by ODOT and APWA. Updates to the Standard Specifications are generally completed every three (3) years, and are updated to incorporate the related Special Provisions written after the previous publication was released.

If time allows, and if there is a consensus to do so, ODOT will coordinate with APWA through the establishment of joint subcommittees to work on revising sections of the Standard Specifications. Specifications Unit staff will send out internal and external notice of an upcoming update to the Standard Specifications early enough to ensure all users have time to provide input if needed.

From: ODOT Specifications Sent: Mon 9/12/2016 9:56 AM
 To:
 Cc:
 Subject: ODOT Specifications - Timeline for 2018 Standard Specifications

ODOT is continuing work on the 2018 Edition of the Oregon Standard Specifications for Construction.

The goal of the more frequent Standard Specifications update is to roll the approved Boilerplate Special Provisions into the Standard Specifications. ODOT's expectation is that specification changes will continue to be processed through the current Boilerplate Specification Change Request Process. Specification changes that are process and approved between Standard Specification updates will be rolled into the next edition of the Standard Specifications.

The following is the timeline for publishing the 2018 Standard:

Activity	Date/Timeline
Updating Boilerplates by Specification Change Request	Ongoing
Committee work (no currently active committees)	Ongoing
Cutoff date for submitting Boilerplate Specification Change Requests and Committee work for possible inclusion in 2018 Standard (Assuming minimal comments/resistance during review, these will likely be incorporated into the 2018 Standard)	12/1/16
3 week review period closes for proposed revisions (AGC/OCAPA/APAO/APWA/FHWA/DOJ)	1/1/17
Cutoff for rolling approved Boilerplates and changes into the draft 2018 Standard	2/1/17
Send out draft 2018 Standard for final review (FHWA / DOJ)	3/15/17
FHWA / DOJ comment period closes	4/15/17
Send 2018 Standard to Vendor for printing	5/1/17
2018 Standard made available for purchase	7/1/17
Effective date for 2018 Standard (with Standard Drawings)	12/1/17

In 2014, ODOT and DAS contracted with a vendor to sell the 2015 Standard for a three-year period from 7/1/2014 until 6/30/2017. The 2015 Standard may not be available for purchase after 6/30/2017; however it will remain available in electronic format. The current expectation is that the 2018 Standard will be available for purchase from 7/1/17 until 6/30/2020, when it will be replaced by the 2021 Standard.

Beginning in December 2016, ODOT Specifications will begin wrapping up the boilerplate revisions that may be incorporated into the 2018 Standard. Between December 2016 and March 2017, ODOT Specifications will be incorporating approved boilerplates and making the final edits to the 2018 Standard. If a proposed revision meets resistance during the update process and is not resolved by early March 2017, it will not be included in the 2018 Standard.

In summary, if you want to pursue changes for the 2018 Standard, please submit a [Specification Change Request](#) without delay, but no later than 12/1/2016. Please consider that large and complex revisions will require additional processing and review time. Size, complexity, and timing can all affect the likelihood of a revisions being included in the 2018 Standard.

We are currently processing a number of change requests. Please let us know if you have an outstanding request and need a status update.

Prior to release of the updated Standard Specifications, the Specifications Unit will coordinate the review and approval process with DOJ, FHWA, and the ODOT Chief Engineer. Approval letters from DOJ, FHWA and the [Chief Engineer Approval letter](#) are issued prior to the release of the new book.

The [FHWA Approval letter](#) will give ODOT the approval to use the updated Standard Specifications and Boilerplate Special Provisions on all state and local agency federal-aid projects. This approval letter will typically contain several conditions which must be complied with on all federally-funded projects.

The DOJ Approval letter is in the form of a [Modified Exemption from DOJ Legal Sufficiency Review and Approval for ODOT Highway Construction Projects](#). The Exemption letter will modify the previously-issued exemption (starting in 1998) and will include revised or new conditions. See [Section a. DOJ Class Exemption](#).

Beginning with the 2015 update to the Standard Specification, ODOT contracted with the Lynx Group for the printing and distribution. This outsourcing effort was completed as an effort to eliminate ODOT labor, printing and storage costs.

2015 Oregon Standard Specifications Book

The 2015 Specifications are to be used in all ODOT project with a PS&E date on and after **January 1, 2015.**

[ODOT Chief Engineer Approval Letter](#)

[2015 Oregon Department of Justice Exemption](#)

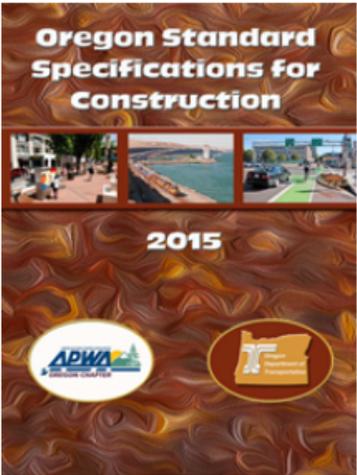
[FHWA Approval Letter](#)

Purchasing Instructions:

Price: \$30.51 + Shipping and Handling

ODOT has contracted with Lynx Group, Inc. for the printing and distribution of the book. To purchase, click the link below, which will redirect you to the Lynx Group, Inc. book sales website.

[Purchase 2015 Oregon Standard Specifications Book](#)



The use of an outside vendor for the sales of the Standard Specifications book means internal ODOT staff will also have to purchase the books. OPL bears the cost of providing books to FHWA, DOJ and the Oregon State Library.

a. Exception Process

Although the incorporation of new Standard Specifications and Boilerplate Special Provisions will have a set effective date (*The 2015 Specifications will be incorporated into all centrally procured transportation construction contracts that have a PS&E due date of January 1, 2015 or later*), there are some special circumstances under which this may not apply. To accommodate these circumstances, the Specifications Unit has established an exception process. This process allows Regions the ability to request the use of the previous version of the Standard Specifications to be used if solid justification can be provided.

The exception request and recommendation from the Sr. Specifications Engineer must be reviewed and concurred to by the OPL Manager, and ultimately approved by the Chief Engineer. Once approved the project may be submitted for bid and award using the old Standard Specifications. However, since the project will be submitted outside of the most current DOJ Exemption which only applies to the newest version it will be subject to full DOJ legal sufficiency review and approval. This full DOJ review may apply to all phases of the procurement process including bid and award documents and Contract Change Orders (CCO's). The Sr. Specifications Engineer will work with DOJ and communicate the decision and status to OPO-CCU and the Contract Administration Engineer (CAE).



Oregon

Department of Transportation
Technical Services Branch
Traffic-Roadway Section
Office of Project Letting
Interoffice Memo

December 1, 2014

To: Brenda Marcus
Office of Project Letting Manager

To: Tom Lauer, PE
Technical Services Manager/Chief Engineer

From: 
Dan Anderson PE, PLS
Senior Specifications Engineer

Subject: 2015 Oregon Standard Specifications for Construction
Request to allow use of the 2008 Specifications for PS&E after 1/1/2015
Project Key No.: 16858
Section Name: I-5 at Kuebler Interchange
PS&E Date: January 12, 2015 Bid Date: March 26, 2015

Background:

Region 2 submitted an exception request on December 1st for the Kuebler Interchange project. The request follows the exception process and in the attached request they have answered the screening questions.

In the attached email that contains the request and correspondence Tim Potter, Area Manager, has affirmed that Region 2 supports this request but he has not yet contacted Tom. I have based my recommendation from their submittals and Tim's support.

Recommendation:

Allow an exception for the above referenced project to use the 2008 Standard Specifications and current 2008 boilerplate special provisions for a PS&E date of 1/12/15 and a bid date of 3/26/15. However, if the bid date is delayed beyond or slips past 3/26/15 the project must be converted to the 2015 book.

Recommendation from Sr. Specifications Engineer

Concurrence from OPL Manager

 12/1/14

 12/2/14

Daniel A. Anderson PE, PLS Date

Brenda Marcus Date

Approval from Technical Services Manager/Chief Engineer

 12/2/14
Tom Lauer, PE Date

Attachment



SPECIFICATIONS UNIT

E-5: Technical Resources

Although the ODOT Specifications Unit is responsible for the maintenance of the Standard Specifications for Construction and Boilerplate Special Provisions, they are not in a position to have the technical expertise to provide or maintain all the content. Therefore ODOT has assigned “Technical Resources” (TRs) to each of the Standard Specification sections. The TRs are responsible for maintaining the technical contents of the sections they are assigned to, including submitting Specification Change Requests when updates are needed (see *Section [E-3: Specification Change Request Process](#)*).

The TRs are also responsible for reviewing and providing concurrence to project-specific modifications to the Standard Specifications or Boilerplate Special Provisions as part of the project development process. See [TSB-12-01\(B\) – Project Specific Special Provisions](#) and [TSB13-01\(B\) – Approval of Specification Modifications \(Project Special Provisions and Contract Change Orders\)](#).

The Specifications Unit maintains the [Technical Resource List](#) with input from Technical Services Section Managers. The TR List is posted on the Specifications Unit website at:

http://www.oregon.gov/ODOT/HWY/SPECS/docs/forms_manuals/technical_resource_list.pdf

TECHNICAL RESOURCE LIST									
UPDATED 08-17-2016		TECHNICAL RESOURCES				STAKEHOLDER <small>(Include in correspondence with Technical Resource)</small>			Questions? E-mail: ODOT SPECIFICATIONS
Section	Section Title	Primary Responsible Unit	Resource Position	Resource Name	Phone Number	Measurement and Payment Resource	Stakeholder Position	Stakeholder Name	Remarks
00110	Organization, Conventions, Abbreviations, and Definitions	Project Letting	Specifications Engineer	Dan Anderson	(503) 986-3777	N/A			
00120	Bidding Requirements and Procedures	Project Letting	Specifications Engineer	Dan Anderson	(503) 986-3777	N/A			
00130	Award and Execution of Contract	Project Letting	Specifications Engineer	Dan Anderson	(503) 986-3777	N/A			
00140	Scope of Work	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
00150	Control of Work	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
00150.50	Cooperation with Utilities	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
		Right of Way - Program Management	State Utility and Railroad Liaison	Heather Howe	(503) 986-3068	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
00180	Source of Materials	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
00185	Quality of Materials	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A	Construction QA Engineer	Greg Skellimach	* Specifications Engineer before Award. Construction QA Engineer after Award.
00170	Legal Relations and Responsibilities	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
00180	Prosecution and Progress	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
00190	Measurement of Pay Quantities	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A	Contract Administration Engineer	Measurement Payment	* Specifications Engineer before Award. Contract Administration Engineer after Award.
00185	Payment	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A	Contract Administration Engineer	Measurement Payment	* Specifications Engineer before Award. Contract Administration Engineer after Award.
00198	Payment for Extra Work	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
00197	Payment for Force Account Work	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
00199	Disagreements, Protests and Claims	Project Letting	Specifications Engineer*	Dan Anderson	(503) 986-3777	N/A			* Specifications Engineer before Award. Contract Administration Engineer after Award.
00205	Field Laboratory, Weighhouse, Etc.	Quality Assurance	Construction QA Engineer	Greg Skellimach	(503) 986-3061	Measurement Payment			
00210	Mobilization	Contract Administration	Contract Administration Engineer	Measurement Payment	(503) 986-3012	N/A			
00220	Accommodations for Public Traffic	Traffic Standards	Traffic Control Plans Engineer	Scott McCanna	(503) 986-3788	Measurement Payment			
00225	Work Zone Traffic Control	Traffic Standards	Traffic Control Plans Engineer	Scott McCanna	(503) 986-3788	Measurement Payment			
00230	Temporary Detours	Geo-Environmental	Geotechnical Engineer	Jon Guido	(503) 986-3993	Measurement Payment	Traffic Control Plans Engineer	Scott McCanna	Stand Alone Special Provision
00235	Agency Provided Material Sources & Disposal Sites	Geo-Environmental	Asst. Statewide Aggregate Resource Coordinator	Scott Billings	(541) 388-6097	Measurement Payment	Pavement Design Engineer	Justin Modeste	Stand Alone Special Provision
00240	Temporary Drainage Facilities	Geo-Environmental	Sr. Hydraulic Engineer	Alvin Shoblom	(503) 986-3386	Measurement Payment	Geotechnical Engineer	Jon Guido	Stand Alone Special Provision
00245	Temporary Water Management	Geo-Environmental	Sr. Hydraulic Engineer	Alvin Shoblom	(503) 986-3386	Measurement Payment			
00250	Temporary Detour Bridges (Contractor Provided)	Bridge Engineering	Steel Standards Engineer	Hormoz Seraji	(503) 986-3346	Measurement Payment			Stand Alone Special Provision
00251	Agency Provided Temporary Bridges	Bridge Engineering	Steel Standards Engineer	Hormoz Seraji	(503) 986-3346	Measurement Payment			Stand Alone Special Provision
00252	Temporary Work Bridges	Bridge Engineering	Steel Standards Engineer	Hormoz Seraji	(503) 986-3346	Measurement Payment			Stand Alone Special Provision

SPECIFICATIONS UNIT

E-6: Prevailing Wage Rate Posting

Another important responsibility of the Specifications Unit is the maintenance of the [Project Wages](#) webpage. The overview section of this page explains what is being provided (posted) and what the information is being used for. This information is developed and posted in conjunction with the Prevailing Wage Rates – Preliminary and Revised, which are provided to prospective bidders during the project advertisement phase, and the Prevailing Wage Rates – Bid Day which is provided to the Project Manager after contract award. (See [Section C-6: Prevailing Wage Reports \(PWR\) – Preliminary and Revised](#), and [Section D-3: Prevailing Wage Report \(PWR\) – Bid Day](#)).

Overview

ODOT Contracts covered by the Oregon Standard Specifications for Construction are subject to prevailing wage requirements, see Contract subsection 00170.65.

THE CONTRACTOR IS RESPONSIBLE TO DETERMINE WAGE RATES AND TO BE IN COMPLIANCE. NOTHING ON THIS WEBSITE SUPERCEEDS THE CONTRACT OR THE PREVAILING WAGES POSTED BY BOLI OR USDOL.

ODOT attempts to keep this web page current by:

- Checking the Oregon Bureau of Labor and Industries (BOLI) website for updates. The BOLI prevailing wage rates have generally been updated quarterly by BOLI.
- Checking the U.S. Department of Labor (USDOL) wage determinations website for Davis-Bacon Act updates. The USDOL prevailing wage rate updates have been updated as frequently as weekly by USDOL.
- Posting a link to the Davis-Bacon Act and BOLI wage rates (Davis-Bacon/BOLI combined Prevailing Wage Rates - below) that appear to apply to the bid opening date in question at the time of the posting. Prevailing wage rates for projects with both Davis-Bacon Act and BOLI are generally the rates in effect at the time of the bid opening.
- Posting a link to the BOLI wage rates (Oregon BOLI Prevailing Wage Rates - below) that appear to apply to the bid opening date in question at the time of the posting. Prevailing wage rates for projects with BOLI only are generally the rates in effect at the time of advertisement.

ODOT posts a project bid reference document that contains a Preliminary Prevailing Wage Rate (PWR) table, and if necessary, may later post revised PWR tables. Following the bid opening, a bid day version of the PWR table will be provided to the Agency Project Manager for ODOT's use in validating the minimum wage rates submitted by the Contractor. ODOT cannot post bid reference documents within 48 hours prior to the bid opening and cannot post bid reference documents after the bid opening.

These prevailing wage rates are subject to change and often change weekly and quarterly on the first day of the quarter, or as they are otherwise updated by BOLI or USDOL. Bidders are responsible to monitor the BOLI website, the USDOL website, and this webpage for modifications and amendments up until the bid opening.

Additional information is available on the [Frequently Asked Questions page](#).

The website contains both the BOLI-only PWR's:

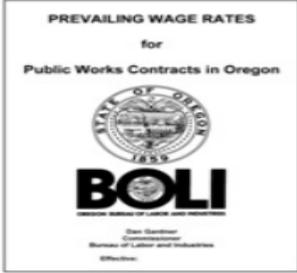
Oregon BOLI Prevailing Wage Rates

Most State funded projects and some federal funded projects require the State wage publication "Prevailing Wage Rates for Public Works Contracts in Oregon".

The Project Special Provisions will specify when this publication is required and you will be directed to this website for it.

A copy of the BOLI Prevailing Wage Rates is provided below. Select the file associated with the corresponding bid opening date.

The actual BOLI publication is available at [Oregon Prevailing Rate Publications](#).



BID OPENING DATES	BOLI PREVAILING WAGE RATES
10-20-16	BOLI - July 2016 (with August Correction)
10-06-16	BOLI - July 2016 (with August Correction)
09-29-16	BOLI - July 2016 (with August Correction)
09-22-16	BOLI - July 2016 (with August Correction)
09-15-16	BOLI - July 2016 (with August Correction)
09-08-16	BOLI - July 2016
09-01-16	BOLI - July 2016
08-25-16	BOLI - July 2016
07-28-16	BOLI - July 2016

and Davis-Bacon/BOLI Combined PWR's:

Davis-Bacon/BOLI Combined Prevailing Wage Rates

Most federal funded projects require the federal wage publication "General Wage Determinations Issued under the Davis-Bacon Act: Oregon Highway Construction Projects" and the State wage publication "Prevailing Wage Rates for Public Works Contracts in Oregon".

The Project Special Provisions will specify when these wage publications are required and you will be directed to this website for them.

A copy of these Project Wages is provided below. Select the file associated with the corresponding bid opening date.

The actual Davis-Bacon publication is available at [Wage Determinations OnLine.gov](#).

The actual BOLI publication is available at [Oregon Prevailing Rate Publications](#).



BID OPENING DATES	DAVIS-BACON/BOLI COMBINED WAGE RATES
09-08-16	DB Highway (07-22-16)/BOLI (7-1-16)
09-01-16	DB Highway (07-22-16)/BOLI (7-1-16)
08-25-16	DB Highway (07-22-16)/BOLI (7-1-16)
08-11-16	DB Highway (07-22-16)/BOLI (7-1-16)
07-28-16	DB Highway (07-22-16)/BOLI (7-1-16)
07-14-16	DB Highway (04-22-16)/BOLI (7-1-16)
06-23-16	DB Highway (04-22-16)/BOLI (1-1-16 w/Apr Amd)

E-6: Prevailing Wage Rate Posting

Although ODOT provides project wages both on this website and in eBIDS, the information is solely for the bidder's convenience. Bidders are still responsible for monitoring the BOLI and U.S. Department of Labor (USDOL) websites and determining the correct PWR's for a specific project.



SPECIFICATIONS UNIT

E-7: Posting Boilerplate Special Provision Updates

Specification Unit staff are responsible for posting completed, approved [Boilerplate Special Provisions](#) for use by all internal and external project delivery staff.

2015 Boilerplate Special Provisions

Introduction	Part 00400	Part 01000
Boilerplate Sets By Effective Date	Part 00500	Part 01100
Part 00000	Part 00600	Part 02000
Part 00100	Part 00700	Part 03000
Part 00200	Part 00800	
Part 00300	Part 00900	

Introduction

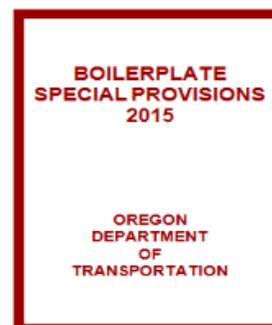
These 2015 boilerplate special provisions are used with the 2015 Standard Specifications.

The inclusion of certain boilerplate special provisions in the project -specific special provisions may result in other boilerplate special provisions also being required. These relationships are noted in the Bid Booklet/Special Provisions Document Assembly (15_SPList) and in the instructions at the top of each boilerplate special provision.

For additional specification related information and answers to specification related questions, or to report specification related problems, contact the [Specifications Unit](#).

To make suggested changes to the 2015 boilerplate special provisions, go to and follow the instructions on the [Specification Change Request](#) page.

Notice: ODOT is no longer including 2008 Boilerplate Special Provisions in contracts. To view the 2008 boilerplate special provisions, please visit the [2008 Boilerplate Special Provisions](#) page.



As monthly Boilerplate Special Provisions are posted, each will also include an effective date which will be approximately three months after publishing and always on the first day of the month. Projects bid on or after the effective date must incorporate the applicable Boilerplate Special Provision.

2015 Special Provision Updates

[General Information](#)

[Updates for Calendar Year 2016](#)

[Updates for Calendar Year 2015](#)

General Information

Updates to ODOT's 2015 Boilerplate Special Provisions are made and published on or around the first day of each month. Updates are effective approximately three months after publishing, but always beginning with the first day of the month.

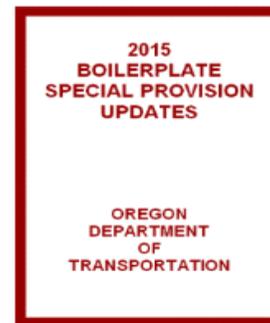
Prior to February 2016, updates were published 10 weeks before becoming effective and always corresponded to a specific bid date.

This web page provides the updates in a format that you can see the changes that have been made.

MS Word formatted versions are available on the [2015 Boilerplate Special Provisions](#) page.

The updates must be incorporated into ODOT projects as specified below.

If you would like to be notified when the Boilerplate Special Provisions are updated, add your name to our email mailing list by filling out and submitting the [Update Notification](#) form.



BOILERPLATE SPECIAL PROVISION EXAMPLE:

SP00587 (2015 Specifications: 07-11-01-16) (This Section requires SP0054002004 & SP02530. Requires SP00594 when metal rails require coating according to Section 00594.)

SECTION 00587 - BRIDGE RAILS

(Follow all instructions. If there are no instructions above a subsection, paragraph, sentence, or bullet, then include them in the project. The specifications may be modified to include project specific specifications, but all additions, deletions, or modifications must be sent to the ODOT Technical Resource and Senior Specifications Engineer for review and approval.)

Comply with Section 00587 of the Standard Specifications modified as follows:

00587.80 Measurement - Add the following to the end of this subsection:

At the same time the Boilerplate Special Provision updates are posted, the Specifications Unit will also create a new Special Provision List (SPLIST) and .zip file to be used by project Spec Writers when compiling project-specific Special Provisions.

The completed Boilerplate sets, in .zip format, are on the Specifications Unit website at:

http://www.oregon.gov/ODOT/HWY/SPECS/Pages/2015_special_provisions.aspx



Specifications

Department

2015 Boilerplate Special Provisions

[Introduction](#) [Part 00400](#) [Part 01000](#)

[Boilerplate Sets By Effective Date](#) [Part 00500](#) [Part 01100](#)

[Part 00000](#) [Part 00600](#) [Part 02000](#)

[Part 00100](#) [Part 00700](#) [Part 03000](#)

[Part 00200](#) [Part 00800](#)

[Part 00300](#) [Part 00900](#)

Alternative Contracting



Boilerplate Sets By Effective Date

The following links are .zip files containing complete sets of the 2015 Boilerplate Special Provisions by effective date:

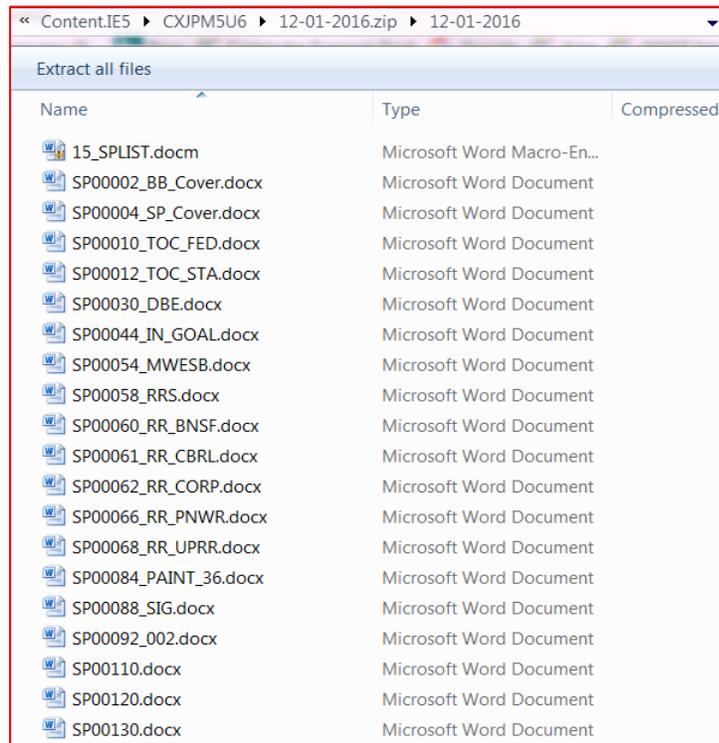
[02-01-2017.zip](#)

[01-01-2017.zip](#)

[12-01-2016.zip](#)

[11-01-2016.zip](#)

E-7: Posting Boilerplate Special Provision Updates



The screenshot shows a file extraction window titled "Content.IE5 > CXJPM5U6 > 12-01-2016.zip > 12-01-2016". The window displays a list of files to be extracted, with columns for Name, Type, and Compressed size. The files listed are all Microsoft Word documents with various identifiers.

Name	Type	Compressed s
15_SPLIST.docm	Microsoft Word Macro-En...	
SP00002_BB_Cover.docx	Microsoft Word Document	
SP00004_SP_Cover.docx	Microsoft Word Document	
SP00010_TOC_FED.docx	Microsoft Word Document	
SP00012_TOC_STA.docx	Microsoft Word Document	
SP00030_DBE.docx	Microsoft Word Document	
SP00044_IN_GOAL.docx	Microsoft Word Document	
SP00054_MWESB.docx	Microsoft Word Document	
SP00058_RRS.docx	Microsoft Word Document	
SP00060_RR_BNSF.docx	Microsoft Word Document	
SP00061_RR_CBRL.docx	Microsoft Word Document	
SP00062_RR_CORP.docx	Microsoft Word Document	
SP00066_RR_PNWR.docx	Microsoft Word Document	
SP00068_RR_UPRR.docx	Microsoft Word Document	
SP00084_PAINT_36.docx	Microsoft Word Document	
SP00088_SIG.docx	Microsoft Word Document	
SP00092_002.docx	Microsoft Word Document	
SP00110.docx	Microsoft Word Document	
SP00120.docx	Microsoft Word Document	
SP00130.docx	Microsoft Word Document	

Using this pre-set list will help Spec Writers ensure required Boilerplate updates are not omitted or duplicated during the project-specific Special Provision development process.



SPECIFICATIONS UNIT

E-8: TSB13-01(B): - Approval of Specification Modifications (*Specifications Engr. Concurrence/Approval*)

One of the most time-consuming, yet important tasks assigned to the Sr. Specifications Engineer is the review and concurrence/approval of specification modifications. The Sr. Specifications Engineer, through Letter of Authority from the Traffic-Roadway Section Manager/State Traffic-Roadway Engineer, is the “Agency’s Owner” of the Standard Specifications, Boilerplate Special Provisions and Unique Special Provisions.

<small>Oregon Department of Transportation</small> 		
Letter of Authority		
SUBJECT Authorization for Daniel A. Anderson, ODOT Senior Specifications Engineer, Traffic-Roadway Section to act on behalf of the Traffic-Roadway Section Manager/ State Traffic-Roadway Engineer.	EFFECTIVE DATE 5-1-2015	SUPERSEDES 4-29-2011
	APPROVED SIGNATURE  Bob Pappe, State Traffic/Roadway Engineer/Traffic-Roadway Section Manager	
<p>A. The Traffic-Roadway Section Manager authorizes Daniel A. Anderson, Senior Specifications Engineer to take the following actions on behalf of the State Traffic-Roadway Engineer, however, the authority and responsibility remains with the State Traffic-Roadway Engineer. All actions must follow Department policies, standards, and practices.</p> <ol style="list-style-type: none">1. Approve and implement, in accordance with the April 2, 2015 <i>Department of Justice Modified Exemption From DOJ Legal Sufficiency Review Letter</i>, the Oregon Standard Specifications for Construction including Boilerplate Special Provisions and Unique Project Special Provisions.		

This gives the Sr. Specifications Engineer the authority and responsibility for concurring with, approving, or seeking appropriate approvals for all project-specific modifications to the Standard Specifications, Boilerplate Special Provisions and Unique Special Provisions.

The guidelines for when and what type of modification requires concurrence and/or approval is outlined in both the 2105 Modified Exemption from DOJ Legal Sufficiency Review and Approval, and [TSB13-01\(B\) – Approval of Specification Modifications](#).

Two (2) years prior to the 2015 DOJ Exemption, TSB13-01(B) was written to clarify the conditions in the DOJ Exemption under which ODOT is required to obtain DOJ review and approval. As the Agency's sole contact with DOJ on Specification matters prior to contract award, the Sr. Specifications Engineer is the conduit through which the required DOJ review and approval is sought. The ODOT Contract Administration Engineer (CAE) is the Agency's contact with DOJ after contract award. TSB13-01(B) is intended to help ensure ODOT, local agency and consultant staff will remain in compliance with the Exemption issued to ODOT by DOJ, and that ODOT does not lose its ability to operate under the current, or any future Exemptions.

There has been a long-standing misunderstanding within ODOT around what sections of the Standard Specifications are subject to DOJ oversight. Many have thought that the [Section 100 – General \(“Legal”\) Conditions](#) were the only sections subject to DOJ review and approval. However, TSB-13-01(B) clarifies DOJ's position that all legal requirements contained in [Parts 00200 – 03000 – Technical Specifications](#) are also overseen by DOJ. DOJ has confirmed their intent that the legal requirements, in addition to those clearly listed in the DOJ Exemption, includes any additions, deletions or modifications to any of the measurement and payment provisions (*typically the .80 and .90 subsections of the technical specifications*).

DOJ also reviews and approves the Standard Specifications, all Boilerplate Special Provisions, including Unique Special Provisions, prior to posting and selected project-specific modifications.

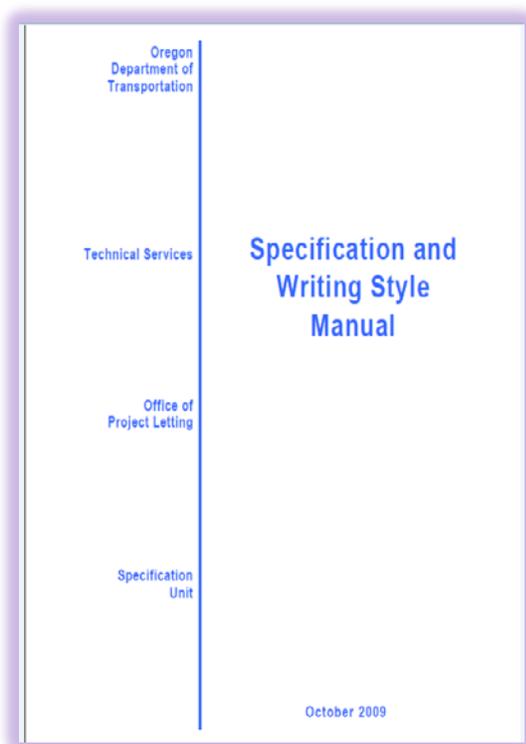
Another misconception was that the DOJ Exemption only applied to project-specific Special Provisions written prior to contract award. Again, DOJ has confirmed their intent is that the conditions of the Exemption apply to all modifications made:

- Before the procurement is initially issued (prior to advertisement);
- During the procurement phase by addendum;
- Before or at the time the original contract is signed; or
- By Contract Change Order after the original contract is signed.

The responsibilities of all parties involved in the project development process are clearly defined in TSB13-01(B). This guidance applies to all state and federal-aid projects processed by OPL and awarded by OPO-CCU regardless of delivery by the Agency or outsourced forces.

SPECIFICATIONS UNIT

E-9: Specification and Writing Style Manual



The Specifications Unit is responsible for the maintenance of the Specification and Writing Style Manual which is available in electronic format and posted on the OPL website at:

http://www.oregon.gov/ODOT/HWY/SPECS/Pages/manuals_forms_etc.aspx

The main focus of this manual is to provide guidance to staff responsible for writing project-specific Special Provisions used in ODOT-delivered construction contracts, as well as draft modifications to current Specifications and Boilerplate Special Provisions.

This manual provides guidance on:

- Writing Techniques
 - Formatting and Punctuation
 - ODOT-specific Requirements
 - Page formatting
- Addenda
 - Writing and compiling Project Special Provisions
 - PS&E Submittal Requirements



SPECIFICATIONS UNIT

E-10: Local Agency Specifications – Section 100 – General Conditions

As part of the Local Agency Certification Program administered by the Active Transportation Section, ODOT and APWA members have jointly developed the Local Agency Specifications Section 100 General Conditions. These General Conditions are based on the 2015 Standard Specifications for Construction and are a template used as a starting point for Certified Local Public Agencies (LPA's). The ODOT Certification Office is responsible for reviewing each LPA's proposed General Conditions for FHWA certified projects and obtaining the required DOJ review and approval.

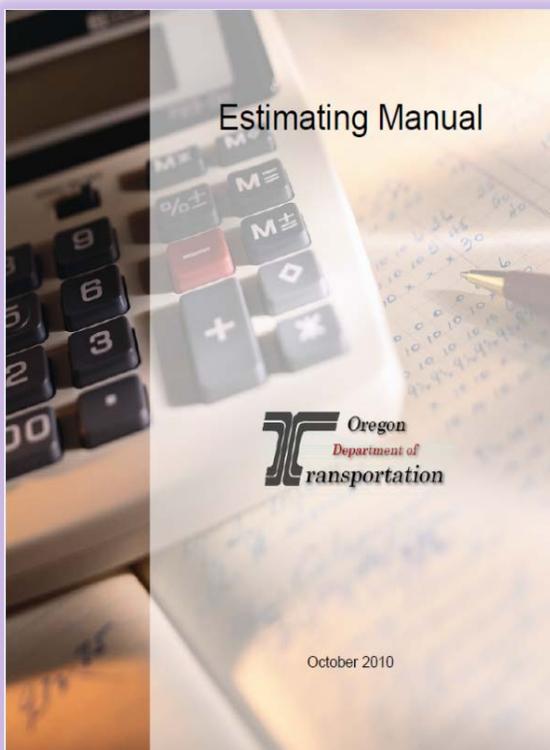
Although OPL does not participate in the project-specific specification reviews, the Sr. Specifications Engineer is a member of the ODOT/APWA committee responsible for the development and maintenance of these Local Agency Section 100 General Conditions.

The Local Agency Specifications Section 100 General Conditions are currently housed on the Active Transportation Section, Certification Program website at:

<http://www.oregon.gov/ODOT/HWY/LGS/Pages/Certification.aspx#LocalAgencySpecifications>

COST ESTIMATING UNIT

F-1: Estimating Manual



The Cost Estimating Unit is responsible for the maintenance of the Estimating Manual which is available in electronic format and posted on the [OPL website](#) under Manuals.

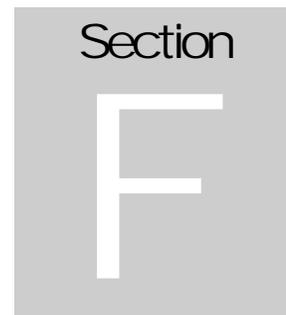
The main focus of this manual is to provide guidance to staff responsible for developing project-specific PS&E Estimates used on ODOT-delivered construction contracts using the AASHTOWare Project (aka "Trns*Port") Cost Estimator System (CES).

This manual provides guidance on:

- Identifying Bid Items
 - Correct Use of Lump Sum and Hybrid Lump Sum Bid Items
 - Anticipated Items and Incidental Work Items
 - Importing a Skeleton File
 - Description of Different Trns*Port Modules, *including CES*
- Building, Saving and Distributing an Estimate
 - Estimate Review
 - ODOT Policies and Procedures related to Estimates
 - Estimate Quality Control Checklist

COST ESTIMATING UNIT

F-2: EE-CCO Program / Template



COST ESTIMATING UNIT

F-3: Fuel, Asphalt & Steel Prices

a. Fuel Escalation/De-Escalation

The intent of the Fuel Escalation/De-Escalation (FE) specifications are meant to limit the risk to the construction contractor on projects if the cost of fuel changes drastically between the time the project is bid and the time the qualifying work is performed.

FE provisions are included in the project Special Provisions, Section 00195.11, by the Spec Writer only if the project meets the minimum qualifiers shown on the Fuel Escalation Worksheet which is managed by the Cost Estimating Unit.

(d) Fuel Price Adjustment - A fuel price adjustment for fluctuations in the cost of fuel will apply only to the major fuel usage Pay Items shown in the following list and at the respective fuel factors listed:

Item	Fuel Factor
Cold Plane Pavement Removal, 1 Inches Deep	0.04 Gal/Sq. Yd.
Cold Plane Pavement Removal, 2 Inches Deep	0.04 Gal/Sq. Yd.
Aggregate Base	0.69 Gal/Ton
Level 2, 1/2 Inch ACP	2.93 Gal/Ton
Level 4, 1/2 Inch Lime Treated ACP	2.93 Gal/Ton

The Contractor is cautioned to consider that its operations may require more or less fuel.

If there is qualifying work items listed in Section 00195.11, the fuel base price will need to be established for the project. This base price for fuel is the monthly fuel value for the month preceding the bid opening date. This is the base value the contract administrators will use to determine if either an escalation or de-escalation is applicable for the month the qualifying work is performed.

The monthly fuel prices are established by the Cost Estimating Unit using prices obtained from the [Oil Price Information Service \(OPIS\)](http://www.opis.com), and are posted on the Cost Estimating website at:

http://www.oregon.gov/ODOT/HWY/ESTIMATING/Pages/asphalt_fuel.aspx

Fuel

Monthly Fuel Prices

CURRENT:

- ▶ [Fuel Prices - English & Metric \(pdf\)](#)
- ▶ [Diesel Graph \(pdf\)](#)

NOTICE: The metric values for the ODOT MFP Index will be discontinued after December 2013.

PREVIOUS YEARS:

- ▶ [Fuel Prices - English & Metric \(2015\) \(pdf\)](#)
- ▶ [Fuel Prices - English & Metric \(2014\) \(pdf\)](#)
- ▶ [Fuel Prices - English & Metric \(2013\) \(pdf\)](#)
- ▶ [Fuel Prices - English & Metric \(2012\) \(pdf\)](#)



Monthly fuel prices are the average weekly prices obtained from the OPIS weekly listing dated the first Monday of each month for HS No. 2 diesel fuel for Portland, Oregon.



**OREGON
DEPARTMENT OF
TRANSPORTATION
MONTHLY FUEL
PRICE (MFP)**

A Monthly Fuel Price (MFP) is established each month. The MFP for a given month will be the average weekly price obtained from the OPIS weekly listing dated the first Monday of that month for No. 2 diesel fuel for Portland, Oregon. Prices are based solely on rack and resellers' prices exclusive of freight, taxes, and special discounts.

ENGLISH

2016	
Posting Date	Monthly Price (\$/Gallon)
January 4, 2016	\$1.1703
February 1, 2016	\$1.0780
March 7, 2016	\$1.1509
April 4, 2016	\$1.1236
May 2, 2016	\$1.4688
June 6, 2016	\$1.7218
July 4, 2016	\$1.6784
August 1, 2016	\$1.4150
September 5, 2016	\$1.5921

b. Asphalt Escalation/De-Escalation

The intent of the Asphalt Escalation/De-Escalation (AE) specifications are meant to limit the risk to the construction contractor if the cost of asphalt materials changes drastically between the time the project is bid and the time the qualifying work is performed.

AE provisions are included in the project Special Provisions by the Spec Writer only when there are more than 150 tons of asphalt materials on the project. If there are more than 150 tons, the qualifying asphalt bid items will be listed in the Special Provisions, Section 00195.10:

(d) Asphalt Cement Price Adjustment - A price adjustment will be made for the items containing asphalt cement listed below. The price adjustment as calculated in (c) above will use the MACMP for the month the asphalt is incorporated into the Project. The price adjustment will be determined by multiplying the asphalt incorporated during the month for subject Pay Items by the Adjustment Factor.

The Pay Items for which price adjustments will be made are:

Pay Item(s)

Emulsified Asphalt in Fog Coat
 Asphalt in Emulsified Asphalt Surface Treatment
 Asphalt Binder Coat In Asphalt Surface Treatment
 PG 64-22 In Pre-Coated Aggregate

The Cost Estimating Unit will establish the monthly asphalt cement material price (MACMP) using prices established by Poten & Partners, and post on the Estimating website at:

http://www.oregon.gov/ODOT/HWY/ESTIMATING/Pages/asphalt_fuel.aspx

The MACMP is the value the contract administrators will use to determine if either an escalation or de-escalation is applicable for the month the qualifying work is performed. Two (2) MACMP prices are established each month. One MACMP will be based on average prices for the Pacific Northwest, Portland Oregon, and the other MACMOP will be based on the average prices for the Boise Idaho area. Boise Idaho numbers are used when any portion of a project is in District 13 or District 14 only.

Asphalt

Monthly Asphalt Cement Material Price (MACMP)

CURRENT:

- ▶ [MACMP - English](#) (pdf)
- ▶ [MACMP Paving Oil Graph](#) (pdf)

NOTICE: The metric values for the ODOT MACMP Index will be discontinued after December 2013.

PREVIOUS YEARS:

- ▶ [MACMP - English & Metric \(Jan 14 - Dec 15\)](#) (pdf)
- ▶ [MACMP - English & Metric \(Jan 12 - Dec 13\)](#) (pdf)

Two MACMP prices will be established each month by the Agency and will be based on the published prices of PG 64 22 asphalt cement furnished by Poten & Partners, Inc. One MACMP will be based on the average prices for the Pacific Northwest, Portland Oregon area and the other MACMP will be based on the average prices for the Boise Idaho area. Each MACMP for a given month will be the average of the published prices for that MACMP for each Friday in that month. Both established prices will be per ton FOB supplier's terminal. If the prices are not posted on any Friday or are otherwise not available to the Agency on any Friday for any reason, the Agency may disregard that Friday and the prices that would have applied to that Friday in making its calculation of the average price as provided above. If the price source the Agency uses to establish a MACMP ceases to be available for any reason, the Agency in its discretion will select and begin using a substitute index-developed price source to establish the MACMP each month.

Use the Boise Idaho numbers when any portion of a project is in [District 13 or District 14](#). Use the Pacific Northwest numbers on all other projects.



**OREGON DEPARTMENT OF
TRANSPORTATION
MONTHLY ASPHALT
CEMENT MATERIAL PRICE
(MACMP)**

PUBLISH MONTH	ENGLISH	
	POTEN PACIFIC NORTHWEST	POTEN BOISE IDAHO
January 2016	\$448.00	\$413.00
February 2016	\$436.00	\$404.00
March 2016	\$411.00	\$388.00
April 2016	\$385.00	\$384.00
May 2016	\$358.00	\$363.00
June 2016	\$349.00	\$353.00
July 2016	\$345.00	\$362.00
August 2016	\$340.00	\$365.00
September 2016	\$340.00	\$365.00
October 2016	\$323.00	\$354.00
November 2016	\$315.00	\$353.00
December 2016	\$316.00	\$353.00
January 2017		
February 2017		
March 2017		
April 2017		
May 2017		
June 2017		
July 2017		
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		

How to determine the Base Price:

According to Special Provision subsection 00195.10(b), the Base price is the published price for the month immediately preceding the bid opening date. So, the Base price for projects bid in October 2003 is the September 2003 MACMP published amount.

Use the Poten Boise Idaho numbers when any portion of a project is in District 13 or District 14.
Use the Poten Pacific Northwest numbers on all other projects.

c. Steel Escalation/De-Escalation

The intent of the Steel Escalation/De-Escalation (SE) specifications are meant to limit the risk to the construction contractor if the cost of steel materials changes drastically between the time the project is bid and the time the qualifying work is performed.

SE provisions are included in the project Special Provisions by the Spec Writer only if the project meets the minimum qualifiers shown on the [Steel Escalation Worksheet](#), which is maintained by the Cost Estimating Unit and is posted on their website at:

http://www.oregon.gov/ODOT/HWY/ESTIMATING/Pages/manuals_forms_etc.aspx#Forms

If the project contains bid item work meeting the minimum qualifiers for SE, the bid items will be listed in the project Special Provisions, Section 00195.12(d):

00195.12(d) Steel Materials Pay Item Selection - Add the following to the end of this subsection:

If the Contractor elects not to participate in the steel escalation/de-escalation program for this Project, no response from the Contractor is required.

The Contractor may elect to participate in the steel escalation/de-escalation program for this Project under 00195.12 through 00195.12(d) by marking each check box for each Pay Item in the list below the Contractor is selecting for participation in the program. The completed list must be submitted in writing, signed and dated by the Contractor, to the Project Manager before or within seven Calendar Days after the date of the preconstruction conference.

PARTICIPATE	PAY ITEM DESCRIPTION	COST BASIS (CB)
<input type="checkbox"/>	Cable Barrier, Test Level 4	CB 24%
<input type="checkbox"/>	31 Inch Guardrail, Type 2A	CB 11%

Regardless of the number of Pay Items listed by the Agency or selected by the Contractor, or if no Pay Items qualify for the steel escalation/de-escalation program for this Project or the Contractor elects not to participate in the steel escalation/de-escalation program for this Project, the steel price escalation/de-escalation clause (and program) contained in 00195.12 through 00195.12(d) are included in this Contract and are the only steel price escalation/de-escalation clause (and program) that apply to this Contract.

Contractor's Signature

Date

The Cost Basis (CB) for each qualifying bid item listed is taken directly from the Steel Escalation Worksheet. The Cost Estimating Unit will establish the monthly steel materials value (MV) taken from the IDWPUSISTEEL1 Bureau of Labor Statistics (BLS), Producer Price Indexes (PPI), and post on the Estimating website after the final numbers are established:

<http://www.oregon.gov/ODOT/HWY/ESTIMATING/Pages/steel.aspx>

The MV is the value the contract administrators will use to determine if either an escalation or de-escalation is applicable for the month the qualifying work is performed.

Estimating

Department ▾

About Us

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Organizational Chart

Pre-Letting

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Manuals, Forms, Etc.

Alternative Contracting

Quality Assurance Program

Asphalt & Fuel Prices

Average Bid Item Prices

Steel Values

Trns.port Estimator®

Steel Escalation/De-Escalation

Steel Material Values

This page provides monthly steel material values for use in determining and calculating steel material price escalation/de-escalation adjustments according to 00195.12 through 00195.12(d).

A steel material value is established each month. The steel material value is from the IDWPUSISTEEL1 Bureau of Labor Statistics (BLS), Producer Price Indexes (PPI) using non-seasonally adjusted indexes only. The agency will only publish values for use after the IDWPUSISTEEL1 BLS PPI establishes the numbers as final numbers.



[Steel Index Graph](#)

The November index number is corrected and we apologize for any inconvenience.

Current Steel Values
Monthly Steel Material Values
Archived Steel Values
Archived Steel Values documents are no longer provided on the web, but you may request an email copy of a specific year by contacting us using this email link .



OREGON DEPARTMENT OF TRANSPORTATION MONTHLY STEEL MATERIAL VALUES (MV)

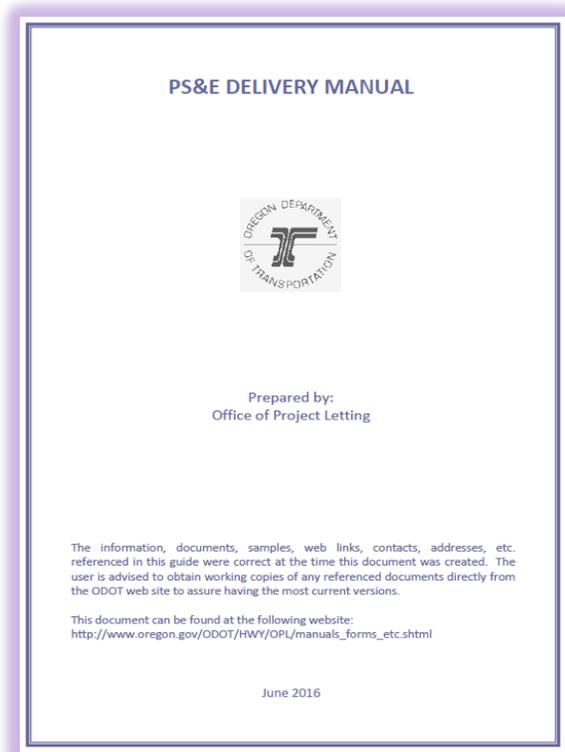
A Monthly Steel Material Value (MV) is established each month. The MV is from the IDWPUSISTEEL1 Bureau of Labor Statistics (BLS), Producer Price Indexes (PPI) using non-seasonally adjusted indexes only. The agency will only publish values for use after the IDWPUSISTEEL1 BLS PPI establishes the numbers as final numbers.

2015	
<i>Posting Month</i>	<i>Monthly Steel Value (MV)</i>
January	198.8
February	193.9
March	190.4
April	185.0
May	181.4
June	180.7
July	179.6
August	178.3
September	176.3
October	173.0
November	168.5
December	165.1
2016	
January	163.6
February	162.4
March	162.2
April	
May	
June	
July	
August	
September	
October	
November	
December	

Monthly Steel Value (MV) 1

OPL PRE-LETTING UNIT

G-1: Pre-Letting General Information



a. PS&E Delivery Manual

One of the main functions of the Pre-Letting Specialist is the maintenance of the OPL PS&E Delivery Manual. This manual is used by all PS&E providers, both internal and external, in the development of the PS&E submittal. The manual is posted on the [OPL website](#), under the Manuals section.

The manual is periodically updated, with input from ODOT PL's and LAL's. Any changes to standard processes or procedures will also need to be vetted through RLT before incorporation.

During the update review process, all comments and suggested edits received are tracked on an errata sheet to show the disposition. This document is then posted on

the website under the Forms section.

Comment #	Submitted By	Section	Comment	Resolution
1	Michael Gamble	2.2.b	The asterisk in the table for the bridge sheets. I was expecting to see an asterisk with a definition or something	The asterisk was removed.
2	Michael Gamble	2.2.e	The POR sig sheets shows 00210 and 00290 as stamping sections. I thought these were NEVER stamped. I just thought this could create confusion down the road by people looking at this as "the standard" as to what should or shouldn't be stamped. Just a thought.	Sections 00210 and 00290 are not stamped. Changed the POR Certification Sheet example.
3	Michael Gamble	Appendix B	Appendix B shows Greg Stellamch's name, not sure if this is up to date or not.	Didn't remove Greg's name because he's not permanently gone from OPL. Greg's on rotation.
4	Michael Gamble	4.2	As I was reading 4.2 I thought the first sentence should say something more like: Bid Reference Documents, not uploaded prior to advertisement, are added by Letter of Clarification (LOC) during the advertisement period. The earlier a LOC is posted the more time Contractors will have to properly review the documents. Also, this makes it sound like LOC's sound like they are only for uploading reference material.	Revised section 4.2 - see the PS&E Delivery Manual for the revised wording.

To assist manual users in identifying which sections of the manual have been modified, all revisions to the PS&E Delivery Manual are listed in the Revision History directory in the front of the manual:

PS&E Delivery Manual	Revision History
Revision History	
June 2016 –	
1. 2.1 – Updated the calculations for the Project End Date Calculator	
March 2016 –	
2. 1.2 – Added new information on the Fast Track PS&E Process	
3. 2.2m – Updated the information about the Right of Way holdouts.	
4. 5.c – Added new information on the O&M manuals.	
October 2015 -	
1. Added section 3.d – Section 280 Erosion and Sediment Control	

The Pre-Letting Checklist, which is used by OPL staff when completing the PS&E QA review, is included in the PS&E Delivery Manual as Appendix C. It is also posted on the website as a stand-alone document under the Forms section.

b.Final PS&E Submittal Checklist / Completeness Checklist

The PS&E Delivery Manual tells the PS&E provider how to complete their PS&E submittal. The Final PS&E Submittal Checklist/Completeness Checklist is the certification from the Region that all items on the project are complete and that adequate funding exists to proceed with bid advertisement. This is the document used to transmit the PS&E submittal to OPL.

The Final PS&E Submittal Checklist and the Final PS&E Completeness Checklist are two (2) different forms, but combined into a single document.

G-1: Pre-Letting General Information - Final PS&E Submittal Checklist / Completeness Checklist

The Final PS&E Submittal Checklist defines the items that must be delivered to OPL in order for the project to go to advertisement.

FINAL PS&E SUBMITTAL CHECKLIST
(This document is maintained by the OPL Pre-Letting Unit. E-mail update and change requests to: ODOTPre-Letting@odot.state.or.us)

Key number: [] ODOT Region: [] County: [] Contract #: []

Project title: []
(Project title on plan cover sheet MUST MATCH the title used within the special provisions)

This PS&E package is being submitted for advertisement authorization and competitive design-bid-build procurement. It is due to the Office of Pre-Letting by [] for a [] week advertisement and bid opening on [].

Quantity of Bidding Special Provisions and Plans for the PM's office: Special Provisions [] Plans []

Preliminary Engineering expense account (EA) number: [] Project End Date: []

Construction Federal Aid # or "State" []

Identified by FHWA as Full Federal Oversight (FFO) project: Y/N? []/unknown, call Program & Funding Unit

Type of work: (Should match title sheet) []

Class of work: (From Special Provision description of work page) []

1. Total Estimated construction cost = TE \$ [] as of []
("Grand Total" from estimate) Date

2. Programmed PCS Funding = PCS \$ [] as of []
("Construction Phase; CURRENT EST" from PCS) Date

STATEMENT OF PROJECT READINESS: <check one>

ALL project requirements and deliverables listed on the submittal checklist have been satisfied and all required PS&E deliverables are attached hereto.

Specific project requirements and/or deliverables remain outstanding and are indicated as not complete on the attached Completeness Checklist along with the signed and approved PD-02 Exception Letter(s) explaining each outstanding item, the resolution plan(s), and the expected resolution date(s). Unless explicitly stated in the PD-02 Exception Letter the project is assumed to be approved for ADVERTISEMENT ONLY.

PS&E Submittal Prepared by: _____ Date _____ Phone _____
Project Leader / Local Agency Liaison

STATEMENT OF FUNDING SUFFICIENCY:
 Sufficient eligible funding has been programmed to cover the cost of the project.

_____ Date _____ Phone _____
ODOT Area Manager/Funding and Program Manager

STATEMENT OF TECHNICAL SUFFICIENCY:
 Region technical reviews have been conducted that are appropriate to the level of risk and complexity inherent in the project.

_____ Date _____ Phone _____
ODOT Region Technical Center Manager

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G-1: Pre-Letting General Information - Final PS&E Submittal Checklist / Completeness Checklist

FINAL PS&E COMPLETENESS CHECKLIST					
Items marked "NO" in the "Completed?" column will require Highway Division Administrator approval for advertisement (PD-02 Exception letter). Sample exception requests and templates are provided on the OPL web site.					
*For definition of acronyms used below see PS&E Delivery Manual .					
1. FHWA REQUIREMENTS	LOCATION	Completed?			NOTES
		YES	NO	N/A	
a. Has FHWA approved any related STIP changes (OTC approval required prior to FHWA)?	In Region Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Does the current published STIP match the project description?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Has FHWA approved the Interchange Modification Request regarding Additional Interchanges to the Interstate System?	In Region Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. DESIGN DOCUMENTATION	LOCATION	Completed?			NOTES
		YES	NO	N/A	
a. Roadway Design Exceptions: Have all required Design Exceptions been approved by the ODOT State Roadway Engineer and FHWA (when required)? <ul style="list-style-type: none"> Status available on the Roadway Engineering Design Exceptions website (For internal ODOT use only) 	In Region Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Bridge Design Deviations: Have all required Bridge Design Deviations been approved by the ODOT State Bridge Engineer and FHWA (when required)?	In Region Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Statements of Technical Reviews (STRs): Are all STR's completed and on file?	In Region Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. 1R Projects: Has the project been approved for 1R by the ODOT Pavement Services Engineer and Region Roadway Manager AND included on the 1R Project Spreadsheet list? <ul style="list-style-type: none"> Per Tech Bulletin RD13-02(B) and additional guidance from Chief Engineer. 	Recorded on the 1R Project Spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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The Region is responsible for ensuring all items on both the PS&E Submittal Checklist and the Final PS&E Completeness Checklist are completed and noted correctly. Both checklists must be submitted to OPL as part of the PS&E submittal.

Any changes to the items listed on either checklist must be vetted through RLT, and possibly TLT, prior to implementation. Modifications to the PS&E Checklist will also require a related update to the PS&E Delivery Manual.

c. Commonly Missed PS&E Items

As a customer service task, the Pre-Letting Specialist also maintains and posts the list of the most commonly missed PS&E items. These are the top items that are either omitted or incorrectly submitted with the PS&E submittals. These items are posted on the OPL website at:

http://www.oregon.gov/ODOT/HWY/OPL/pages/commonly_missed.aspx

Commonly Missed Items

Missed Item List

1. Package not received on time or incomplete. (Due 24 days + ad length prior to bid opening, typically 45 days; unless an additional 21 days is required for Focused Federal Oversight (FFO) review, the 66 days. See the [PS&E Delivery Manual](#) for more information).



2. Bid Items with no corresponding specifications or special provisions. (Every bid item must have specs for Measurement and Payment)

- A bid item should exist in the bid schedule for each item of work called for in the plans. The exception being items of work that are called out in the specifications as incidental.
- Each bid item in the bid schedule must be covered in the measurement subsection (XXXX.80) and payment subsection (XXXX.90) of the Standard Specification or the Special Provisions for your project.
- Make every attempt possible to use standard bid items. Contractors and field construction personnel are most familiar with them.
- Look for the bid item you need in the standard specification and/or special provisions section that corresponds to that item of work. The standard bid item list on the ODOT Specifications webpage is an additional place to locate bid items.
- Use miscellaneous or non-standard (9Z9) bid items only in situations where no standard bid item exists. Remember that using miscellaneous bid items will require you to write special provisions to address materials, construction, measurement and payment.
- Avoid using non-standard lump sum bid items.
- Avoid the temptation to make measurable items of work incidental to another bid item. Incidental items can make it difficult to calculate the cost of a bid item, it distorts the bid history for that bid item and can encourage unbalanced bidding. During administration of the contract it can be difficult to actually show the Contractor they are getting paid for work, or in trying to get the Contractor to respond to the direction of the Project Manager.
- Too many incidental items included in bid items. General rule of thumb is if costs of incidentals are more than 3% of bid item, incidentals should be broken out and made into separate pay items.

3. Traffic Section has not signed off on Signal plans. (State Traffic Engineer must sign off on all Signal plans. This should be done prior to submitting the PS&E package to the office of Pre-Letting.)

4. PD-02 Exception Letter is not signed by the ODOT Technical Services Manager and Highway Division Administrator at PS&E. (If there are incomplete items in the project, getting signatures on a PD-02 Exception Letter can really slow down the PS&E process. See [Operational Notice PD-02](#)).

5. Latest Special Provision Boiler Plate updates are not incorporated into the Special Provisions (Updates are on our website at <http://cms.oregon.gov/ODOT/HWY/SPECS/Pages/updates.aspx>).

6. Changes have been made to the 100 Special Provisions without the approval of Dan Anderson, Specifications Engineer. (Certification statement on our website at http://www.oregon.gov/ODOT/HWY/SEOPL/docs/forms/pe_certification.doc)

7. Plan Sheet index incomplete or missing plan sheets. (Remember to list all required Standard Drawings on your index sheet. We recommend using sheet 1A for an index sheet so changes to index do not require new signatures on title sheet.)

8. Name of project throughout the plans and specs (including section 00120.05) does not match the STIP project name.

9. Project not adequately funded. (In this case we need Area Managers approval to proceed authorizing the extra funds.)

d. Who Signs What?

Another customer service item developed and maintained by the Pre-Letting Specialist is the “Who Signs What?” document which is posted on the OPL website at:

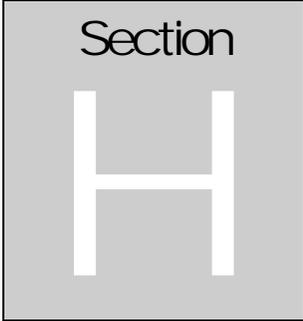
http://www.oregon.gov/ODOT/HWY/OPL/docs/who_signs_what.pdf

This document provides information on who is responsible for producing and signing Letters of Public Interest Findings, Anticipated Items Requests and PD-02 Exception Letters.

Who signs what?						
Letter	Why do I need this?	Examples	Templates	Who prepares the letter?	Who is the letter from?	Approvers
PD-02 Exception Letters	Item(s) incomplete at PS&E References: PD-02 PS&E Delivery Manual	Examples	Template	Typically the Project Leader	Region Manager	Chief Engineer and Highway Division Administrator Recommend send an advance draft copy to OPL if time allows. OPL can also provide critical dates for the letter (last day to pull from print etc) Send final letter requesting approval to the Chief Engineer who will then coordinate approval with the Highway Division Administrator
Anticipated Items	Document reasoning for an anticipated item Reference: PD-07	Examples	Template	Typically the Project Leader with input from the project team and concurrence from the Project Manager	Project Leader or Project Manager (if before award ok, if after award, no)	Manager of Office of Project Letting** & FHWA if FFO Direct letter to the ODOT Pre-Letting and Aundrea Guthrie will then coordinate approval
Letter of Public Interest Finding	Document reasoning for not following federal or state rules. Reference: PS&E Delivery Manual	Examples	Template	Typically the Project Leader with input from the project team.	Project Leader	Manager of Office of Project Letting** and FHWA if FFO Direct letter to the ODOT Pre-Letting and Aundrea Guthrie will then coordinate approval

** Delegated from Traffic Roadway Engineer to the Manager of the Office of Project Letting.

- All of the above letters must be signed prior to PS&E submission for the PS&E package to be counted as on time.
- Electronic distribution of the letters comes from the Office of Project Letting, and the original is archived in OPL.
- Submit a copy of the letters with your PS&E package, regardless if the distribution came from OPL or not, so as to keep your project on schedule for processing.



OPL SYSTEMS ADMINISTRATION

H-1: AASHTOWare®

[AASHTOWare](#) is an enterprise software suite designed by transportation professionals across the country. AASHTOWare modules are licensed for use on a yearly basis and are not owned by the Agency. ODOT has been using AASHTOWare products since the early 1990's. In 2014 ODOT's sole-source use of the AASHTOWare system was legally challenged by a competing vendor. Through this process ODOT worked closely with DOJ to ensure we could continue to use AASHTOWare modules without going through an annual request for proposals from other vendors.

AASHTOWare is comprised of five (5) major software packages:



 AASHTOWare Project™ is the enterprise-wide software for managing the Agency's construction program and is the main software used by OPL.



AASHTOWare Project™ consists of the following four (4) modules for preconstruction, civil rights, construction and estimation:

1. AASHTOWare Project Preconstruction™ - Proposal, Estimates, Letting and Award System
2. AASHTOWare Project Civil Rights & Labor™ - Civil Rights and Labor Management System
3. AASHTOWare Project Construction & Materials™ - Construction, Materials & Lab Information Management System
4. AASHTOWare Project Estimation™ - Estimation System

Of the thirteen (13) AASHTOWare Project Preconstruction™ modules, OPL licenses the following:

- PES® - Proposal and Estimates System
- LAS® - Letting and Award System
- AASHTOWare Project BAM/DSS™ - Data Warehouse and Decision Support System
- AASHTOWare Project Estimator™ - Cost Estimation Workstation
- Expedite – Electronic Bidding System

The OPL Systems Administrator is the administrator of the AASHTOWare software modules and is the Agency's expert, leader, trainer and key resource for this family of software. This position is responsible for processing the annual license invoices for signature and payment following the pre-established approval process.

OPL SYSTEMS ADMINISTRATION

H-2: Electronic Bidding (Bid Express® “BidX”)

Bid Express (BidX) is a subscription-based bidding website and is available for use by bidders for a monthly fee. Bids prepared using the Trns*Port Expedite® or AASHTOWare Project Bids™ component can use BidX to submit bids electronically. BidX is not ODOT software but is made available to bidders who can subscribe to the service.



Oregon
 Kate Brown, Governor

Department of Transportation
Procurement Office-Construction
 455 Airport Rd. SE, Bldg. K
 Salem, Oregon 97301-5348
 Voice: (503) 986-2710
 Fax: (503) 986-6910
 Email: odotprocurementofficeconstruction@odot.state.or.us

ELECTRONIC BIDDING

What is Electronic Bidding?

ODOT's Electronic bidding will utilize Bid Express which is an online information service for transportation bidding provided by Bidx.com™, an Info Tech company. Bid Express is available on the Internet at www.bidx.com. Bid Express is a two-way service: publishing bid-related information from state transportation agencies to the contracting community, and allowing online, secure bid submission from the contracting community to the state transportation agency. Bid Express works in conjunction with Trns*port Expedite, a free downloadable software which is used for the bid preparation, then submitted over the internet by BidX, to ODOT. Bid Express also enables electronic bid bond verification.

What Must I do to Bid Electronically?

- Be signed up with an Internet Service Provider
- Set up an account with BidX at <https://www.bidx.com/>
- Set up Digital ID with BidX
- Be prequalified with ODOT
<http://www.oregon.gov/ODOT/CS/CONSTRUCTION/Pages/Prequalification.aspx>

Frequently Asked Questions: see <https://www.bidx.com/site/static?page=faq> for answers to questions about:

- Digital IDs
- Hardware/Software
- Internet Bidding
- Bid Bonds
- Fees
- General Questions

Additional information on Bid Express is posted on the ODOT Procurement Office website:

http://www.oregon.gov/ODOT/CS/CONSTRUCTION/Pages/Bid_Express.aspx

Additional documented processes for creating the EBS files and uploading documents to Bid X are maintained by the Systems Administrator and located in:

\\scdata/OPL/OPL_Working_Documents\Transport\Procedures

ALTERNATIVE CONTRACTING UNIT

I-1: Alternative Contracting Methods

Alternative Contracting Methods

Alternative Contracting methods are methods that use innovative techniques for procuring or performing public improvement contracts. Alternative Contracting methods utilize a best-value process, where selection and award is based on price plus other factors such as time, qualifications, and/or technical approach. The traditional selection method of design-bid-build uses low price as the sole condition for award of the contract.

Oregon state law ([ORS 279C.300](#)) requires the use of low-bid procurement for all transportation construction projects unless an exemption from this requirement is approved ([ORS 297C.335](#)). In certain cases, such as unique, complex or schedule-critical projects, Alternative Contracting or procurement methods may be appropriate, with its use governed by [OAR 731-007-0340](#). ODOT has a history with various Alternative Contracting methods and tools such as:

- Design-Build
- Design-Build Lite Low-Bid (DBLB)
- Alternative Bidding
- Construction Manager/General Contractor (CM/GC)
- Best-Value Multi-Parameter (A+C+D)
- Cost +Time (A + B)
- Incentive/Disincentive (I/D)
- Contractor Special Pre-Qualification (CSP) tool (see [Section I-2: Contractor Special Prequalification \(CSP\) Process](#))

When considering Alternative Contracting, the selection of the right method or tool for the project is critical to success. The Alternative Contracting Unit will support the Region project delivery staff in selecting the right Alternative Contracting method or tool to use.

I-1: Alternative Contracting Methods

The Alternative Contracting Unit will provide a Request to Utilize Alternative Contracting Methods letter template to Regions seeking approval to use Alternative Contracting methods. The Region will return the completed request letter to the Alternative Contracting Program Manager who in turn forwards the letter to the OPO-CCU Manager and OPL Manager for review and approval or rejection.

	<h1>Oregon</h1> <p>Kate Brown, Governor</p>	Insert Letterhead
DATE:	(Insert Date)	
TO:	Wynnette Gentemann OPO Manager Larry McKinley OPL Manager	
SUBJECT:	Request to Utilize Alternative Contracting (Insert Name of Delivery Method) Project Delivery Method for Construction Project Project Name: (Insert Project Name) Highway No.: (Insert Highway No.) County: (Insert County Name) Key Number: (Insert Key No.) EA/Sub Job: (Insert EA/Sub Job)	
<p>Per ODOT Project Delivery Guide Appendix C: Project Delivery Procurement; Alternative contracting methods are very complex and requires additional staffing, time, and budget, and selection of the alternative contracting method should take place early in project development.</p> <p>For OPO and OPL's consideration and approval, Region (Insert Number)'s provides the following construction project information that outlines our understanding of the additional requirements and approach to ensuring the project is efficiently delivered within the agreed to schedule.</p> <p>[Project Schedule: <i>Contact OPL Pre-Letting Specialist to lock in Bid Closing and Bid Opening dates.</i> Complete and submit Attachment 1 - Proposed Alternative Contracting Procurement Critical Path Milestone Schedule with this completed letter]</p> <p>[Project Description:] (Insert summary description of the project; include key issues and estimated project cost range)</p> <p>[Justification for use of Selected Alternative Contracting Method:]</p>		
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(Insert Justification; include positive and negative aspects for using this method)

[Understand and Acceptance of Role, Responsibilities, and Additional Requirements:
See Attachment 2 – A Plus Multi-Parameter Bidding Procurement Process Flow Chart]

(Insert Summary of Understanding; include that the Region will dedicate adequate in-house or outsourced staffing for the project)

[ORS 279C.335 - Competitive Bidding; Exceptions - Statutory Justification: This section describes the specific project elements which fulfill the requirements for exemption from competitive bidding and understanding of the findings of facts for exemption from competitive bidding order, public hearing, and the pre and post award reporting requirements. ORS 279C.335 and 279C.355 - Evaluation of Public Improvement Projects not Contracted by Competitive Bidding are available at the following website.]

https://www.oregonlegislature.gov/bills_laws/lawsstatutes/2013ors279c.html

(Insert Justification and Summary of Understanding of the requirements and responsibilities)

[FHWA Special Experimental Projects No. 14 – Alternative Contracting (Only For Federal Aid Projects with FHWA oversight): Describe your understanding of the work plan, and post-award procurement, annual and post-completion reporting requirements under the FHWA SEP-14 requirement for non-traditional contracting techniques which deviates from competitive bidding. SEP-14 requirements and examples are available the following FHWA website] https://www.fhwa.dot.gov/programadmin/contracts/sep_a.cfm

(Insert Summary of Understanding of the requirements and responsibilities)

Should you have any questions, please feel free to contact the undersigned.

Submitted By: _____ Date: _____
(Insert Name and Title)

Concurred By: _____ Date: _____
(Insert Name and Title)

APPROVED BY:

Wynnette Gentemann, OPO Manager Date: _____

Larry McKinley, OPL Manager Date: _____

Attachment 1 – Proposed Alternative Contracting Procurement Critical Path Milestone Schedule
(Fill in all dates, back dating from Price Component Bid Date)

Activity - FFE	NLT Date	Duration Days	Activity - Procurement Documents	NLT Date	Duration Days
Submit Request Letter to OPO and OPL Region, OPO and OPL Project Review and Decision Meeting	x/xx/20xx	83	Submit Request Letter to OPO and OPL Region, OPO and OPL Project Review and Decision Meeting	x/xx/20xx	83
Draft FFE for internal Review	x/xx/20xx	21	Tech Evaluation and Scoring Criteria/ Spec 00125 Internal Development and Reviews	xx/xx/20xx	21
Draft FFE & Public Hearing Notice to DOJ	x/xx/20xx	30	DOJ / FHWA review of 00125 / Technical Components Part	xx/xx/20xx	30
Draft FFE ODOT Director Concurrence	x/xx/20xx	5	Final 00125 / Technical Components Part Reviews	xx/xx/20xx	21
Public Hearing to Papers	x/xx/20xx	19	DOJ & FHWA Approval of Special Provisions	xx/xx/20xx	14
Public Hearing Date	x/xx/20xx	6	Draft and Internal Reviews FHWA SEP-14 Work Plan (Only for FHWA Funded Projects)	xx/xx/20xx	21
Final FFE to DOJ for Review and Approval	x/xx/20xx	21	Draft FHWA SEP-14 Work Plan FHWA Review and Approval	xx/xx/20xx	21
Final FFE ODOT Director Approval	x/xx/20xx	4	Final FHWA SEP-14 Work Plan	xx/xx/20xx	14
PS&E	x/xx/20xx	87	PS&E	xx/xx/20xx	87
Project AD Begins (8 weeks from Price Component Part Bid Closing Date)	x/xx/20xx	35	Project AD Begins (8 weeks from Price Component Part Bid Closing Date)	xx/xx/20xx	35
Technical Component Part Bid Closing Date	x/xx/20xx	11	Technical Component Part Bid Closing Date	xx/xx/20xx	11
Consensus Scoring Meeting	x/xx/20xx	3	Consensus Scoring Meeting	x/xx/20xx	3
Price Component Part Bid Closing / Price Opening ("Thursdays Only" Requires Bid Closing Lock In; Contact ODOT Office of Project-Letting Pre-Letting Specialist, ODOITPre-Letting@odot.state.or.us or 503-986-3754)	x/xx/20xx	0	Price Component Part Bid Closing and Public Bid Opening	xx/xx/20xx	0

NOTE: The A+ Multi-Parameter Bidding Procurement Process Flow Chart is not included in this manual. See the Alternative Contracting Program Manager for a copy.

There is a separate Request to Utilize the Design-Build Low-Bid method as the timelines and procurement requirements are different than the Multi-Parameter Bidding procurement processes:

	<h1>Oregon</h1> <p>Kate Brown, Governor</p>	<p>Insert Letterhead</p>
DATE:	(Insert Date)	
TO:	Wynnette Gentemann OPO Manager	
	Larry McKinley OPL Manager	
SUBJECT:	Request to Utilize Alternative Contracting Design-Build Low Bid Method for Construction Project	
	Project Name:	(Insert Project Name)
	Highway No.:	(Insert Highway No.)
	County:	(Insert County Name)
	Key Number:	(Insert Key No.)
	EA/Sub Job:	(Insert EA/Sub Job)
	<p>Per ODOT Project Delivery Guide Appendix C: Project Delivery Procurement; Alternative contracting methods are very complex and requires additional staffing, time, and budget. Selection of the alternative contracting method should take place early in project development.</p> <p>For OPO and OPL's consideration and approval, Region (Insert Number)'s provides the following construction project information that outlines our understanding of the additional requirements and approach to ensuring the project is efficiently delivered within the agreed to schedule.</p> <p>[Project Schedule – <u>Contact OPL Pre-Letting Specialist to lock in Bid Closing and Bid Opening dates</u>. Complete and submit Attachment 1 - Proposed Design-Build Low Bid Procurement Critical Path Milestone Schedule with this completed letter]</p> <p>[Project Description:]</p> <p>(Insert summary description of the project; include key issues and estimated project cost range)</p>	
	<p>Page 1 of 7</p>	

[Justification for use of Design-Build Low Bid Method:]

(Insert Justification; include positive and negative aspects for using this method)

[Understand and Acceptance of Role, Responsibilities and Additional Requirements: See Attachment 2 – Design-Build Low Bid Procurement Process Flow Chart]

(Insert Summary of Understanding; include that is the Region will dedicate adequate in-house or outsourced staffing for the project)

Should you have any questions, please feel free to contact the undersigned.

Submitted By: _____ Date: _____
(Insert Name and Title)

Concurred By: _____ Date: _____
(Insert Name and Title of Submitter's Manager)

APPROVED BY:

Wynnette Gentemann, OPO Manager Date: _____

Larry McKinley, OPL Manager Date: _____

**Attachment 1 – Proposed Design-Build Low Bid Procurement Critical Path
Milestone Schedule**
(Fill in all dates, back dating from Bid Closing Date)

Activity - Procurement Documents	NLT Date	Duration Days
Submit Request Letter to OPO and OPL	x/xx/20xx	14
Region, OPO and OPL Project Review and Decision Meeting	xx/xx/20xx	14
Preliminary Pass / Fail Qualifications Development and Internal Reviews	xx/xx/20xx	21
Preliminary Concept Plans (Proof of Concept) Development and Internal Reviews	xx/xx/20xx	75
Preliminary Special Provisions (includes Special Provisions for DB Low Bid) Development and Internal Reviews	xx/xx/20xx	60
DOJ Review of Preliminary Concept Plans and Special Provisions (Included FHWA if the Project has Federal Oversight)	xx/xx/20xx	28
Final Concept Plans (Proof of Concept) Development and Internal Reviews	xx/xx/20xx	30
Final Pass / Fail Qualifications Development and Internal Reviews	xx/xx/20xx	14
Final Special Provisions (includes Special Provisions for DB Low Bid) Development and Internal Reviews	xx/xx/20xx	14
DOJ Review of Final Concept Plans and Special Provisions (Included FHWA if the Project has Federal Oversight)	xx/xx/20xx	21
PS&E		
PS&E	xx/xx/20xx	87
Project AD Begins (28 Days for 4 week ad or 35 days for 5 Week Ad)	xx/xx/20xx	xx
Bid Closing and Lowest Bidder Pass / Fail Responsiveness Check (" Thursdays Only " Requires Bid Closing Lock in: Contact ODOT Office of Project-Letting Pre-Letting Specialist, ODOTPre-Letting@odot.state.or.us or 503-986-3754)	xx/xx/20xx	0

NOTE: The Design-Build Low-Bid Procurement Process Flow Chart is not included in this manual. See the Alternative Contracting Program Manager for a copy.

The [Alternative Contracting website](#) maintains historical information on Alternative Contracting methods successfully used by ODOT:

Alternative Contracting

Alternative Contracting



Alternative Contracting consists of:

- project delivery methods,
- contract procurement methods,
- and contracting tools

that deviate from the traditional Design-Bid-Build business method.

Alternative Contracting Methods and tools are NOT meant to replace traditional Design-Bid-Build, but to provide additional options for unique, complex, or schedule critical projects.

ODOT has used Alternative Contracting for projects ranging from project development methods (i.e. Design-Build) to alternative bidding tools (i.e. A+C+D) to contracting tools (i.e. Incentive/Disincentive).

Oregon State Law requires the use of low-bid procurement for highway construction (ORS 279C.300), but allows exemption from this requirement if required findings provided in an exemption order are approved (ORS 279C.335). Methods that require an exemption include Design-Build, CM/GC, Best Value Multi-Parameter (A+C+D), and Cost+Time (A+B).

ODOT Project Leaders, Office of Project-Letting, and ODOT Procurement Office in a coordinated effort determine if the exemption from competitive bidding is the best method to use. An evaluation will be performed to determine if there are other easier or better fitting contracting or bidding methods such as award based on low bid only

When considering Alternative Contracting for a project, the selection of the right method or tool is critical to the success of the project

Alternative Contracting Methods

To learn more about specific contracting methods please follow the appropriate link below.

- [CM/GC](#)
- [Design-Build](#)
- [Special Pre-Qualifications](#)
- [Performance Specifications](#)
- [Multiple Parameter Bidding \(A+B+C\)](#)
- [Incentive/Disincentive](#)

The website also houses a comprehensive list of all [Alternative Contracting and procurement methods project list](#):

ODOT ALTERNATIVE CONTRACTING AND BIDDING METHODS PROJECT LIST					
PROJECT	KEY No.	CONTRACT No.	AWARD AND COMPLETION (2 nd Note) DATES	CONTRACT AMOUNT	DESCRIPTION
CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC)					
I-5: Willamette River Bridge - Bundle 220	14259	13280	6/17/2008 7/30/2015	\$155,977,090.00	Located in Region 2 Lane County OTIA III Project (First CM/GC highway project) - Replaced two bridges on Interstate 5 (I-5): 1,800-foot Willamette River Bridge, 100-foot Canoe Canal Bridge, and removed two detour bridges. Oregon's longest concrete arch span bridge.
DESIGN-BUILD (DB)					
Hwy 99E Willamette River (Harrisburg) Bridge #00583E	9311	12199	3/13/1999 8/31/2000	\$2,426,307.00	Located in Region 2 Lane and Linn Counties Pilot No. 01 – Replaced existing deck and railing on the three through-truss spans (Bent 1 to Bent 4).
I-5: Evans Creek to Rock Point Pavement Preservation	9110	12221	2/8/1998 12/21/1999	\$8,650,646.00	Located in Region 3 Jackson County Pilot No. 02 - Surface preservation of the northbound and southbound lanes.
I-5: Coast Fork Willamette River (SB) Bridge	12358	12696	5/3/2002 4/29/2004	\$7,415,394	Located in Region 2 Lane County OTIA II Project - Replaced southbound bridge.
I-84: Lower Perry Interchange (Grande Ronde River) Bridge	12396	12695	5/3/2002 10/26/2004	\$9,572,500.00	Located in Region 5 Union County OTIA II Project - Replaced eastbound and westbound bridges over Grande Ronde River.
I-84: Quarry Bridges	13052	12819	1/30/2003 11/11/2004	\$20,286,417.00	Located in Region 5 Union County OTIA II Project - Replaced two eastbound bridges and two westbound bridges
US20: Central Oregon Highway Bridges (COHB) Bundle 102	13208	12979	3/10/2004 4/3/2006	\$27,767,254.00	Located in Region 5 Harney and Malheur Counties OTIA III Project - Replaced sixteen bridges and completed roadway realignment work.
Mt. Hood to Chemult (MHC) Bundle 101	13563	12990	4/27/2004 6/22/2006	\$33,004,790.00	Located in Region 1 Clackamas County and Region 4 Deschutes, Jefferson and Klamath Counties OTIA III Project - Replaced eleven bridges, removed one bridge, and added northbound and southbound passing lanes.

Upon request, the Alternative Contracting Program Manager will provide copies of schedule, procurement and contract templates/examples, Findings of Fact for Exemption (FFE) templates/examples, and FHWA Special Experimental Projects No. 14 (SEP-14) templates/examples.

ALTERNATIVE CONTRACTING UNIT

I-2: Contractor Special Prequalification (CSP) Process

[Contractor Special Prequalification \(CSP\)](#) may be required, in addition to the mandatory contractor prequalification required by [OAR 731-007-0500 thru 0570](#), when the elements of a particular public improvement project requires specialized knowledge and expertise. When CSP is required, a notice of the Request for Contractor Special Prequalification will be posted on the [OPO website](#) and in the Daily Journal of Commerce (DJC) for projects with an estimated cost over \$125,000.

The screenshot shows a web page titled "ODOT Procurement Office - Construction Contracts Unit". On the left is a navigation menu with links: Department (dropdown), Home Page, About Us, Contact Us, Bid and Award Information, Bid Express, eBIDS - Electronic Plans and Specs, Forms, Letting Schedules, Notice to Contractors, Prequalification, and Tips and Resources. The main content area is titled "Contractor Special Prequalification". It features a "Current Projects" section with the text "None at this Time" and an "Overview" section. The overview text explains that CSP may be required in addition to mandatory General Prequalification (also known as Prime Contractor Prequalification) when specialized knowledge and/or expertise is needed. It details the submission process, evaluation criteria, and the requirement to also meet Prime Contractor Prequalification requirements. A link to "Prime Contractor Prequalification" is provided at the end of the overview text.

Qualifications are submitted by bidders in response to the posted Request for Contractor Special Prequalification. An evaluation committee determines pass/fail results. Only bidders with a passing submittal will be specifically prequalified and allowed to submit a bid on the project.

**Request for
Contractor Special Prequalification**

for

**US101: PISTOL RIVER BRIDGE REPAIR
OREGON COAST HIGHWAY
CURRY COUNTY, OR**



OREGON DEPARTMENT OF TRANSPORTATION

**Submittal Due Date: No Later than 4:00 p.m., Pacific Standard Time,
Thursday, June 7, 2012**

CSP documents (packet, advance plans and specs) are only available by hard copy through OPO-CCU. No CSP documents are posted on eBIDS. The bidder must demonstrate experience and commit to the availability of key skilled personnel necessary to complete the entire scope of work required for the projects. Submittals that do not comply with the criteria identified in the instructions will be considered to have failed and the submitting bidder will not become prequalified and will be ineligible to submit a bid.

Once the CSP advertisement breaks, the CSP documents and notice of CSP is posted on the OPO-CCU website. All addenda, LOC's and responses to questions received will also be posted on the OPO-CCU website.

Once the project goes to bid, the following CSP language will need to be included in the project Special Provisions Sections 00120 and 00130:

Unique SP00120 – Contractor Special Prequalification (2015 Specifications: xx-xx-xx)

(Use this specification on projects that used Contractor Special Prequalification to determine which contractors were eligible to submit bids.)

SECTION 00120 - BIDDING REQUIREMENTS AND PROCEDURES

(Follow all instructions. If there are no instructions above a subsection, paragraph, or sentence, then use the subsection, paragraph, or sentence on all projects. All other modifications to this Section will require Department of Justice approval. (See the Specification and Writing Style Manual, Chapter 3.) Remove all instructions before preparing the final document.)

Comply with Section 00120 of the Standard Specifications modified as follows:

Add the following subsection:

00120.09 Contractor Special Prequalification - In addition to the prequalification of Bidders required in 00120.00, Bidders shall be prequalified according to the Contractor Special Prequalification requirements for this Project. Bids will only be accepted and considered from Bidders who have met the Contractor Special Prequalification requirements for this Project and have been notified by the Agency of being Specially Prequalified. Bidders shall submit Bids in the same company name used on the Contractor Special Prequalification application; provided however, if Bidder's legal name has changed since the submittal of its application, it shall submit its Bid under its current legal name with the former name referenced by "formerly known as".

[Delete last two paragraphs if prequalification of subcontractors and/or individuals is not part of the Bidder's Contractor Special Prequalification]

After Bid opening but prior to execution of the Contract the Agency will require confirmation from the successful Bidder that the special prequalified Subcontractors and individuals identified in the Bidder's Contractor Special Prequalification submittal remain available to the Bidder for this Project. If one or more of those subcontractors or individuals are no longer available, and there was not an alternate submitted and approved as qualified, the Bidder's Bid will be rejected.

After execution of the Contract, no subcontractors or employees identified in the Bidder's application for Contractor Special Prequalification may be replaced or substituted without the prior written approval of the Agency. Proposed replacements must meet all of the requirements as provided in the Request for Contractor Special Prequalification document for this Project.

00120.70 Rejection of Nonresponsive Bids - Add the following bullet to the end of the bullet list:

- The Bid is submitted by a Bidder who is not prequalified under the Contractor Special Prequalification requirements of 00120.09.

Unique SP00130 – Contractor Special Prequalification (2015 Specifications: xx-xx-xx)

(Use this specification on projects that used Contractor Special Prequalification to determine which contractors were eligible to submit bids.)

SECTION 00130 - AWARD AND EXECUTION OF CONTRACT

(Follow all instructions. If there are no instructions above a subsection, paragraph, or sentence, then use the subsection, paragraph, or sentence on all projects. All other modifications to this Section will require Department of Justice approval. (See the Specification and Writing Style Manual, Chapter 3.) Remove all instructions before preparing the final document.)

Comply with Section 00130 of the Standard Specifications modified as follows:

00130.10 Award of Contract - In the paragraph that begins "After the Bids are opened and a determination..." add the following bullet to the end of the bullet list:

- Been prequalified according to the Contractor Special Prequalification requirements for this Project.

These Unique Special Provisions are housed on the Alternative Contracting SharePoint site and are available upon request from the Alternative Contracting Program Manager.

OPO-CCU is in control of the entire CSP process, with assistance from OPL staff. OPO-CCU will maintain the website where all CSP documents are posted, including the Request for CSP, addenda and LOC's, notifying the bidders of the qualification results, and investigating and responding to protests.

OPO-CCU maintains a detailed CSP Overview (process) document which is available to OPL staff upon request. This document is not posted as general information and will need to be formally requested from the OPO-CCU Alternative Contracting staff member.

ALTERNATIVE CONTRACTING UNIT

I-3: Incentive / Disincentive (I/D) Process

Incentive/Disincentive (I/D) is a contract provision which compensates the contractor a certain amount of money for each day identified critical work is completed ahead of schedule and assesses a deduction for each day the contractor overruns the I/D time. The use of I/D is primarily intended for those critical projects where traffic inconvenience and delays are to be held to a minimum. The amounts are based upon estimates of such items traffic safety, traffic maintenance, and road user costs.

The Alternative Contracting website provides additional information on the use of I/D:

http://www.oregon.gov/ODOT/HWY/OPL/Pages/Incentive_Disincentive.aspx

The screenshot shows the Oregon Department of Transportation website. The header includes the Oregon.gov logo, navigation links for text size, text only, and translate, and a search bar. The main content area is titled 'Office of Project-Letting' and 'Incentive/Disincentive I/D Contracting'. A sidebar on the left contains a navigation menu with items like 'Department', 'About Us', 'Contact Us', 'Organizational Chart', 'Site Directory', 'Estimating', 'Pre-Letting', 'Specifications', 'Manuals, Forms, Etc.', 'Alternative Contracting', 'Quality Assurance Program', 'Public Interest Findings', 'PS&E Measures', 'Commonly Missed Items', 'Search This Site', 'FAQ's', and 'Back to Home'. The main content area has a sub-header 'What is Incentive/Disincentive (I/D) Contracting?' and a paragraph explaining that I/D contracting is an industry standard practice used to maintain construction completion dates, encourage innovation, and accelerate project delivery. It lists several factors for consideration, such as political pressures, legal constraints, legislative priorities, community interests, project goals, context sensitivities, funding availability, staffing capacity, mobility issues, project complexity, social and physical environment, and any other factors impacting scope, schedule and budget. Below this, it states that implementation of I/D includes several decision-making processes throughout the life of the project, followed by a numbered list of seven steps: 1) Identification of goals and needs for a "fixed completion" date and/or the opportunity to benefit from accelerating a project schedule; 2) Evaluation of project suitability for I/D methods; 3) Selection of the contract type; 4) Determination of key project parameters and context; 5) Preparation of specifications; 6) Procurement; and 7) Contract administration. At the bottom, it notes that ODOT uses unique and dedicated special provisions boilerplates that are specifically written to modify the terms and conditions parts of the ODOT Standard Specifications Part 00100s which compensates the contractor a certain amount of money for each day identified critical work is completed ahead of schedule and assesses a deduction for each day the contractor overruns the I/D time on Design-Bid-Build unit price construction projects.

I/D provisions provide an effective method to motivate the contractor to complete projects or portions of projects faster than normal. However, it is recommended that I/D provisions not be used routinely. Generally, I/D provisions should be limited to those projects whose construction would severely disrupt highway traffic or highway services, significantly increase road user costs, have a significant impact on adjacent neighborhoods or businesses, or close a gap therefore providing a major improvement in the highway system.

The following I/D language will need to be included in the project Special Provisions Sections 00180 and 00198:

Add the following subsection:

00180.50(h) Contract Time - For purposes of 00180.50(h-1, h-2 and h-3), 00180.86, and 00198, to be considered complete, the Work shall have been finished and completed to the satisfaction of the Engineer. The completion dates allowed are given in the following paragraphs (1), (2) and (3):

(1) Interim Completion Duration - Complete all Work to be done under the Contract to remove and replace the specified portion of the existing Bridge #02025, reconstruct the roadway and reopen the Santiam Highway (US20) to two traffic lanes within 56 Calendar Days but not later than September 27, 2016. For purposes of 00180.50(h-1, h-2 and h-3), 00180.86 and 00198, recording of the elapse of Calendar Days will begin on the first day of Full Closure of the Santiam Highway (US20), as described in 00180.86(a) below. See Section 00198 for Incentive and 00180.86 for Disincentive. Do not initiate Full Closure of the Santiam Highway (US20) prior to August 2, 2016.

(2) Interim Completion Date - Complete all Work to be done under the Contract related to the reconstruction of Bridge #02025 and the Santiam Highway (US20) except for permanent, signs, pavement markings, seeding and fencing, not later than September 27, 2016.

(3) Final Completion Date - Complete all Work to be done under the Contract except for seeding establishment not later than 14 Calendar Days following the completion of the Full Closure Work and the reopening of the Santiam Highway (US20) but not later than October 12, 2016.

00180.85(b) Liquidated Damages - Add the following paragraphs:

There are three daily amounts of liquidated damages on this Project as follows:

Liquidated damages for failure to complete the Work on time required by 00180.50(h-1) will be \$800 per Calendar Day*. Liquidated damages for failure to complete the Work on time required by 00180.50(h-2) will be \$800 per Calendar Day*. Liquidated damages for failure to complete the Work on time required by 00180.50(h-3) will be \$800 per Calendar Day*. If more than one daily amount of liquidated damages becomes concurrently payable under this 00180.85(b) because the Contractor is concurrently out of compliance with 00180.50(h-1) and (h-2), liquidated damages will be assessed at \$800 per Calendar Day*. If more than one daily amount of liquidated damages becomes concurrently payable under this 00180.85(b) because the Contractor is concurrently out of compliance with 00180.50(h-3) and (h-1) or (h-2), or both, liquidated damages will be assessed at \$800 per Calendar Day*.

Liquidated damages will not be assessed concurrently with a disincentive assessed according to 00180.86, instead, for any time liquidated damages under 00180.85(b) and disincentives under 00180.86 could be assessed concurrently, only the applicable disincentives of 00180.86 will be assessed.

* Calendar Day amounts are applicable when the Contract time is expressed on the Calendar Day or fixed date basis.

00180.86 Disincentive for Late Completion - Add the following Subsection:

(a) Interim Completion Duration - For each Calendar Day that any or all Work to be done under the Contract to remove and replace the specified portion of the existing Bridge #02025, reconstruct the roadway and reopen the Santiam Highway (US20) to two traffic lanes, remains uncompleted after the expiration of the 56 Calendar Days or September 27, 2016 as permitted by 00180.50(h-1), the Agency will assess a disincentive of \$14,000 per Calendar Day, up to a maximum of 14 Calendar Days, to be deducted from the next regular payment due the Contractor. Any partial day will be rounded to the nearest full day. For purposes of 00180.50(h-1), 00180.86(a) and 00198, Full Closure of the existing Santiam Highway (US20) shall be considered to be the time the highway is completely closed to through traffic and the traffic is being routed to the temporary detour.

(b) Concurrent Assess of Disincentives - The maximum disincentive assessed under any circumstances will not exceed \$196,000. Disincentives will not be assessed concurrently with liquidated damages assessed under 00180.85. For any time the Contractor is out of compliance with 00180.50(h-1), only the disincentive of 00180.86(a) will be assessed until the maximum disincentive has been reached, or Agency otherwise ceases to assess the disincentive, at which time the applicable liquidated damages under 00180.85(b) will be assessed.

(c) Incentive for Early Completion - See Section 00198.

SECTION 00198 - INCENTIVES FOR EARLY COMPLETION

Section 00198, which is not a Standard Specification, is included in this Project by Special Provision.

00198.00 Scope –

(a) General – For purposes of 00198, Full Closure of the existing Santiam Highway (US20) shall be considered to be the time when the highway is completely closed to through traffic and the traffic is being routed to the temporary detour.

(b) Incentive for Early Completion – To encourage the Contractor to complete all Work to be done under the Contract to remove and replace the specified portion of the existing Bridge #02025, reconstruct the roadway and reopen the Santiam Highway (US20) to two traffic lanes, as required by 00180.50(h-1), within a shorter time span than 56 Calendar Days but not later than September 27, 2016, thereby reducing expenses to the Agency and economic losses to businesses and the public, the Agency will pay the Contractor an incentive award for early completion.

00198.10 Incentive Award – The amount of the incentive award for early completion will be \$14,000 per Calendar Day, up to a maximum of 14 Calendar Days, counted from the actual date of completion of all Work required by 00180.50(h-1) up to the expiration of the 56 Calendar Days or September 27, 2016 as permitted by 00180.50(h-1). Any partial day will be rounded to the nearest full day. The maximum incentive award to be paid under the Contract under any circumstances will not exceed \$196,000.

00198.20 Payment of Incentive – Each incentive payment will be paid separately from all other contract payments. Incentive payments for early completion will be paid only after completion and acceptance by the Agency of the Work.

The Boilerplate Special Provisions for these sections are housed on the [Alternative Contracting SharePoint](#) site, and are available on request from the Alternative Contracting Program Manager.

The Alternative Contracting Unit will work with Regions wanting to utilize I/D provisions in order to maintain construction completion dates, encourage innovation in work sequencing and accelerate project delivery. The decision to accelerate a project involves the consideration of many factors such as: political pressure; legal constraints, legislative priorities; community interests; project goals; context sensitivities; funding availability; staffing capacity; mobility issues; project complexity; social and physical environment; and, any other factors impacting scope, schedule and budget.

To ensure that the use of I/D is justified and to determine the appropriate I/D amounts and durations for the project the Region Project Team Lead and project team members must consider, develop, and provide the following:

- Follow PDLT Operational Notice [PD-17 -Incentive/Disincentive Contracting Provisions](#)
- Provide goal and purpose for utilizing I/D
- Utilize the Design Acceptance Package (DAP) analysis worksheet, located on [ODOT Estimating Unit I/D webpage](#) to calculate Road User Costs (RUC)
- Develop and provide standard construction and accelerated construction schedules that provide a comparison of the work and timelines for the work requiring acceleration
- Provide a list of all work line items being accelerated and their estimated cost

- [I-3: Incentive / Disincentive \(I/D\) Process](#)

The Alternative Contracting Unit will use the information provided by the Region and the following process and factors to calculate three (3) daily I/D amounts for each project:

- I/D Cost Calculator tool with the daily RUC provided by the DAP analysis worksheet (NOTE: *The Alternative Contracting Program Manager maintains the password required for the use of the I/D Cost Calculator tool*).
- FHWA recommended cap of 5% of the total contract amount as the maximum incentive payment. See [FHWA 1989 Guideline to I/Ds](#).
- Anywhere from 10% of the estimated RUC to the entire amount of RUC. See [Establishing Guidelines for Incentive/Disincentive Contracting at ODOT](#).

The Region shall determine and justify which daily I/D amount is sufficient enough to encourage contractor interest, stimulate innovative ideas, and increase the profitability of meeting tight schedules. I/Ds must be large enough to cover the contractor's cost of the accelerated work (additional crews, overtime, additional equipment, etc.).

ALTERNATIVE CONTRACTING UNIT

I-4: Alternative Contracting Strategies



Periodically, the Agency may find itself in a position of having to obligate excess program funding in a very short time frame. In this situation, Regions may request information on Alternative Procurement and Contracting Strategies that are available and could be used to obligate the funds more quickly than the traditional design-bid-build method.

In response, the Alternative Contracting Unit has developed and maintains the Alternative/Innovating Procurement and Contracting Strategies guide. This document identifies many different methods used either by ODOT or other state DOT's. Although many of the methods contained in the guide have not been used by ODOT (such as Design

Sequencing or Lump Sum Bidding), the information is provided in order to allow upper management to make appropriate decisions.

This guide is housed on the [Alternative Contracting SharePoint](#) site and is available only to internal ODOT staff with permissions to access the site.

ALTERNATIVE CONTRACTING UNIT

I-5: Alternative Contracting Base Documents

A key function of the Alternative Contracting Unit is the development and maintenance of the Alternative Contracting Base Documents. Base Documents are the templates used to develop project-specific procurement and contract documents. These documents are housed on the [Alternative Contracting SharePoint](#) site and are available only to internal ODOT staff with permissions to access the site.

Shared Documents			
Type	Name	Modified	Modified By
	2015 REDLINE SPECIFICATIONS (Part 100's)	6/12/2014 8:51 AM	SWEARINGEN Russell * Russ
	A+B CONTRACTING DOCS	4/28/2016 9:36 AM	SWEARINGEN Russell * Russ
	A+C+D CONTRACTING BASE DOCS AND MANUAL	4/28/2016 9:35 AM	SWEARINGEN Russell * Russ
	ALT CONTRACTING PROJECT LISTS	4/20/2016 2:40 PM	SWEARINGEN Russell * Russ
	ALTERNATIVE CONTRACTING APPROVAL REQUEST	7/15/2015 7:59 AM	SWEARINGEN Russell * Russ
	ALTERNATIVE CONTRACTING PRESENTATIONS	1/8/2015 9:45 AM	SWEARINGEN Russell * Russ
	ALTERNATIVE PROCUREMENT AND CONTRACTING STRATEGIES	10/27/2014 11:57 AM	SWEARINGEN Russell * Russ
	CM-GC Contract	7/29/2015 2:35 PM	SWEARINGEN Russell * Russ
	CM-GC GENERAL PROVISIONS	7/29/2015 2:30 PM	SWEARINGEN Russell * Russ
	CM-GC ITP	7/29/2015 3:13 PM	SWEARINGEN Russell * Russ
	CONTRACTOR SPECIAL PREQUALIFICATION	7/20/2015 11:24 AM	SWEARINGEN Russell * Russ
	DB CONSTRUCTION FORMS	5/8/2015 10:44 AM	SWEARINGEN Russell * Russ
	DB GENERAL PROVISIONS	5/19/2014 11:44 AM	MARCUS Brenda S
	DB LOW BID BASE DOCS AND MANUALS	10/21/2014 2:59 PM	SWEARINGEN Russell * Russ
	DESIGN-BUILD AGREEMENT	6/11/2014 12:35 PM	MARCUS Brenda S

As part of the transparency process used to update the Design-Build (DB) Base Documents, ODOT staff has joined forces with DOJ and AGC to ensure any modifications are completed by consensus. A core Base Document Workgroup, consisting of OPL, Traffic-Roadway, Construction and OPO-CCU staff, along with DOJ, has been established to work on updates to the Design-Build Base Documents. The Alternative Contracting Program Manager is responsible for the development and/or maintenance of the other Base Documents (CM/GC, DB Low-Bid, etc.) housed on the SharePoint site.



BUDGET & WEB SUPPORT

J-1:

**OFFICE OF PROJECT
LETTING MANUAL**

Chapter

3

**CHAPTER 3 - MISCELLANEOUS OPL
ITEMS**

MISCELLANEOUS OPL ITEMS

K-1: Records Management

Until such time as the Agency makes the complete transition to electronic records, and new document storage, archiving and retention policies are established, OPL staff members will follow existing records management and records retention policies.

Information on ODOT policies regarding “Public Records” is available on the Records Management intranet website at:

<http://transnet.odot.state.or.us/cs/BSS/Shared%20Documents/Records.aspx>

What do you do with all the old records?

Step 1: Determine what it is

	Record	Research	Recycle
It is...	An official record.	A working copy or reference material	Nothing important.
Because...	It is recorded information that supports an activity of the Department.	It is needed to help do work.	It is fleeting in nature.
Such as...	Customer transactions, decisions that could result in policies or procedures, research (engineering or business), and documents we are regulated or legally required to keep. And if it is in a retention schedule it is a record.	Copies of invoices that are being processed; a memo that is used as a sample to create a similar document in the future; a technical article or other similar source of information.	Thank-yous, charitable donation drive announcements, lunch invitations, brochures, not directly related to a business activity of the Department.
And kept by...	The record custodian – a named individual or identified position in a program area who understands the record systems of the office and is able to make decisions on retention and disposition of these records.	Who needs it, but not longer than the official record copy. Hint – Turn the record into a template by removing the unique information. Then store it as a handy reference tool for you and others!	No one – so it should be disposed of.

Step 2: Determine where it is in the life cycle and how long to keep it



Create ... and record accurate, complete information.
 Use ... records carefully, particularly if they contain personal data.
 Retain ... according to the retention schedule, whether it is the official record copy or it is a working copy.
 Appraise ... to decide whether a record should be preserved or destroyed.
 Dispose ... of records carefully, following the guidelines of how it can be deleted, destroyed, stored, or transferred.

Caution: When an audit, investigation, or litigation is started before the end of the approved retention period, records should be kept until the audit or investigation findings or litigation is resolved.

Step 3: Determine what to do with it

Keep it —	Transfer it —	Destroy it —
<ul style="list-style-type: none"> • Locally in your work area. • Records with a destruction date of at least two years out are accepted for storage at the State Records Center. 	<ul style="list-style-type: none"> • Records scheduled as “permanent” in a valid records retention schedule and records considered to have “historical value” or “research value” may be accepted by the State Archives Division. 	<ul style="list-style-type: none"> • Records classified as secure, sensitive, confidential or identified as “Restricted” or “Critical”, should be shredded, pulped, incinerated, electronically wiped, or otherwise disposed of in a method that makes the record irretrievable. • The Department encourages recycling whenever possible.

In 2008, OPL established an internal Archiving and Records Retention policy for OPL documents. This internal policy follows the ODOT Retention Schedule where applicable, and established internal processes for other documents:

POLICY:

The [ODOT Retention Schedule](#) was updated for Technical Services in 2006. For project-level documents, there are several retention timeframes for OPL depending on the type of document.

Oregon State Archives Records retention Schedule	
Edition: 3/2006	Expires: 3/2011
<i>Organizational Placement</i>	Schedule Number: 2006-0001
Agency: Department of Transportation	
Division: Highway	
Branch: Technical Services	
Section: Roadway Engineering	
Unit/Team: Specifications, Estimating and Office of Pre-Letting (SEOPL)	
 <i>Program Description</i>	
The SEOPL Team provides technical expertise, training and standards in the disciplines of specifications, construction cost estimating, construction scheduling, and quality assurance for all ODOT.	
The Specifications group creates, manages, and updates the ODOT/APWA Specifications for Highway Specifications Manual and special provisions that are used by all providers of project plans and specifications.	
The Estimating and Scheduling group provides training and expert consulting in the areas of construction cost estimating and construction scheduling. The group also manages the master bid item list and prepares the final engineers estimate for all projects bidding through the Commissioned Services organization.	
The Office of Pre-Letting group manages the overall ODOT QA program and sets the standards for quality assurance and quality control.	
 <i>Program Records</i>	
127 Standardized Construction Element Records	
Retain 20 years after superseded, destroy	
 <i>State Agency General Records Retention Schedule Records</i>	
Records include but are not limited to;	
Administrative Records - OAR 166-300-0015	
Correspondence	
Facilities/Property Records - OAR 166-300-0020	
Building Records	
 <i>Databases</i>	
ATMS	
Trns*port software	
PCS	

In addition, project records related to contracting need to be kept ten (10) years after the project is completed (i.e., Final Payment). Original documents relating to structures (plans, specs, construction, materials, etc.) need to be kept for the life of the structure. A structure is considered anything built (bridges, roadways, signs, illumination, etc.). These records are developed and retained in the Region project files.

Documents with original signatures such as PD-02 Exception Letters and Public Interest Findings must be kept in paper format.

Manuals, Guides and Forms produced by OPL have a separate retention schedule and must be kept for six (6) years after it is superseded. The exception is the Standard Specifications which must be kept for twenty (20) years after they have been superseded.

<u>Retention Table:</u>			
Document	Paper	Electronic	Retention
Engineer's Estimate		X	Final Note + 10
Bid Analysis & Recommendation		X	Final Note + 10
Bid Sheets		X	Final Note + 10
Project Advertisement		X	Final Note + 10
Internal Pre-Letting Checklist	X	X	Final Note + 10
PS&E Comments Log		X	Final Note + 10
Document Assembly Sheet		X	???????? Keep?
Design Exceptions	X	X	Life of Structure
Letters of Public Interest Finding	X	X	Final Note + 10
PD-02 Exception Letters	X	X	Final Note + 10
Final PS&E Submittal Checklist	X	X	Final Note + 10
Signed Special Provision Integrity Certification	X	X	
Addenda Letters	X (if original signature)	X	Final Note + 10
Special Provision Signature Sheets	X (if original signature)	X	Final Note + 10
Project Special Provisions		X	Life of Structure
PS&E Project Estimate		X	Final Note + 10
Project Email		X	Final Note + 10
Handwritten notes, Notes to File, Phone Logs	X	X	Final Note + 10

NOTE: Both the Digital Signatures and ProjectWise initiatives will require an update to the Agency-wide retention and archiving standards set by the Secretary of State office, which will supersede the internal OPL retention and archiving policy.

MISCELLANEOUS OPL ITEMS

K-2: Project Naming Conventions

ODOT has a formal project naming convention in the Statewide Transportation Improvement Program (STIP) Development Manual. Project naming is important to OPL to ensure statewide consistency and continuity. Naming convention is one of the QA checklist items at time of PS&E submittal.

If questions arise during the PS&E submittal QA review, the project team should be directed to the STIP Development Manual for the project naming and project re-naming convention guidelines. The manual is available on the following intranet website:

<http://transnet.odot.state.or.us/tdd/ActiveTransportation/Program%20Funding%20Services/15-18%20STIP%20Development%20Manual.pdf>

APPENDIX A: ODOT'S PROJECT NAMING CONVENTION

In order to maintain statewide consistency and continuity for staff, contractors, and the general public, the Oregon Department of Transportation (ODOT) has adopted a project naming convention. The main goal of a project name is to identify just where that project is taking place. Following are details of the project naming convention.

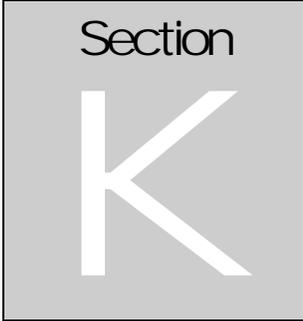
The Project Name

- The project name can be up to 50 characters long, and may include abbreviations. Punctuation is optional. The character length is determined by the field length available in the Project Control System (PCS).
- It is very important to retain the same name for a project throughout its life. If a project is named one way in the draft Statewide Transportation Improvement Program (STIP), another way in the final STIP, and something else at the time of contract, it becomes very difficult to track the project. It also makes it difficult to identify the project for the Federal Highway Administration (FHWA), since they use the STIP as a point of reference. There will be times, however, when changing the name of a project is necessary.

Some examples of valid reasons for changing the name of a project are:

- When a project moves from the Development STIP to the Construction STIP (i.e., when the approved milestone changes from Final Plans and/or Right of Way Acquisition to PSEDOC).
- When there is a change in scope of a project.
- When two or more existing projects are combined into a new project.
- When an existing project is split into two or more new projects.

Changes to project names must be forwarded to your Region STIP Coordinator for review and processing. Region STIP Coordinators will forward approved requests to the Statewide STIP Coordinator, so that the STIP and PCS can be kept current.



MISCELLANEOUS OPL ITEMS

K-3: Technical Services Leadership Teams

There are multiple Technical Services Leadership Teams that OPL is either a member of, or has frequent interaction with.

All current Leadership Teams are described on the following Technical Services website:

<http://www.oregon.gov/ODOT/HWY/TECHSERV/Pages/leadershipteams.aspx>

Additional information regarding Statewide Teams at ODOT is available on the [Leadership Teams Portal](#) website.

The OPL Unit Manager is a member of the:

- [Roadway Leadership Team](#) and
- [Access Management Leadership Team](#).

The OPL Manager will also participate in the [Project Delivery Leadership Team \(PDLT\)](#) and TLT as requested to provide updates or reports on various items such as:

- Project Postponements
- Design QA Program
- Region PS&E QA Report Trends
- Specifications Issues

Agendas and handouts for PDLT meetings are posted on the [PDLT SharePoint site](#).

Agendas and handouts for TLT meetings are posted on the [TLT share drive](#).

OPL Specifications Unit and Cost Estimating Unit staff are both occasionally involved with the [Construction Leadership Team - CLT](#).

The OPL Manager also co-chairs the Public Improvement Contracts Leadership Team (PICLT) with the OPO –CCU Manager. In 2014 PICL was officially sponsored by PDLT and is a formal Leadership Team under them. A member of PDLT sits on PICLT on a two (2)-year rotation. All PICLT information, meeting documents, Charter, etc., is posted on the [PICLT SharePoint site](#). Access to the PICLT site is managed by OPL and is restricted to ODOT internal employees only. PICLT members outside of ODOT (DOJ, FHWA, etc.) receive information via email. All other members are expected to obtain information directly from the SharePoint site.

MISCELLANEOUS OPL ITEMS

K-4: Department of Justice (DOJ)

a. DOJ Class Exemption

Each time the Agency updates the Oregon Standard Specifications for Construction, ODOT anticipates that DOJ will issue a Modified Exemption from DOJ Legal Sufficiency Review and Approval (see Section [E-4: ODOT/APWA Standard Specifications Updates](#)). The Agency cannot legally bid or award any contracts using the new Spec Book without full DOJ sufficiency review unless this Exemption letter has been received. The current DOJ Class Exemption letter is posted on the OPL Specifications website at:

http://www.oregon.gov/ODOT/HWY/SPECS/docs/forms_manuals/DOJ_Exemption_2015.pdf

b. DOJ Hourly Rates

Every two (2) years DOJ will establish new legislatively-approved legal service rates. These are the hourly rates which will be charged by DOJ staff working on OPL tasks such as Specifications reviews, AASHTOWare Invoice review/approval and Alternative Contracting Program/Project tasks.

Ellen F. Rosenblum
Attorney General



Mary H. Williams
Deputy Attorney General

DEPARTMENT OF JUSTICE
ADMINISTRATIVE SERVICES

Legislatively-Approved Legal Services Rates for 2013-2015
Rates Effective July 1, 2013

Assistant Attorney General	\$159 per hour
ADR Coordinator	\$ 93 per hour
Investigator	\$108 per hour
Paralegal	\$ 79 per hour
Law Clerk	\$ 52 per hour
Clerical	\$ 47 per hour

In limited circumstances, such as when an agency does not have its own clerical staff available for assistance on a legal project, DOJ provides clerical assistance and bills the agency at the legislatively-approved rate of \$47 per hour

Each month, the Executive Support Specialist in the Traffic-Roadway Section will also receive a separate, summarized DOJ invoice from OPO which she will forward to the Sr. Specifications Engineer for review. The OPL Manager only needs to review this invoice if there are any issues or errors noted on the invoice, or if OPL staff are involved in any special initiatives requiring DOJ assistance (such as AASHTOWare licensing, Alternative Contracting program work, etc.).

From: RITTENHOUSE Ann
Sent: Tue 10/27/2015 3:05 PM

To: BUTLER Lorraine E.; LOUI CAFFIELD Melissa L.; CAREY Virginia S.; DERICKSON Hope; FLOWERS Clayton A.; FRENCH Debra L.; BARRY GENTEMAHN Wynette; GOETSCH Roxanne; KAUTZ Sharon L.; ILEEN Kathy A.; LESPELTER Cindy; MAROIS Brenda; RATHJAN Barry S.; RITTENHOUSE Ann; ROBINSON Joanne M.; ROSE Mike; SCOFIELD JIRA; SUGEL Robert J.; SILVA Gene W.; TENDRITT Debra A.; VIEB Karlyn R.; WOOD Chrsy G.; WRIGHT Dan J.; ZIESE Erika

Subject: Please Review Sep DOJ Invoice A1603351 (Time Sensitive Due Mon Nov 2)

Message: 1731e0e9006gentemansSep15PEND.doc (551 KB) 21Sep DOJ Bill.xlsx (45 KB)

Attached is DOJ invoice A1603351 for services rendered in September 2015. The invoice has been reviewed and charges distributed to customer expenditure accounts (EAs). The charges are summarized on the first pages of the document. If you don't see one of your EAs on the list, then you can disregard this email and delete the message.

Due to the time sensitive nature of this invoice, I am sending it with three matters (GG1100-15; GG1186-15 and GG1212-15) with no EA-Subjob information (email has been sent requesting the information). If you happen to know the EA-Subjob for this matter, please let me know.

I'm also attaching the spreadsheet that shows the DOJ matter numbers charged to the EAs and the responsible unit for those EAs.

To change/correct an EA, I need the matter number and the correct EA/subjob - activity code.

Please have changes back to me by 10am Monday November 2, 2015

Thank you

OPO Purpose: "To provide innovative, collaborative procurement solutions to meet ODOT business needs"

 **Ann Rittenhouse**
Administrative Assistant | ODOT Procurement Office
3930 Fairview Industrial Dr SE MS 2-2, Salem OR 97302
Phone: 503.986.6937 | Ann.Rittenhouse@odot.state.or.us

MISCELLANEOUS OPL ITEMS

K-5: FHWA

a. FHWA Approval to use new Standard Specifications

Each time the Agency updates the Oregon Standard Specifications for Construction, approval must be received from FHWA to bid and award contracts using the new Specifications. This approval letter will also include any limitations such as restrictions on warranty language, restrictions on payment methods for specific work and limitations on use of specific language for Aggregate and ACP. See [Section E-4: ODOT/APWA Standard Specifications Updates](#).

[FHWA's 2015 Approval](#) letter is posted on the OPL Specifications Unit website at:

http://www.oregon.gov/ODOT/HWY/SPECS/docs/forms_manuals/FHWA_Approval_2015.pdf

b. FHWA/ODOT Stewardship and Oversight Agreement

FHWA and all State Departments of Transportation have long worked as partners to deliver the Federal-Aid Highway Program in accordance with Federal requirements. Congress has recognized the need to give the States more authority to carry out project responsibilities traditionally handled by FHWA, and established requirements in 23 U.S.C. 106(g). The Stewardship and Oversight Agreement between the FHWA Oregon Division Office and ODOT defines the roles and responsibilities of both FHWA and ODOT with respect to Title 23 project approvals and related responsibilities and Federal-aid Highway Program oversight.

The current [Stewardship Agreement](#) is posted on the Technical Services website at:

https://www.oregon.gov/ODOT/HWY/TECHSERV/docs/pdf/Stewardship_Agreement.pdf

MISCELLANEOUS OPL ITEMS

K-6: INDUSTRY

As part of our regular business practices, ODOT, and specifically OPL, works closely with many different Industry groups such as:

- [AGC – Association of General Contractors \(Oregon Columbia Chapter\)](#)
- [OCAPA – Oregon Concrete Aggregate Producers Association](#)
- [APAO – Asphalt Pavement Association of Oregon](#)
- [APWA – American Public Works Association](#)

As part of the cooperation between ODOT and AGC, ODOT maintains frequent contact with members of the AGC Highway Council. This council is broken down into four (4) separate groups:

- Administrative
- Bridges
- Roadwork
- Specialty

Different members of AGC will participate on the different Council groups. As ODOT modifies existing Standard Specifications and Boilerplate Special Provisions, or works on development of new standards, the members of the applicable AGC Council will be invited to participate. As part of the standard Specification Change Request Process (see [Section E-3: Specification Change Request Process](#)), all specification changes are submitted to AGC for review and comment prior to implementation. Specification change requests specifically dealing with aggregate, grinding, cement or paving (just to name a few) are also sent to APAO and OCAPA for review and comment. Specification change requests sent to AGC, APAO or OCAPA are also sent to APWA as the co-owners of the Standard Specifications for Construction.

The OPL Alternative Contracting Program Manager also communicates with the applicable members of the AGC Highway Council during the development of the Alternative Contracting Base Documents.

MISCELLANEOUS OPL ITEMS

K-7: Technical Leadership Center (TLC)

All employees working in the Technical Leadership Center (TLC) should become familiar with the TLC website and the employee information available on this site.

Technical Leadership Center Facilities Homepage

Welcome to the Facilities page of the Technical Leadership Center (TLC). For comments, questions or concerns regarding facilities related issues, please contact the Building Manager at 503-986-6614.

LINKS

- TLC Facilities Request Tracker
- Dissatisfaction Form
- Important Contacts
- Facilities Forms
- TLC Conference Room Issue Report
- Name Plate Template
- Ergonomic Assessor List
- TLC Building Map with Names
- Emergency Response Team
- Water Action Team
- Diversity Action Team
- Emergency Preparedness

Announcements

There are no items to show in this view of the "Announcements" list.

TLC Facilities Calendar

There are currently no upcoming events.

(More Events...)

Type	Name	Modified	Modified By
	TLC Facilities Tracking Log	11/17/2016 4:29 PM	SAMSON Jennie

TLC Picture Library

<http://transnet.odot.state.or.us/hwy/TSFacilities/SitePages/Home.aspx>

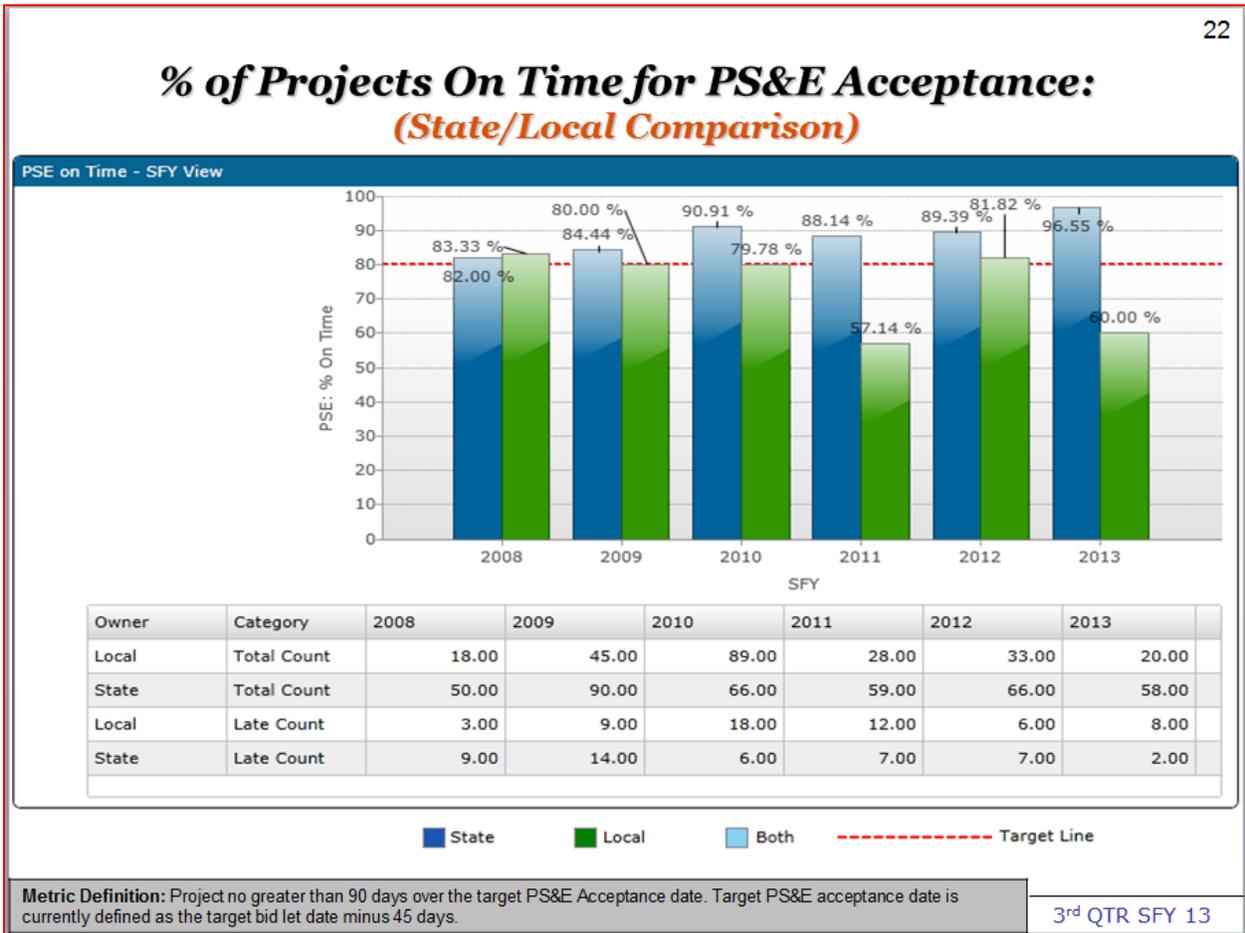
MISCELLANEOUS OPL ITEMS

K-8: REPORTS

OPL is responsible for contributing to, producing and/or distributing a wide variety of reports.

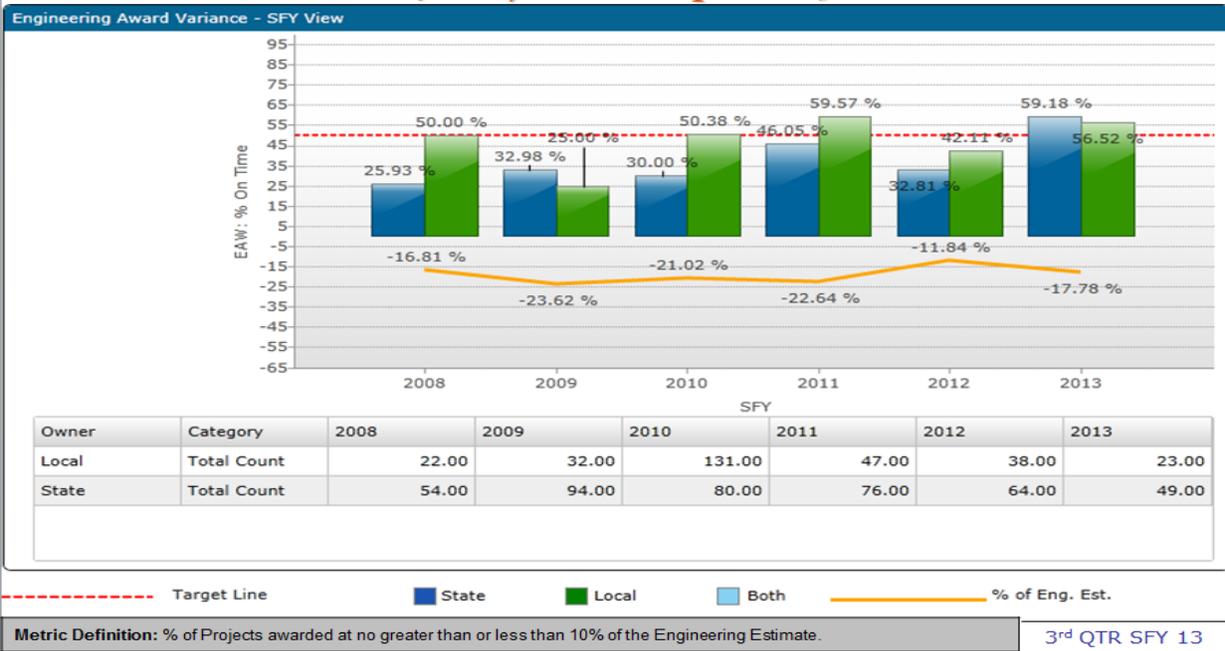
a. Quarterly Business Line Report (QBR)

The Quarterly Business Line Report (QBR) is produced by the Strategic Business Services Branch and delivered to several Leadership Teams. Information from the PS&E Metrics Report produced by OPL is used to provide some of the data in the report:

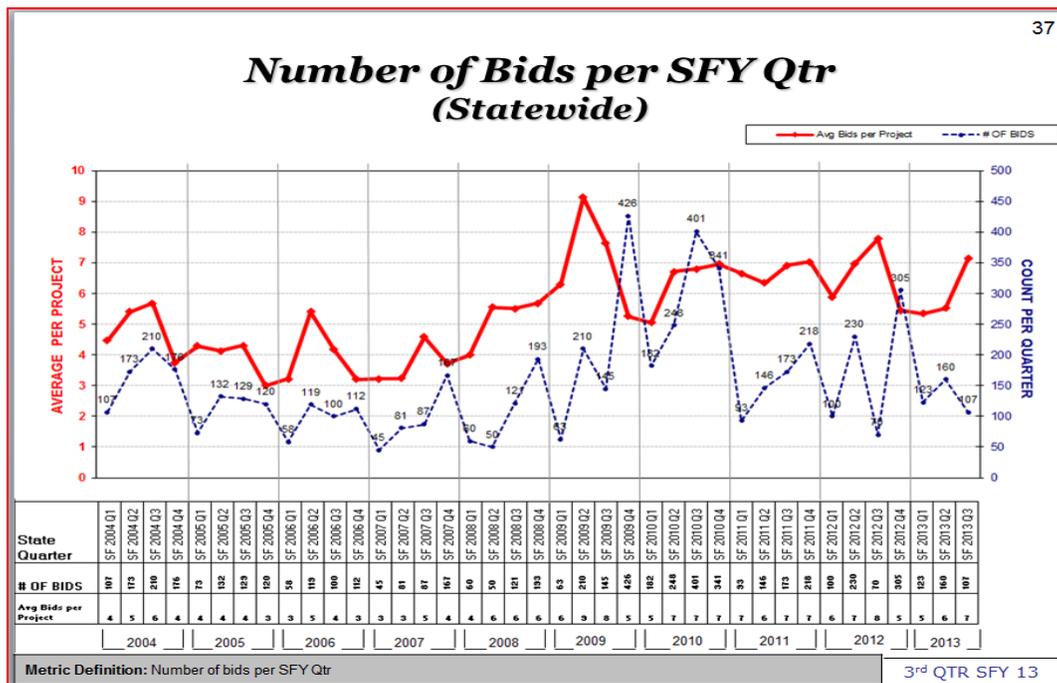


Information regarding the percent of projects awarded within ±10% of the FEE, which is a federal metric, is also reported in the QBR:

% of Projects Awarded Within Engineering Estimate: (State/Local Comparison)



Data on the number of bids received per quarter, and the average number of bids per project is another metric included in the QBR:



Information for reporting these measures is automatically taken from the OPL database and Trns*Port by the report developers. Upon request, the OPL Manager can review the QBR information prior to its release to the Leadership Teams.

b. Salvaged Materials Annual Report

One of the requirements of Technical Bulletin [RD07-05\(B\) – Salvaging Features and Excess Materials](#) is an annual report to the Technical Services Manager summarizing the prior year's approved salvaged material requests. This summary shall also include a brief discussion of any observations and/or discernable trends that may be of value for subsequent policy and/or procedure evaluations. The report is due within four (4) weeks after the end of the calendar year. The State Traffic-Roadway Engineer has designated the OPL Manager as the person responsible for delivering the annual report to the Technical Services Manager.

Prior to 2014, the annual report broke out the salvage materials requests that were approved at the Region level, and those approved by OPL. RD07-05(B) was updated in January 2014, requiring all salvage material request to be submitted to OPL for review/approval. Beginning with the 2015 Annual Report, all requests will be reported as approved by OPL.

The Pre-Letting Specialist is the OPL staff member responsible for compiling the Salvaged Materials Annual Report, submitting to the OPL Manager for signature, and routing to the Technical Services Manager/Chief Engineer. The detailed process for compiling the report is in the Pre-Letting Specialist Procedure Manual under *Annual Duties*.

Copies of the annual reports are archived in the OPL share drive:

\\scdata\OPL\OPL_Official_Records\Pre-Letting\Reports\Salvage_Reports

 Oregon <small>Theodore R. Kobayashi, Governor</small>	Department of Transportation Technical Services Traffic-Roadway Engineering Section Office of Project Letting 4040 Fairview Industrial Dr SE MS#1 Salem, OR 97302-1142 Telephone 503-986-4040 FAX 503-986-6592
<p>Date: January 22, 2016</p>	
<p>To: Tom Lauer Technical Services Manager/Chief Engineer</p>	
<p>From: Larry Mckinley Office of Project Letting Manager</p>	
<p>Subject: 2015 Salvage Materials Report</p>	
<p>Technical Bulletin RD07-05(B) requires a calendar year summary of the previous year's approved salvaged material requests, to be produced for each calendar year. This summary is for the 2015 calendar year.</p>	
<p>In 2015, the Office of Project Letting (OPL) received seventeen requests for salvaged material on twelve projects. The salvaged material requests for signal equipment was the most common item requested in 2015.</p>	
 Larry Mckinley Office of Project Letting Manager	Date: <u>1/22/16</u>
<p>Attached: 2015 Salvaged Material Summary</p>	

c. PDLT – ODOT Project Delivery Review

In December of each year, the Strategic Services Branch will request input from OPL on reporting areas for the Annual PDLT Project Delivery Review report. Until the 2015 report, OPL provided information on the QC/QA Program Implementation. In 2015 this work was transferred to [Lea Ann Hart-Chambers](#) at the direction of Tom Lauer, and is no longer a discipline handled by OPL. Information for this area of the Report should be provided by Lea Ann.

d. Project Postponement Report

The project Postponement Report is a bi-annual report sent to the ODOT Director and Highway Division Administrator showing all projects postponed after advertisement and the reason for the postponement. A second report (different format) is sent to the Region Tech Center Managers and Chief Engineer. Details on the Postponement Report process are covered under [Section ***PC-9: Project Postponements***](#).

e. PD-02 Exception Letter Report

Although there is no standardized PD-02 Exception Letter Report, OPL will occasionally be asked for a report showing the number of projects with PD-02 Exception Letters, and the type of PD-02 items being requested. Typically this request will come from the Chief Engineer.

The Pre-Letting Specialist is responsible for producing the PD-02 Exception Letter Report from data stored in the OPL database. A typical Region-specific PD-02 Exception Letter Report will look like this:

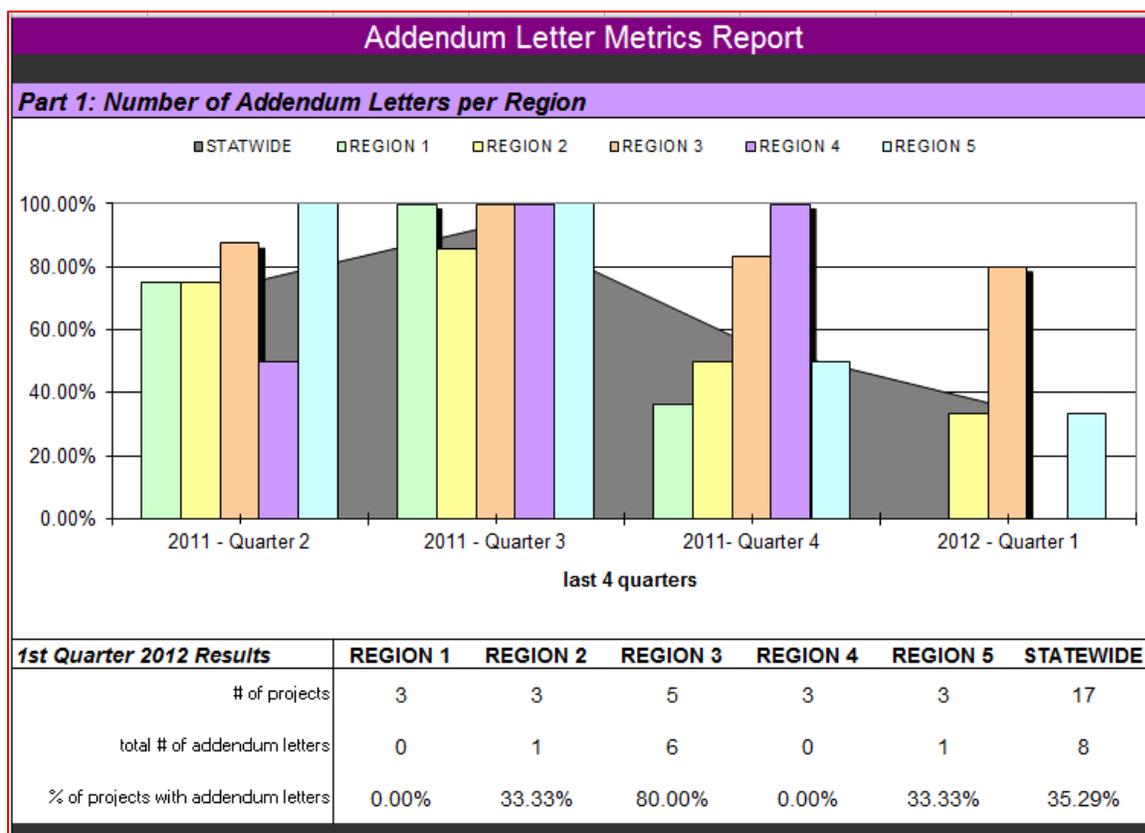
	B	C	D	E	F	G
				2014	2015	Total
Number of projects bid						
Region 2 Local Agency				14	8	22
Region 2 Tech Center				25	14	39
Total number of projects bid by Region 2				39	22	61
Number of projects with PD-02 Exception Letters						
Region 2 Local Agency				4	2	6
Region 2 Tech Center				7	1	8
Total number of projects with PD-02 Exception Letters in Region 2				11	3	14
PD-02 Item	Administered By	Acceptable PD-02 Items?		2014	2015	Total
PERSONAL SERVICES CONTRACT	Local Agency	Yes		4	2	6
	Region 2 Local Agency Total			4	2	6
ANTICIPATED ITEM REQUEST	Tech Center	Yes		0	1	1
IGA	Tech Center	Yes		3	0	3
ODFW FISH PASSAGE WAIVER	Tech Center	Yes		1	0	1
PERSONAL SERVICES CONTRACT	Tech Center	Yes		5	0	5
PUBLIC INTEREST FINDINGS	Tech Center	Yes		0	1	1
RR CM AGREEMENT	Tech Center	Yes		2	0	2
SPECIAL PROVISIONS INTEGRITY CERT	Tech Center	No		0	1	1
STIP AMENDMENT	Tech Center	No		0	1	1
	Region 2 Tech Center Total			11	2	13

This report only contains information from all projects that have gone to bid through the previous month.

<\\scdata\OPL\OPL Working Documents\Pre-Letting\Reports\PD02 Exceptions>

f. Addenda Report

Addenda Reports are another non-standard report that OPL will be asked for occasionally. The Pre-Letting Specialist is responsible for pulling the report data from the OPL database and producing a report that satisfies the needs of the requestor. An example of an Addendum Letter Metrics Report:



Addenda Letter Reports are archived in the OPL share drive:

<\\scdata\OPL\OPL Official Records\Pre-Letting\Reports\Addenda Letters>

g. ¹7-Month PS&E Lock-In Report

On the first of each month, the Pre-Letting Specialist will send out the 7-Month PS&E Lock-In Report to all PL's, LAL's, AM's, and STIP Coordinators, showing all projects scheduled for PS&E Lock-In at the end of the month. The 7-Month PS&E Lock-In Report is part of the [PS&E Acceptance and Lock-In Procedure](#) documented in the November 1, 2007 PDLT Memo on [Project Delivery Milestones and Performance Measures](#):

¹ The PS&E Lock-In Process was modified from 13-Month to 7-Month in September 2016



Oregon

Theodore R. Kulongoski, Governor

Department of Transportation
355 Capitol St NE
Salem, OR 97301

Date: November 1, 2007
To: Project Delivery Staff
From: Project Delivery Leadership Team
Subject: Project Delivery Milestones and Performance Measures

Beginning January 1, 2008, three new metrics will be introduced to examine areas of Project Delivery in greater detail.

- Design Acceptance
- Plans, Specifications and Estimates (PS&E) Acceptance
- Notice to Proceed (NTP)

Design Acceptance

Design Acceptance is the critical milestone before right-of-way, permitting, and construction plans activities proceed. It is also the earliest point in project development that lends itself to consistent measurement across all projects. The purpose of identifying the completion of design acceptance is to record when a project is ready to move forward to preparation of the PS&E package.

Design Acceptance is only to be recorded as completion of a milestone. Design Acceptance will not be used as a performance measure.

Action Required: At the conclusion of the Design Acceptance milestone, Project Leaders, Consultant Project Managers and Local Agency Liaisons will record (in MS Project) the date that the Design Acceptance Package (DAP) was approved by the accountable manager. The Project Delivery Unit will send instructions for recording Design Acceptance completion in MS Project to Project Leaders, Consultant Project Managers and Local Agency Liaisons.

PS&E Acceptance

Until now, Project Delivery performance has been measured by the "13 month lock-in" of a projected bid-let date. The actual bid-let date was compared to the projected date to determine on-time performance.

On-time performance by regions will now be measured by the date the PS&E package is accepted by the Office of Pre-Letting. The "13 month lock-in" is based upon the projected date of PS&E submittal to the Office of Pre-Letting, with an additional 10 business days for review and acceptance by the Office of Pre-Letting. There are two reasons for this change:

PDLT Memo to Project Delivery Staff Page 2
 November 1, 2007

- The bid-let date does not adequately measure Region performance for project development. Regions are expected to submit a bid-able project for contractors. Once a bid-able project is submitted, region project development expectations are fulfilled.
- The bid-let date does not account for the need of the agency to schedule and package bid advertisements effectively. SEOPL has a business need to adjust advertisement dates to encourage better competition and adjust to contingencies.

Bid-let dates will continue to be projected at the “13 month lock-in”. The bid-let date is needed to provide contractors with the Six-Month Schedule of Contract Lettings.

Notice to Proceed (NTP)

Contracting performance is our ability to get bid-able projects into the hands of contractors and PM crews. NTP is the best objective measure of the successful conclusion of the contracting phase. Performance for the combined design and contracting phases will be measured by adding 57 calendar days to the projected bid-let date and comparing that date to the actual NTP date.

Please contact Scott Chalkley (503-986-3190) if you have any questions concerning data or formulas for these measures.

7-MONTH PS&E LOCK-IN REPORT

13 Month Bid-Let and PS&E Acceptance Potential Lock-In Report	
<i>For projects projected on reaching PS&E Acceptance or Bid Opening before 1/31/2017</i>	
REGION: 1	
Key No.: 19099 Monitor: PSEDOC Opt Code: S Admin. By: ODOT Project Leader: Name: OR224/OR212 CORRIDOR ITS Comment:	Delivery Method: In House Type: OP-ITS MS Proj. Bid Open: 3/13/2017 PCS Bid Open: Potential Bid Open Target Date: 3/13/2017 MS Proj. PS&E Due Date: 1/13/2017 OPL PS&E Due Date: Potential PS&E Due Date Target:
Key No.: 18835 Monitor: PSEDOC Opt Code: S Admin. By: ODOT Project Leader: Name: I-5: NB LOWER BOONES FERRY EXIT RAMP Comment:	Delivery Method: In House Type: SAFETY MS Proj. Bid Open: 3/21/2017 PCS Bid Open: Potential Bid Open Target Date: 3/21/2017 MS Proj. PS&E Due Date: 1/24/2017 OPL PS&E Due Date: Potential PS&E Due Date Target:

All project delivery staff having projects shown on the report must confirm that the project(s) listed can be locked in, or are not ready to be locked in and need to be moved to a new bid date. This is the last opportunity for moving non-ready projects outside the 7-Month PS&E Lock-In window.

From: WIXOM Nick Sent: Tue 11/1/2016 10:56 AM

To: ANDERSON Doug B; BAILEY Chris G; BAKER Michael; BANEGAS Judith R; HARRISON Kathleen M; BOTTENBERG Raymond D; BRAIBISH Thomas E; BROPHY Kevin J; BRYANT Robert W; BURFORD James P; BURKS Timothy W; BUTLER Lorraine E * Lori; CASTLE Jared B; CHARLEBOX Kathleen A; CHRISTOPHER Basil R; COLEMAN Anthony T * Tony; COOLEY Steven B; COSENTINO Joseph K; CRAMER Scott B; DAGNESE Susanne L; DAILY Vern; DEPALMA Paul A; ENG Simon C; PAPPE Robert G; FLOWERS Jeffrey A; FRY Joel D; GARRARD James D * Jim; GRAY Joseph A;

Cc: **ODOT Pre-Letting**

Subject: Month Year 12 Month Contractor's Tentative Schedule of Contract Lettings and the 7 Month Lock-In Report

The **12 Month Contractor's Tentative Schedule of Contract Lettings** and the **7 Month Lock-In Report** are available for your review. You can access them by opening the Monthly Reports folder at:
\\scdata\PCSRprts\CurrentReports\Monthly_Reports.

- The **12 Month Contractor's Tentative Schedule of Contract Lettings** is published on the [ODOT Procurement Office – Construction Contracts Unit's Letting Schedules](#) webpage on the second Friday of every month. Please review this schedule for your project(s) and update the information as needed. Your Region STIP Coordinator can update most of the project information on the schedule from STIP-FP.
- The **7 Month Lock-In Report** is used by ODOT senior management. Please review this report for your project(s) and either confirm or reschedule the bid opening and the PS&E due date outside of the 7 month lock-in window. **As a reminder, at the end of the 7th month, any projects scheduled within 7 months of PS&E will be locked in.** Please refer to the PS&E Acceptance Lock-in Procedure published on the [Office of Project Letting PS&E Measure's](#) webpage for more information on the lock-in process.

***Note:** As of October 3, 2016, projects without an established lock-in date will now be required to lock-in within 6 months via the 7 Month Lock-In Report and the target PS&E Acceptance window has been reduced from a 90 day window to a 30 day window.*

Project Leaders and Local Agency Liaisons: a response is required for your project(s) listed on the **7 Month Lock-In Report** by **November 30th, 2016**. If a response is not received, then your project(s) will be locked in at the beginning of next month.

Thank you,

Nick Wixom

One (1) week prior to the end of the month, the Pre-Letting Specialist will follow up with non-responsive project delivery staff to confirm their project lock-in date or to change the scheduled bid date. No response will result in projects automatically being locked in at the end of the month.

Detailed instructions for this task can be found in the Pre-Letting Specialist Procedure Manual.

2016 PDLT Memo on PS&E Lock-In Process



Project Delivery Leadership Team
MEMORANDUM

Date: 09/22/2016

To: Region Managers, Project Delivery Leadership Team, Technical Leadership Team, Local Program Leadership Team, Area Managers, Project Leaders, Consultant Project Managers, Local Agency Liaisons, Specifications Writers, Office of Project Letting

Cc: Project Managers, Construction Leadership Team

From: Tom Lauer, Jen Lara, and Craig Sipp, Co-Chairs
Project Delivery Leadership Team

Subject: Improvement of the PS&E Lock-In Process and Construction Value Range

Background

Since 2007, on-time performance by regions has been measured by comparing the date the PS&E package is accepted by the Office of Project Letting (OPL) to the 13 Month Lock-In date, the projected date of PS&E submittal to OPL. Additionally, another bid let schedule report, the 12 Month Contractor's Schedule of Contract Lettings, published to the internet by OPL, provides a forecast of project bid let dates, construction value ranges, and other project information for the public.

It became apparent that the 13 Month Lock-In process, the PS&E Acceptance Measure, and the 12 Month Contractor's Schedule of Contract Lettings needed some upgrades and better integration. Below are key issues and implications this memo seeks to remedy.

<i>Item</i>	<i>Key Issues</i>	<i>Implications/Impacts</i>
13 Month Lock-In Process	<p>Region variation in locking in at 13 months: actual lock-in has occurred from 0 - 13 months ahead of PS&E submittal date</p> <p>Lock-in is not linked to specific project delivery milestones, which is problematic for projects yet to reach DAP or for fast track projects.</p>	<p>The realized value of the 13 Month Lock-In process and associated PS&E on-time measure is problematic. They have not been actively used to improve our schedule forecasting and on time delivery performance.</p> <p>Unreliable schedules impact internal and external stakeholders: OPL, Oregon State Police, Utilities, Contractors, and Region resourcing.</p>
12 Month Contractor's Schedule of Contract Lettings	Construction range value inaccuracy	Impacts contractor bidding: they base long-range planning on project values, which are perceived as unreliable.

PDLT Decisions

After reviewing a variety of options, the following actions are to be implemented:

- A primary cause of construction range value inaccuracy was an inflation factor applied to the current STIP amount (construction phase) prior to the range determination. The inflation factor was removed by OPL on August 3, 2016. To further increase the value range accuracy, on September 14, 2016, OPL made an additional modification to the factor prior to the range determination. The modification of this factor is not expected to disrupt other business processes or functions.
- The current PS&E Lock-in Procedure will be changed from 13 months to 7 months.

To fully support the implementation of the above decisions, modifications have been made to the current processes and systems used by OPL.

- Instead of a 13 Month Lock-In Report, a 7 Month Lock-In Report will be distributed to Regions on a monthly basis; the 12 Month Contractor's Schedule of Contract Lettings will continue to be distributed.
- For projects with a standard schedule, at 6 months out, Project Leaders, Consultant Project Managers, and Local Agency Liaisons contact OPL to lock-in a target bid let date; this sets the PS&E lock-in date.
- For projects with an accelerated schedule, that is less than 6 months from project inception, Project Leaders, Consultant Project Managers, and Local Agency Liaisons contact OPL to establish a bid let date (in effect the lock-in date at project inception).

With the Lock-In now set at 6 months out, the target PS&E Acceptance window has been reduced from a 90 day window to a 30 day window from the Lock-In date.

This memo becomes effective October 3, 2016. For projects with established 13 Month Lock-In dates, those remain in effect. For projects without established Lock-In dates, Lock-In will now occur at 6 months via the 7 Month Lock-In Report from OPL.

Contacts

For any questions, please contact Ken Franklin, *Performance Measurement Program Manager* (503.986.3511 | ken.franklin@odot.state.or.us) or Eric Henry, *Performance Measurement Analyst* (503.986.3271 | eric.henry@odot.state.us.or)

h. 12-Month Contractor's Tentative Schedule

The 12-Month Contractor's Tentative Schedule is a list of projects that ODOT is planning on funding, advertising and bidding in the next 12 months. The schedule is created for Industry (*contractors, subcontractors, suppliers, etc.*) to use in order to plan resources and work over the next year.

12-Month Contractor's Schedule of Contract Lettings	
(sorted by Anticipated Bid Opening Date and then by Oregon County)	
BID OPEN DATE: 12/3/2015	
Key #: 17528	Name: US101:COLUMBIA R (ASTORIA-MEGLER) BR PAINTING, PH2
Range: \$30M-\$40M	
Route: US-101	Primary Work Type: Bridge Preservation
Hwy: OREGON COAST HIGHWA	BID OPEN: 12/3/2015
Beginning and Ending Milepoints: 1.78 to 3.04	Proj Goal: DBE 1.5%
County: CLATSOP	
Description of Work: PHASE 2 PAINTING PROJECT, BRIDGE #07949C; WSDOT TO PAY 50% OF TOTAL COSTS.	

The ²range value is provided to assist bidders in determining which projects they may pursue bidding based on bonding capacity. This value has been discussed on many occasions with Industry so they are clear on its meaning. The range value listed in the project advertisement is based on the PS&E estimate and may be a different range value than shown on this tentative Schedule.

The Schedule contains a disclaimer at the bottom to ensure users understand this is a very tentative schedule and listed projects may be cancelled, moved or delayed. It also clarifies that the range value is preliminary and does not reflect the Engineers Estimate.

The 12-Month Schedule of Contract Lettings is a tentative schedule for ODOT STIP projects that are scheduled to be programmed for construction funding. Depending upon project development and funding constraints, the projects shown the 12-Month Schedule may end up being cancelled, moved forward or delayed to later bid openings. The range value is preliminary, may not reflect the current scope of the project, and is not a reflection of the Engineer's Estimate.

Wednesday, December 02, 2015

Page 1 of 32

The 12-Month Tentative Schedule is produced by the Pre-Letting Specialist from data in both PDWP and PCS. The Schedule is updated on the first of each month and posted on the [OPO Letting Schedules](#) website. The Schedule is also sent to ODOT Project Delivery Staff along with the PS&E Lock-In Report (see [Section K-8-h. 7-Month PS&E Lock-In Report](#)) for review for any necessary changes.

Detailed instructions for this task can be found in the Pre-Letting Specialist Procedure Manual.

² See Section K-8(h) for PDLT's 09/2016 memo defining changes to the process used to establish the range value.

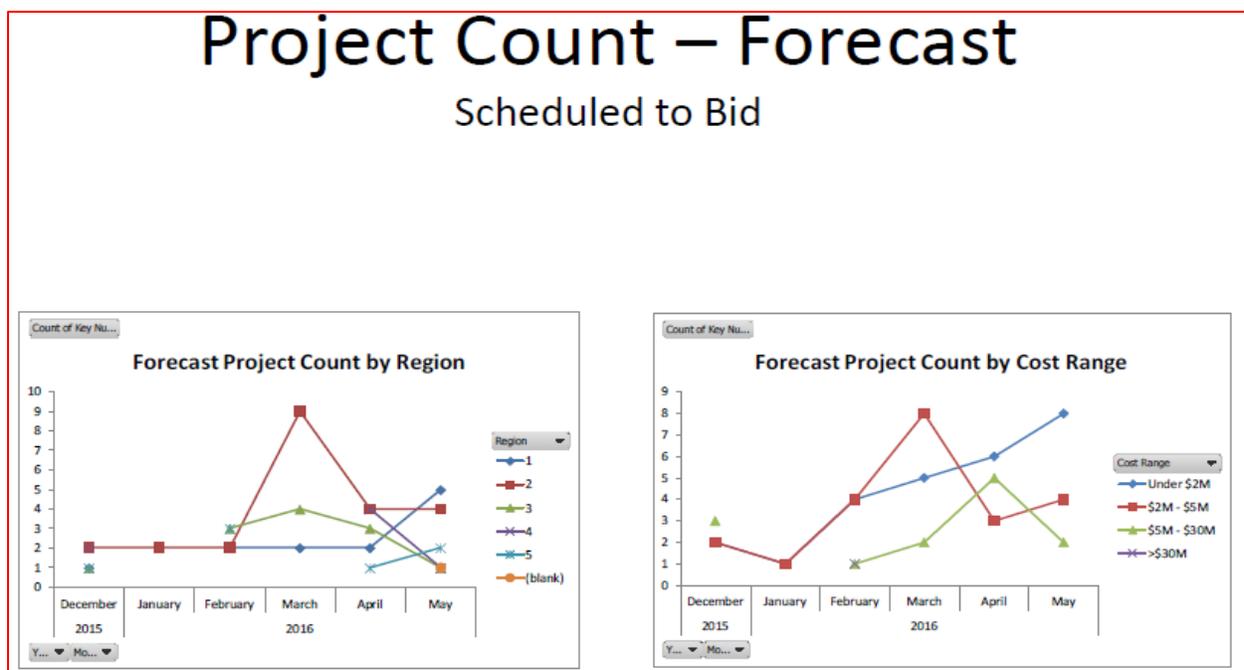
12-Month Contractor's Tentative Schedules are archived in the OPL share drive:

<\\scdata\opl\OPL Official Records\Pre-Letting\Reports\Contractors Tentative Schedules>

i. Bidding Volume Trends Report

The Bidding Volume Trends Report is a report requested by AGC members of the ODOT Industry Leadership Team (OILT). This report is ran by either the OPL Pre-Letting Specialist or the Trns*Port Administrator and submitted to the Construction Section each month one (1) week prior to the OILT meeting. The full report covers:

- Number and size of projects scheduled to bid in the next six (6) months
- Awarded projects by number and by region
- Size of awarded projects by number and by region
- Contract awards and contract payments by month and by year



j. Design Exception Report

The Design Exception Report is produced by the Pre-Letting Specialist for the Roadway Engineering Unit Manager (see Section [A-4: Design Exceptions](#)). Copies of this report are not shared with the OPL Manager. Full details on the production of this report are covered in the Pre-Letting Specialist Procedures Manual.

k. PS&E Dashboard Metrics

The PS&E Dashboard Metric report documents OPL's informal metrics around PS&E acceptance. This is different than the PS&E formal metrics which is part of the Quarterly Business Report performance measure (see Section [***K-8-a. Quarterly Business Line Report \(QBR\)***](#)). Information regarding the PS&E Dashboard Metrics and the quarterly reports are posted on the OPL website at:

http://www.oregon.gov/ODOT/HWY/OPL/Pages/pse_measures.aspx

PS&E Acceptance Formal Measures and Informal Metrics

QBR Measure: PS&E Acceptance

In November 2007, the Project Delivery Leadership Team (PDLT) issued a memo detailing three new metrics, used to measure Project Delivery performance. The Office of Project Letting (OPL) does not own these metrics; however OPL staff is involved in the Plans, Specifications and Estimating (PS&E) Acceptance tracking and reporting measures. Because the PS&E Acceptance milestones are captured in OPL, we are including the current PS&E Acceptance procedure for collecting the data here, for your reference.



[November 2007 PDLT Memo](#)

[PS&E Acceptance Lock-in Procedure](#)

Data from the January-March 2008 PS&E Dashboard Metrics was presented to PDLT at the June 2008 meeting for the teams review. As with any measure, PDLT may choose to alter or adjust the PS&E acceptance measures or recording methods. As OPL receives updated information, we will include it here.

Informal Metrics: Feedback to Delivery Organizations

In an effort to provide feedback to the Delivery Organizations, OPL has developed three informal metrics. Included here are the definitions of these metrics and the distribution methods. The data and frequency of the informational metrics are on the same rotation as the Quarterly Business Review (QBR) Measures.

[PS&E Informal Metrics](#)

[Comparison of QBR performance measures and PS&E informal metrics](#)

The informal metrics, including the raw data, is now available for **ODOT use only**. To locate the informal metrics from previous years, please contact the [Office of Pre-Letting](#) for assistance.

2015 PS&E Dashboard Metrics		2016 PS&E Dashboard Metrics	
Q1-2015	Q2-2015	Q1-2016	
Q3-2015	Q4-2015	Q2-2016	

If you have questions or concerns on any of the above metrics, please contact the OPL Manager, [Larry McKinley](#).

The website includes a document clearly defining all items measured in the PS&E Informal Metrics along with background information on why the report is produced:

PS&E Dashboard Metrics

Definitions:

PS&E Locked-In Date:

Similar to the current 13-month lock-in date for bid-let dates, this is the PS&E Due Date as agreed to 13 months prior. As with the current bid-let lock in, the 90 day window means 90 days after the lock date or earlier, there is no penalty for being early. This is measured against the PS&E Acceptance date and is used only in the QBR reports.

PS&E Due Date:

Agreed to date between the Office of Project Letting and the project team. At the time of the 13-month locking, the PS&E Due Date is the same as the PS&E lock-in date. The date is determined based on a proposed bid date and subtracting the required amount of time for all activities prior to bid let such as printing, advertisement, OPL review, etc. The needs for advertisement and Full Federal Oversight are determined based on the information provided from the project team. As project information changes (size of project etc) this date may change to accommodate the current scope of the project (longer ad, Full Federal Oversight etc) or revised delivery needs from the Region (changed bidding time etc). Establishing the PS&E due date has no change from the current process. This date can and will change as project teams change desired bid dates, as this date doesn't "freeze".

Note: With Bid dates currently on Thursdays, PS&E due dates will always be 8am on Monday. Projects will be triaged on the date submitted for completeness. If a package arrives later than 8am on the due date, workload may not allow for triaging on that date, and it will likely be counted as submission on the following day.

PS&E Submission Date:

Actual date the Office of Project Letting receives the PS&E package (see note above).

Note: If a project is received early, all attempts will be made to check-in the project for completeness upon submission, however workload may not always allow that. It will be triaged on the due date, if workload doesn't allow earlier. All efforts will be made to adjust measures accordingly.

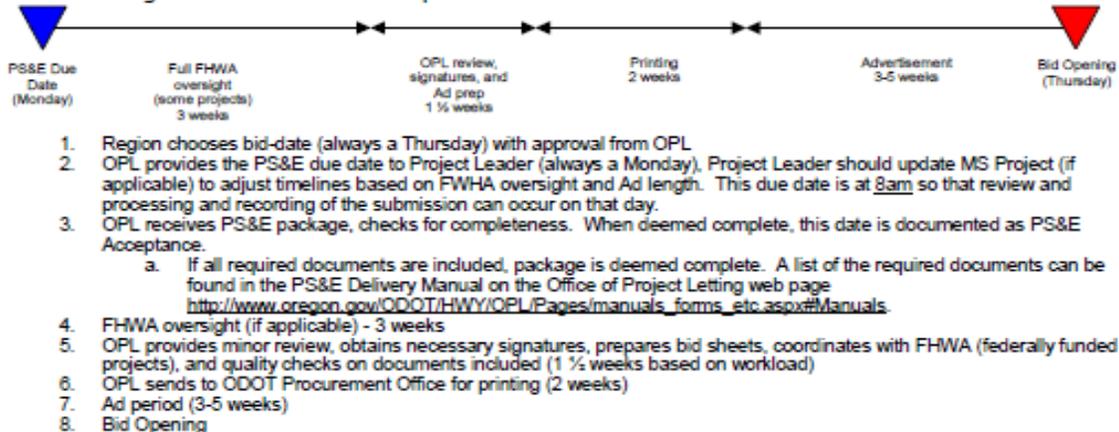
PS&E Acceptance Date:

Actual date the Office of Project Letting receives the complete PS&E package.

Note: a signed PD-02 exception letter (and FHWA approval to advertise if necessary) will deem a package complete if covers the items that are missing.

Background on Office of Pre-letting Process:

The following is the outline of the OPL process.



Discussion of Performance Measures:

In a November 2007 memo, PDLT changed the performance measures for 3 key milestones of project delivery. The performance measure change from Bid Date to PS&E Acceptance will allow flexibility in the delivery model, while providing clear accountability for the different organizations. The comparison of the PS&E Locked-in Date and the PS&E Acceptance Date will occur in the QBR. This change from tracking Bid-let dates to PS&E is a definite step in the right direction. However, this measure alone does not provide the feedback and communication needed to the delivery organizations for them to in turn adjust training, staffing and other needs within their unit. Additional data is needed for the Technical Center unit managers and equivalent, to allow adequate adjustments in operations if needed. The following proposal addresses this additional data, as well as some of the communication requested in the 2007 Project Delivery Review section 3.3.2.

Dashboard metrics:

Additional dashboard metrics will be available to assist delivery organizations with the information they need to effectively manage their program. 3 Key questions should be answered:

1. Are we (as a Region) delivering on time?
2. Is our package complete when it gets to OPL?
3. What are we missing?

OPL can collect a variety of data and show it in a variety of ways. To keep data collection and reporting simple, OPL proposes to answer the above questions in the following ways. OPL is very open to changing and adjusting these dashboard metrics as needed to assist the delivery organizations, but will adjust the metrics on a consistent statewide basis. Raw project data is also available upon request.

1. Are we delivering on time?
 - a. Provide a rate that compares the PS&E submission date and the PS&E due date
 - b. # of projects where PS&E Submission date is at or before the PS&E Due Date
of projects
 - c. Display rate on statewide graph summarized by the last 4 quarters and a 12 month running average (show all regions/OBDP)
 - d. This will be a different metric than the QBR. The QBR may show 100% on time because of the 90 day window, where this metric may show 0% on time because they were all several days late.
2. Is our package complete when it gets to OPL?
 - a. Provide a rate that compares the PS&E acceptance date and the PS&E Submission Date
 - b. # of projects where PS&E Submission date is equal to the PS&E Acceptance Date
of projects
 - c. Display rate on statewide graph summarized by the last 4 quarters and a 12 month running average (show all regions/OBDP)
3. What are we missing on projects that aren't complete?
 - o OPL is capturing this information on the PS&E QA Reports. The PS&E QA Reports are located at \\scdata\PCSRpts\CurrentReports\PS&E_QA_Reports.

Audience and Frequency:

To address the needs for evaluating our organization's performance, as well as our needs for proactive improvement, OPL proposes providing the above dashboard metrics in a more informal setting, to facilitate the metric being used for improvement, training, etc. OPL is available for discussions, clarifications, etc upon request.

Type	What	Audience	Frequency	Data Source & distribution
Performance Measure	PS&E Acceptance vs 13 month lock-in & 90-day window	PDLT, Region Management, etc	Quarterly, as part of the QBR. Ex: Oct-Dec shared in Feb	John Turner prepares data and includes in the QBR
Dashboard metrics	Are we delivering on time? Is our package complete when it gets to OPL? What are we missing?	Tech Center Managers, Area Managers, LAL managers (Planning or Area in some regions)	Quarterly, on same timeline as QBR	OPL prepares and sends out report via email to Tech Center Managers and Area Managers as well as posted on OPL's website. OPL is available for discussions and clarifications upon request.

Additional discussion / potential future additions:

Sortable/Clear data on trends for what is missing: Although our database isn't currently set up to collect this data independently, it could be modified to provide reports on most commonly missed items. This would take some effort to not only incorporate into the database, but also to maintain for each project.

Additional metric for changing the PS&E due date within the 6-month contractor letting publication: The proposed metrics allow a project team to repeatedly change the bid date / PS&E due date of a project, without any indication of how or when the change was made. There may be a need to monitor the changes within the 6-month look ahead for contractors.

Contact Information:

Brenda Marcus, Office of Project Letting Manager (503) 968-3796
Aundrea Guthrie, Pre-Letting Specialist (503) 986-3754

The website also contains a [“comparison” document](#) which compares the QBR performance measure of PS&E Acceptance and OPL’s informal metrics to show how the same project data is used differently for different reports:

<p align="center">Comparison of QBR performance measure of PS&E Acceptance and OPL’s informal metrics.</p>		
<p>Discussion of purposes and methods for data collection can be found on OPL’s website located at http://www.oregon.gov/ODOT/HWY/OPL/pse_measures.shtml</p>		
Purpose	QBR Measure	OPL informal metric
What is being measured	<p>Organizational measures and health</p> <p>Delivery organization’s performance of PS&E Acceptance vs 13-month lock.</p> <p>Target (forecasted) PS&E Acceptance date is frozen 13 months in advance of this date.</p> <p>Specific data compared is Actual PS&E Acceptance to Target PS&E Acceptance</p> <p>ie – do we know a little over a year in advance, within a 90 day window, what our program will be delivering</p> <p>Target = 80%</p>	<p>Feedback for process improvement if the Region so chooses</p> <p>Specific ability to meet process timelines and needs for PS&E and Bid Opening dates.</p> <ol style="list-style-type: none"> 1) Are we delivering on time to OPL 2) Is the package complete when it gets to OPL 3) What are we missing if it isn't complete <p>No dates forecast dates are frozen. As a project changes the requested bid opening, the OPL due date will change with it.</p> <p>Specific data compared are Actual PS&E Submission to OPL Due Date, and Actual PS&E Submission to Actual PS&E Acceptance</p> <p>ie – are we delivering on time complete PS&E packages to OPL to allow for desired bidding timeframes.</p> <p>No target is currently set for these metrics</p>
Inclusion of local projects	No	<p>Yes</p> <p>The Region’s are responsible for certifying that local projects are complete, and the work in our office is the same regardless of if it is local or not. Providing you the information can allow you to decide to do something with it, or delete it, your choice, but it shows you how all projects are performing when they arrive in our office. The "raw data" tab in the worksheet has our guess at which projects were local vs. others so you can also look at the data and do with it as you wish.</p>

	QBR Measure	OPL informal metric
Definition of "Late"	The QBR gives a "grace period" of 90 days late for the 13 month lock-in period, which is appropriate for a broader program measure. There is no penalty for being early by any amount.	The informal metrics do not lock in, however they do count late if the PS&E date is on the 1st but the package doesn't arrive until the 2nd, as the package is late to be delivered on the agreed to PS&E due date. Metrics are also reported in the number of days late and early
Which projects are included in the quarter definitions	The QBR includes projects by their <i>actual</i> PS&E acceptance date. Example: a project with a locked-in PS&E acceptance date (ie Target PS&E Acceptance) of March 15 th and an actual PS&E acceptance date of April 5 th is counted in the April-June quarter. This method is consistent with other QBR measures.	The informal metrics includes projects based on their OPL PS&E Due Date. Example: a project with a locked-in PS&E acceptance date (ie Target PS&E Acceptance) of March 15 th , an OPL PS&E due date of March 31 st , and an actual PS&E acceptance date of April 5 th is counted in the Jan-March quarter. If this discrepancy with the QBR is troublesome for delivery organizations the informal metrics can be revised to be consistent with the QBR. This discrepancy is expected to cause very infrequent differences (given the usual closeness of the actual ps&e date and OPL due date). In addition, the listing and dates of projects are always includes with the informal metrics for discounting by the Region if desired.

	QBR Measure	OPL informal metric
Who collects the data	<p>OPL collects the data as a part of the bid scheduling information. PLs receive a notification their project appears ready to lock in and have a month to confirm or move their project.</p> <p>HPO prepares and issues the measures by linking to the OPL database.</p> <p>The definition of PS&E acceptance has changed. It began as a straight calculation of "locked-bid date – 45 days" to get the locked PS&E acceptance. This definition doesn't reflect large projects with longer advertisement periods or FFO. During the transition to collecting actual PS&E Acceptance lockin dates (vs bid dates), OPL has adjusted the PS&E acceptance lock in dates for all projects that already had a locked in Bid Date – by using the OPL due date for that locked bid date, given the specifics of the project. This results in using better data as a comparison and better results for the projects. All projects that had not yet locked in bid dates switched to lock in PS&E acceptance dates that were confirmed by the PL.</p> <p>As a result of the transition from a calculation of a Lockin to a confirmed date from project leaders, the QBR will continue to reflect both forms of data (math calculation and confirmed PL dates) for approx a year as the data runs turns over.</p> <p>John Turner is the contact for this data</p>	<p>OPL collects the data as a part of the bid scheduling process and tracks the dates in the OPL database.</p> <p>OPL prepares and issues the informal metrics.</p> <p>Eryca McCartin is the contact for this data.</p>

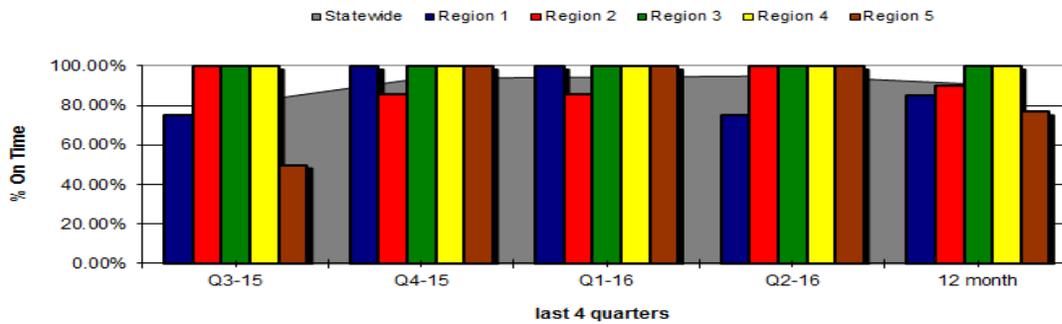
The informal Statewide PS&E Delivery Dashboard Metrics Report is produced quarterly and posted on the OPL website at:

http://www.oregon.gov/ODOT/HWY/OPL/Pages/pse_measures.aspx

Statewide PS&E Delivery Dashboard Metrics Report

Part 1: Are we delivering on time?

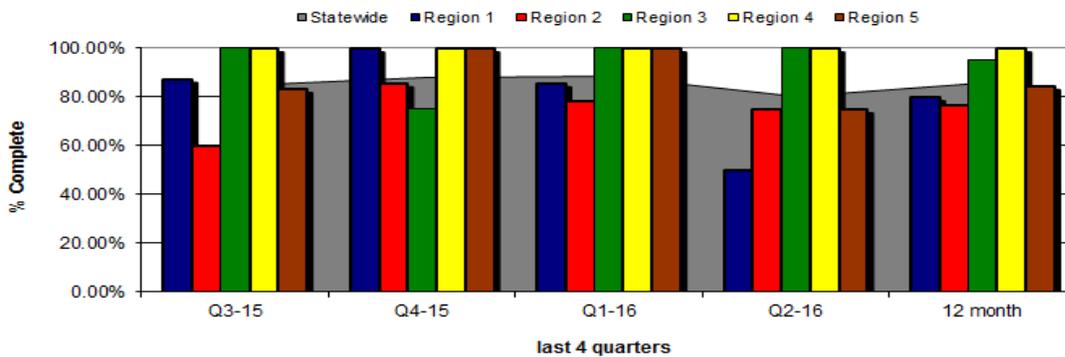
Ontime PS&E Package Delivery
(does it arrive at OPL on or before the PS&E due date)



2nd Quarter 2016 Results	Region 1	Region 2	Region 3	Region 4	Region 5	Statewide
# of projects on time (PS&E or early)	3	4	4	4	4	19
total # of projects bid	4	4	4	4	4	20
% on time	75.00%	100.00%	100.00%	100.00%	100.00%	95.00%
Average number of days late	0.25	0.00	0.00	0.00	0.00	0.05
Maximum number of days late	1	0	0	0	0	1

Part 2: Are our packages complete when submitted to OPL?

PS&E Package Completeness
(when it arrives, is the PS&E package complete?)



2nd Quarter 2016 Results	Region 1	Region 2	Region 3	Region 4	Region 5	Statewide
# of projects complete at time of submittal	2	3	4	4	3	16
total # of projects bid	4	4	4	4	4	20
% complete	50.00%	75.00%	100.00%	100.00%	75.00%	80.00%
Average number of days btwn submission and acceptance	5.50	1.00	0.00	0.00	0.00	1.30
Maximum # of days btwn submission and acceptance	20	4	0	0	0	20

Part 3: What were we missing on projects that were not complete?		
Region 1		
Project Name	# missing items	Items missing/incomplete
KINSMAN RD: SW BOECKMAN - SW BARBER (WILSONVILLE)	1	MOBILITY CHECKLIST
MORRISON BRIDGE LIFT DECK REPLACEMENT	3	MOBILITY CHECKLIST, PROJECT RISK ASSESSMENT SUMMARY AND MYLAR PLAN SET
Region 2		
Project Name	# missing items	Items missing/incomplete
RESORT DR @ MP 2.1 SLIDE REPAIR (TILLAMOOK)	1	MOBILITY CONSIDERATION CHECKLIST
Region 3		
Project Name	# missing items	Items missing/incomplete
Region 4		
Project Name	# missing items	Items missing/incomplete
	0	
Region 5		
Project Name	# missing items	Items missing/incomplete
I84: STANFIELD-BARNHART RD PCC REPAIRS	3	SPECIAL PROVISIONS (PAPER COPY), SPECIAL PROVISIONS ELECTRONIC COPY) AND MOBILITY CHECKLIST

Full details on the report production and posting can be found in the OPL Pre-Letting Specialist Procedure Manual.

I. OTC Annual Work Plan Update – Alternative Contracting

In 2013, the Project Delivery Contracting Methods showed up on the OTC Annual Work Plan:

Project Delivery Contracting Methods

The OTC will approve guidance that will assist staff in selecting the most appropriate alternative contracting methods for those large, complex and often unique projects costing over 100 million dollars. ODOT's typical contracting method is low bid, design/bid/build contracts but there are other options such as design build, construction manager/general contractor etc. The guidance will address the benefits, risks and limitations of the various approaches relative to the types of proposed projects.

As a result, ODOT is required to provide a yearly status on the “guidance” for their approval. The first status report, provided in September 2013 stated:

Status:

ODOT utilizes the traditional procurement system; awarding contracts to the lowest responsive and responsible bidder based on 100% complete plans, specifications and estimates for the bulk of its construction program. This approach has provided the Oregon taxpayers with an adequate, safe and efficient transportation facility at the lowest price that reasonable, competitive bidders can offer. However, there are several innovative project delivery, procurement and contracting techniques that can accelerate project delivery, reduce initial or life-cycle costs and improve quality, when used appropriately and on the right projects. ODOT has a long history (20+ years) of using alternative and innovative methods, but additional work is needed to institutionalize the practice of efficiently selecting and implementing the optimum contracting tool.

The Office of Project Letting is working on developing an Alternative / Innovative Procurement and Contracting Strategies Guide and associated Alternative Contracting Decision / Risk Matrix and Technical Bulletin. While in the past ODOT has worked on developing guides for using alternative contracting, we have never fully implemented a single guide. The guide and matrix will assist Regions in determining if an alternative or innovative delivery or contracting method is appropriate for a given project.

OTC Approved Work Plan – January 2013

September 2013 Status Report

11

The Guide will cover the details of the different project delivery and contracting methods. The Matrix will provide a visual decision matrix that Regions and Project Delivery Teams can use in determining if an alternative or innovative contracting method is appropriate for a specific project. The Technical Bulletin will provide for the roles, responsibilities, and risks associated with alternative and innovative contracting methods.

Upon request, the Alternative Contracting Program Manager in OPL will need to provide a yearly update on the status of both the Alternative Contracting Strategies Document and Decision Matrix.

The September 2014 update stated:

September 2014 Status:

ODOT utilizes the traditional procurement system; awarding contracts to the lowest responsive and responsible bidder based on 100% complete plans, specifications and estimates for the bulk of its construction program. This approach has provided the Oregon taxpayers with an adequate, safe and efficient transportation facility at the lowest price that reasonable, competitive bidders can offer. However, there are several innovative project delivery, procurement and contracting techniques that can accelerate project delivery, reduce initial or life-cycle costs and improve quality, when used appropriately and on the right projects. ODOT has a long history (20+ years) of using alternative and innovative methods, but additional work is needed to institutionalize the practice of efficiently selecting and implementing the optimum contracting tool.

The Office of Project Letting is continuing work on developing an Alternative / Innovative Procurement and Contracting Strategies Guide and associated Alternative Contracting Decision / Risk Matrix and Technical Bulletin. While in the past ODOT has worked on developing guides for using alternative contracting, we have never fully implemented a single guide. The guide and matrix will assist Regions in determining if, and which, alternative or innovative delivery or contracting method is appropriate for a given project.

The Guide will cover the details of the different project delivery and contracting methods. The Matrix will provide a visual decision/risk matrix that Regions and Project Delivery Teams can use in determining if an alternative or innovative contracting method is appropriate for a specific project. The Technical Bulletin will provide for the roles, responsibilities, and risks associated with alternative and innovative contracting methods. Completion of the guide is scheduled for spring 2015. Accompanying procurement process guides for Design-Build (including Design-Build Lite), Construction Manager/General Contractor (CM/GC), and Best-Value Contracting have also been developed. Additional guides for Contractor Special Prequalification, Options Bidding and Alternate Bidding procurement strategies are currently under development.

m. Annual APAO Conference – Project Projection Report

Each year in December, the Construction & Materials Engineer will give a presentation at the annual APAO conference. His presentation will include a projection of the number and value of construction projects for the upcoming year as well as the total value for projects awarded in the previous year. The Construction Section will contact the OPL Manager for this information.

This information can be obtained in several different ways, but the easiest method is to use the 7-Month Lock-In Report or Bid Schedule and the construction values from PCS. Using this method ensures we only report highway construction projects and not “other” projects in the STIP.

Examples of previous reports prepared are archived in the OPL share drive:

[\\scdata\op\OPL_Official_Records\Pre-Letting\Reports\APAO Annual Rpt \(Const Sect\)](\\scdata\op\OPL_Official_Records\Pre-Letting\Reports\APAO_Annual_Rpt_(Const_Sect))

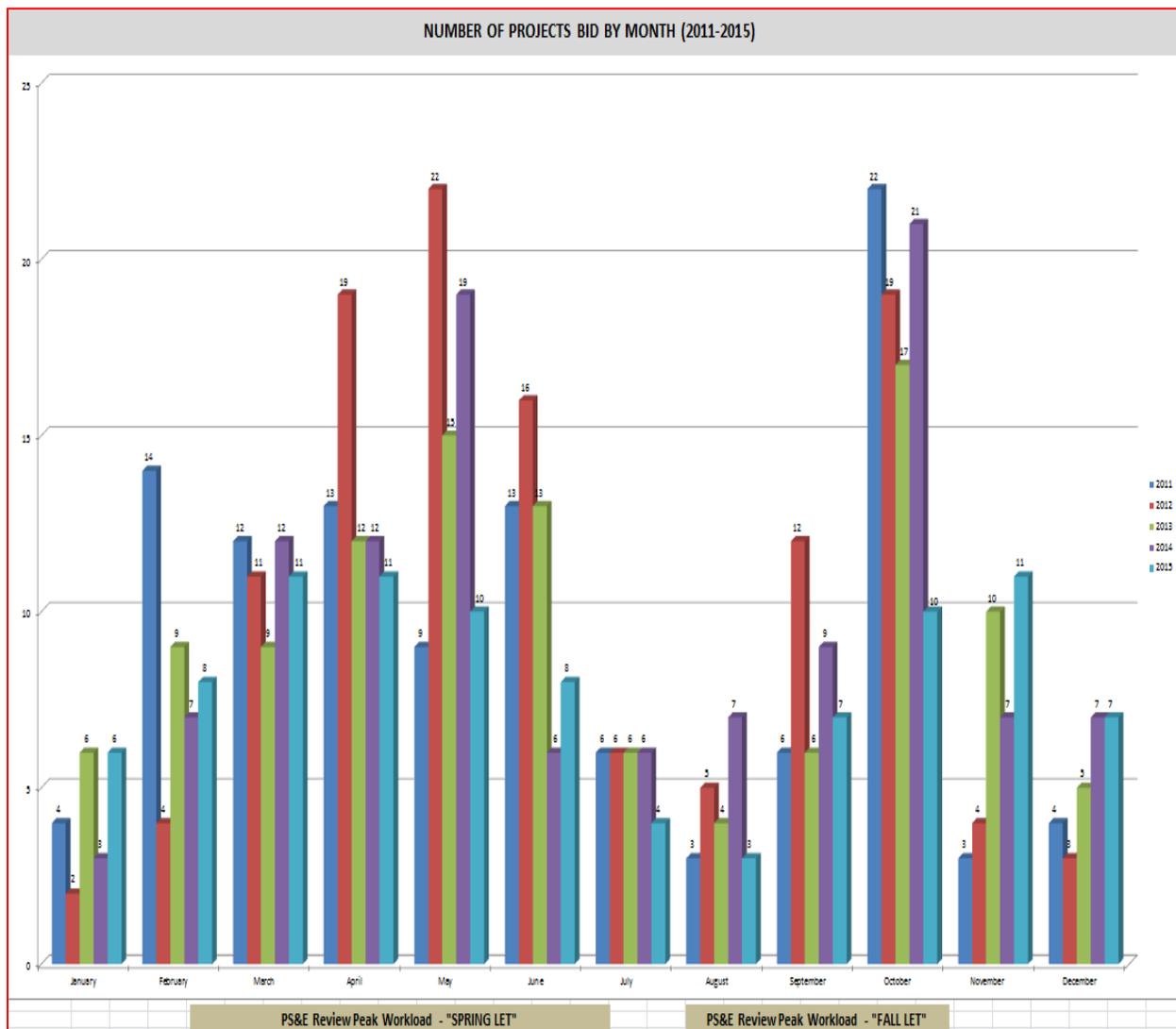
BID MONTH	NO.	TOTAL VALUE
January	10	\$ 54,019,000.00
February	10	\$ 44,361,000.00
March	12	\$ 83,947,000.00
April	15	\$ 41,144,000.00
May	10	\$ 20,643,000.00
June	3	\$ 1,751,000.00
July	4	\$ 8,650,000.00
August	4	\$ 11,022,000.00
September	11	\$ 22,970,000.00
October	6	\$ 7,792,000.00
November	4	\$ 29,212,000.00
December	2	\$ 25,110,000.00
	91	\$ 350,621,000.00

n. Bid Schedule Volume Report

An annual report produced by OPL for the Chief Engineer and Traffic-Roadway Engineer shows the yearly PS&E peak review workloads, also known as “Spring Let” and “Fall Let”. These are the heaviest workload periods for both OPL and OPO staff. The Chief Engineer uses this information in discussion with project delivery staff around project bid scheduling.

The report can be produced by either the OPL Pre-Letting Specialist using data from the OPL database, or by the Trns*Port Administrator using data taken from Trns*Port.

The latest report, which was produced in 2015, showed the bid schedule volume trends from 2011 through 2015:



o. Alternative Contracting Reports

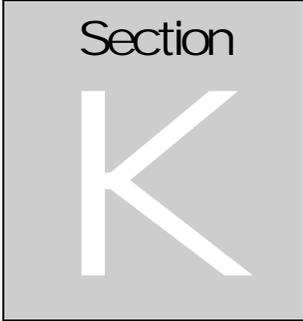
The Alternative Contracting Unit produces several reports documenting the status of active and completed Alternative Contracting projects:

1. Alternative Contracting Projects Report for PICLT and Construction (quarterly):

ALTERNATIVE CONTRACTING PROJECTS REPORT					
November 02, 2016					
PRE-BID PROJECTS					
Region	Key Number	Project Name	Contracting Method	Bid Year	Status
1	19651	I-5 Interstate Bridge (NB) Trunnion Shaft Replacement	Price Plus Technical Qualifications (A+C)	2020	WSDOT funding Issues Region moved project to the 2020 construction season
POST-BID PROJECTS					
Region	Key & Contract Numbers	Project Name	Contracting Method	Award Date	Status
2	16901 C14868	OR18 Newberg-Dundee Bypass (Phase 1G) Sec	Price Plus Technical Qualifications Plus Technical Approach (A+C+D)	3/14/16	Project under construction Estimated Completion December 31, 2017
POST-CONSTRUCTION PROJECTS					
Region	Key & Contract Numbers	Project Name	Contracting Method	2 nd & 3 rd Note Dates	Closeout Evaluation Report Status
2	19221 C13480	I-5: Willamette River Bridge - Bundle 220	Construction Manager / General Contractor (CM/GC)	7/30/15 5/29/16	FFE – Drafted and pending final review SEP-14 – Same as FFE
1	14032 C14165	I-84: Sandy River - Jordan Rd - Bundle 210	Price Plus Technical Qualifications Plus Technical Approach (A+C+D)	2/28/15 4/15/16	FFE – Pending project costs and specifics from ODOT PM SEP-14 – Same as FFE

2. Alternative Contracting Projects Report for PDLT (annual):

PTLD ALTERNATIVE CONTRACTING PROGRAM STATUS REPORT					
(June 7, 2016)					
PROGRAM – Items in Work					
1.	Development of dedicated special provision boilerplates for Design-Build Lite Low Bid and A Plus Multi-Parameter Bidding method. Working with Dan Anderson, OPL Technical Specifications Engineer and OPO to facilitate DOJ approval. Approved boilerplates to be provided to Regions upon OPO and OPL Managers' approval of Region's Request to use alternative contracting method.				
2.	Development of Price (A) Plus Multi-Parameter Bidding method process flow chart and scoring criteria selection process				
3.	Development of contracting method selection matrix and process				
PROJECTS					
PDLT APPROVED PROJECTS (4/7/15)					
Region	Key Number	Project Name	Contracting Method	Bid Date	Status
2	16901	OR18 Newberg-Dundee Bypass (Phase 1G) (Springbrook Rd) Sec	Price Plus Technical Qualifications Plus Technical Approach (A+C+D)	2/18/16	Contract Awarded on 3/9/16 to contractor with second highest price and highest technical component score.
1	19265 19266	I-205 Shared Use Path at Maywood Park & I-5 Shared Use Path at N Jantzen Beach Drive	Design-Build Lite Low-Bid (DBLB)	2/9/17	OPO and OPL Management approved use of DBLB. Region combined projects into one project. Early stages of project development.
1	19267	SW Hall Blvd. ADA Ramps	Design-Build Lite Low-Bid (DBLB)	NA	Due to complexity of ADA requirements Region decided DBLB not appropriate method.
PROJECTS IN CONSTRUCTION					
Region	Key Number	Project Name	Contracting Method	Bid Date	Status
2	19221	OR58: Salt Creek Half Viaducts (Phase 2)	Price Plus Technical Approach (A+D)	2/11/15	Contract awarded 2/11/15 to the contractor with the highest price and technical component score.
UP-COMING PROJECTS					
Region	Key Number	Project Name	Contracting Method	Bid Date	Status
1	19651	I-5 Interstate Bridge (NB) Trunnion Shaft Replacement	Considering Price Plus Technical Qualifications (A+C)	4 th Qtr. 2018	Region is developing RFP for consultant A/E services. Project development of construction project scheduled to start 2nd Qtr 2017.



MISCELLANEOUS OPL ITEMS

K-9: Technical Directives, Bulletins & Operational Notices

There are a wide variety of Directives, Bulletins, and Operational Notices that have a direct effect on the work practices in OPL. Some of the most relevant guidance documents are covered here.

[Operational Notices](#) are available on the Technical Services website at:

<http://www.oregon.gov/ODOT/HWY/TECHSERV/Pages/Operational-Notices.aspx>

a. PD-02 – Project Development Decision Structure

This Operational Notice provides direction to the business line on Project Development decision-making and change management for all commission services, design-bid-build construction projects under the responsibility of ODOT, and specifically in terms of project management for scope, schedule and budget.

Section 1 addresses the PS&E Submittal decision-making point for State and local projects, as well as the requirement for PD-02 Exception approval:

PS&E Submittal (state projects). This point of decision-making provides certainty of the completeness of a project for bid advertisement through Commission Services. Decision-making with any desired interim milestones between Design Acceptance and PS&E Submittal (e.g., Preliminary, Advanced, Final Plans) should be addressed through individual Quality Control Plans and Project Development Change Requests as needed. Deliverables include all items identified on the PS&E Checklist (criteria and requirements as determined by the State Roadway Engineer), and typically include:

- * PS&E Documents
- * Construction Schedule
- * Project Completeness Memo/Checklist signed by the accountable manager or delegated authority
- * Quality Control Certification from technical resource providers

See PD-07 and PD-08 for next steps for advertisement, bidding, and award, once the PS&E deliverables have been submitted to the Office of Pre-Letting. Project teams must provide a thorough information transfer to construction staff and those who will be responsible for managing the construction work.

Projects missing any of the applicable items in the PS&E deliverables may not be advertised and may be removed from the contract letting schedule. The Roadway Section's Office of Pre-Letting will communicate this immediately to those who submitted the PS&E package. Mitigation will be the responsibility of those responsible for delivering the work (e.g., Region Manager), and if necessary the project will be rescheduled for bid advertisement. Exceptions to this policy require the approval of the Highway Division Deputy Director in consultation with the affected Region Manager and the Chief Engineer (see OPD website for templates, examples, and guidance).

b. PD-07 – PS&E Submittal to Bid Opening

This Operational Notice identifies critical items of work, establishes and clarifies individual roles and responsibilities, and documents the process from the time PS&E documents are submitted to OPL, up to bid opening for ODOT OPO – Central Procurement transportation construction projects.

Also covered in PD-07 are:

- Anticipated Items
- Mandatory Pre-Bid Meeting
- Engineers Estimate
- Addenda and Letters of Clarification
- Project Advertisement
- Communications with Prospective Bidders

c. PD-08 – Bid Opening to Notice to Proceed

This Operational Notice provides guidance and clarification of the processes, roles and responsibilities occurring during the time between bid opening and notice to proceed for ODOT OPO – Central Procurement transportation construction projects. It also provides guidance on developing the Construction Engineering budget and the Bid Analysis process performed by the OPL Cost Estimating Unit.

The Award/Not Award recommendation, including the recommendation to reject all bids, is also covered in this Operational Notice.

d. PD-10 – Disposal of Excess Excavation Materials

Also see GE07-01(B) – FHWA Limitations on PS&E Exception Letters

This Operational Notice provides guidelines to Project Teams in developing projects with excess excavation materials. OPL staff will need to follow the guidance in this Operational Notice when reviewing LPIF's and project Special Provisions submitted on projects identifying either mandatory material source(s) and/or mandatory disposal site(s).

e. PD-15 – Project Risk Assessment Insurance

This Operational Notice implements a standardized approach to identify potential project risks and improve the quality of decisions relating to general and specialty insurance requirements. OPL staff will need to follow the guidance in this Operational Notice when reviewing project Special Provisions identifying specialty insurance.

f. PD-16 – Highway Mobility

This Operational Notice deals with the policies and procedures related to highway mobility. Although the guidance in this Operational Notice is used by project delivery staff and not OPL, the required Project Mobility Considerations Checklist is a PS&E deliverable.

<p>Project Leader, Local Agency Liaison, Project Manager, and Project Team</p>	<ul style="list-style-type: none"> ▪ Identify and consider mobility issues and impacts throughout project scoping and development ▪ Develop project specific Transportation Management Plan (TMP) ▪ Involve MCTD FMC early in process when mobility issues are identified, including potential detour routes, prior to Design Acceptance milestone. ▪ Send MCTD FMC copy of stakeholder participation plan or “project information paper” for use in notifying the trucking industry of public meetings and project plans ▪ Provide documentation of MCTD and trucking industry support for planned restrictions and proposed construction to Region Mobility Liaison ▪ Identify risks associated with mobility and plan/evaluate risk responses ▪ Develop Traffic Control Plan (TCP) ▪ Notify MCTD FMC of planned restrictions or detours ▪ Notify State Bridge Engineer regarding planned bridge load posting ▪ Ensure consideration given to alternative design practices, materials, and construction methods to minimize delays and restrictions ▪ Ensure consideration given to various contracting methods to minimize delays and restrictions (i.e. A+B, or Incentive/Disincentive provisions) ▪ Ensure other factors given consideration (secondary routes, congestion impacts, risk analysis, emergency mobility plans, permitting requirements) ▪ Complete <i>Project Mobility Considerations Checklist</i> and submit to Office of Project Letting as part of PS&E Package for ODOT bid projects. For LPA certified projects, complete <i>Project Mobility Considerations Checklist</i> and include as part of PS&E Package at the region office with a copy to the Region Mobility Liaison.
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g. PD-17 – Incentive/Disincentive Contracting Provisions

This Operational Notice provides guidance and clarification on the use of Incentive/Disincentive (I/D) contracting provisions. I/D is an industry standard practice typically used to maintain construction completion dates, encourage innovation in work sequencing and accelerate project. OPL staff responsible for working with the project delivery staff on the use of I/D include the Alternative Contracting Program Manager and the Sr. Cost Estimator. See Section [I-3: Incentive / Disincentive \(I/D\) Process.](#)

[Bulletins](#) are available on the Technical Services website at:

<http://www.oregon.gov/ODOT/HWY/TECHSERV/Pages/technicalguidance.aspx>

h. TSB12-01(B) – Project-specific Special Provisions (supersedes TSB09-02(B))

The purpose of this Technical Services Bulletin is to provide expectations for the modification process for project-specific Special Provisions in public works construction projects bid by ODOT. This Bulletin eliminated the formal documentation process (Project-Specific Special Provision (PSSP) form), instead relying on the Regions to establish internal communication processes.

This Bulletin provides guidance to project delivery staff on what modifications can be made to the Standard Specifications and Special Provisions without obtaining concurrence and/or approval from the Technical Resources, Sr. Specifications Engineer or DOJ.

This Bulletin was written by, and is maintained by OPL.

i. TSB13-01(B) – Approval of Specification Modifications (Project Special Provisions and Contract Change Orders)

This Bulletin provides clarification concerning DOJ review and approval of modifications to the Standard Specifications or Boilerplate Special Provision, and new project-specific Special Provisions. The [2015 Modified Exemption from DOJ Legal Sufficiency Review and Approval for ODOT Highway Construction Contracts](#) identifies the conditions under which ODOT is required to obtain DOJ review and approval for modifications made to the Standard Specifications and Boilerplate Special Provisions.

This Bulletin was written by, and is maintained by OPL. Also see Section [E-8: TSB13-01\(B\): - Approval of Specification Modifications \(Specifications Engr. Concurrence/Approval\)](#)

j. GE07-01(B) – FHWA Limitations on PS&E Exception Letters

This Bulletin provides clarification on the FHWA legal requirements and guidance regarding acceptance of PS&E Exception Letters prior to approval of state and local federal-aid highway program projects covered by a NEPA Categorical Exclusion for bid advertising. The OPL Pre-Letting Specialist will follow the guidance in this Bulletin when reviewing submitted PD-02 Exception Letters (see Section [A-5: PD-02 Exception Letters](#)).

k. GE08-04(B) – Designating Construction Staging and Disposal Sites
(also see PD-10)

This Bulletin supports PD-10 - Disposal of Excess Excavation Materials, by providing clarification on procedures for designating disposal sites, for placement or temporary storage of clean fill, and construction staging sites.

l. RD07-05(B) – Salvaging Features and Excess Materials Associated with Transportation Projects by Contract Specification

This Bulletin establishes a process for the Agency to salvage features and excess materials associated with transportation facilities when planned for at the time of project specification preparation. This Bulletin satisfies the FHWA requirement for ODOT to have a procedure that ensures the process of stewardship is clearly defined for Agency-salvaged materials related to federal-aid highway program activities.

The guidance in this Bulletin will be used by OPL staff in reviewing Salvage Materials LPIF's and project-specific Special Provisions identifying materials to be salvaged.

This Bulletin is maintained by the Traffic-Roadway Section and is updated by OPL.

m. RD13-03(B) – 3D Roadway Design

This bulletin updates the 3D Roadway Design in Chapter 16 of the [Highway Design Manual](#) and clarifies when the agency will require designers to provide roadway digital design documents to bidders at project advertisement.

Roadway digital design files are uploaded to eBIDS as a Bid Reference file by the PL/LAL one (1) week prior to project advertisement. Guidelines for uploading are in the "[How-To](#)" [Guide: Posting a Roadway Digital Design eBIDS package document](#). Updates or modifications to this Bulletin are coordinated with OPL as the owner of the eBIDS system. (See Section [C-3: eBIDS](#)).

[Advisories](#) are available on the Technical Services website at:

<http://www.oregon.gov/ODOT/HWY/TECHSERV/Pages/technicalguidance.aspx>

n. TSB16-01(A) – Digital Signature-Documents Requiring Professional of Record Seal

The purpose of this Advisory is to provide guidance for Professionals of Record (POR) and others digitally signing documents for Highway Division construction projects to expedite the flow of digital document routing and acceptance through the entire process. Digital Signatures are to be used by all ODOT POR's and others to digitally sign documents and data for all documents defined in [TSB11-02\(D\)](#) as requiring a POR seal. This Advisory moves ODOT to digitally signing (sealing) electronic files produced by POR's. Digitally signing electronic documents replaces the prior business practices.

1) List of work products requiring a digital signature of a POR

Final Pictorial Representations	Final Text Documents	Final Calculations
Project Plans	Reports	Hand-written calculations
Drawings	Narratives	Spreadsheets
Details	Design Memos	Design software output
Standard Drawings	Design Exceptions and Deviations	Graphs
Sketches	Standard Drawing Baseline Report	Calculation books
Tables and Data Sheets	E-Mails or conversation records documenting professional direction	
Maps and Plats	Project specifications and special provisions	

2) List of items NOT requiring a digital signature
 Products that are clearly marked as Draft, Preliminary, Not for Construction, Review Copy, Subject to Change, or similar wording to indicate it is not intended to be a final product. Lab testing and monitoring data do not require a POR seal.

MISCELLANEOUS OPL ITEMS

K-10: ePLANS

The ODOT ePLANS intranet site provides electronic copies of Contract Special Provisions and Contract Plans for internal ODOT employees. Files prior to 2011 also include copies of project bidding documents (*bid booklet, bid plans and bid special provisions*).

<http://transnet.odot.state.or.us/cs/eplans/default.aspx>

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Welcome to the New ePlans Site

The ePlans Solution

The [Office of Project Letting \(OPL\)](#) and the [ODOT Procurement Office \(OPO\)](#) are pleased to announce that the ODOT Electronic Bidding Information Distribution System (eBIDS) is now available for internal users to access solicitation documents for highway and bridge construction projects.

ODOT eBIDS provides free downloading of bid documents including bid booklets, addenda, clarification letters, bidding plans, specifications and bid reference documents. Internal users can search current and past projects by multiple criteria.

As a reminder, do not distribute bid booklets to the contractors at any time. Contractors must register to the Holders of Bidding Plans list in order to receive the bid booklet and remain responsive. External users will only be able to access current projects in the bidding phase (advertisement to bid closing).

Click on the link below to access ODOT eBIDS internally.
eBIDS: <https://ecmintra.odot.state.or.us/ct/ebidsi/>

ePlan Pages

Links to separate ePlans pages by years are now located in the Left Navigation Menu. You may select the appropriate page in the flyout links under the main link titled "ePlan Pages".

ODOT Home Directors Office Central Services DMV Highway Motor Carrier Transit/Rail Trans Development Safety

Home
How to Use this Site
Attention PM's
Additional Resources
ePlan Pages
Contact Web Editor

ePlans 2016

ePlans provides electronic copies of contract documents and contact plans for internal ODOT employees. To learn how to use ePlans, please go to the ["How to Use This Page"](#) for detailed instructions.

If you find errors on the ePlans website, please email the [web editor](#). If you have suggestions on improving the website, please email [Carolee Will](#).

Go to Contracts: [14786, 14866 - 14880](#) | [14881 - 14895](#) | [14896 - 14910](#) | [14911 - 14925](#) | [14926 - 14940](#) |

Contracts **14786, 14866 - 14880**

Bid Docs Contract #	Description	Contract Special Provisions	Contract Plans
14786	OR62: CORRIDOR SOLUTIONS UNIT 2 (MEDFORD)	View	View
14866	OR58: SALT CREEK TUNNEL - M.P. 70 SEC.	View	View
14867	REGION 2 CHIP SEALS (16-18) SEC.	View	View
14868	OR18: NEWBERG - DUNDEE BYPASS (PHASE 1G)(SPRINGBROOK RD) SEC.	View	View
14869	I-84: BAKER VALLEY VSL 2015 PROJECT	View	View
14870	OR42: GRAY CREEK CULVERT REPLACEMENT	View	View
14871	I-5 @ BELTLINE INTERCHANGE - UNIT 4 (EUGENE/SPRINGFIELD) SEC.	View	View
14872	US20 PME: ENVIRONMENTAL MITIGATION MEASURES	View	View
14873	I-5: BEAR CREEK BRIDGES NB & SB, SCOUR REPAIR	View	View
14874	PACIFIC COAST NSB: AGATE BEACH WAYSIDE (NEWPORT) PROJECT	View	View
14875	17TH AVE TRAIL: SE OCHOCO - SE MCLOUGHLIN	View	View
14876	US101: SIUSLAW RIVER BRIDGE - DOUGLAS COUNTY LINE SEC.	View	View
14877	OR58: BLACK CANYON - MIDDLE FORK WILLAMETTE RIVER SEC.	View	View
14878	I-84: JORDAN ROAD - MULTNOMAH FALLS SEC.	View	View
14879	OR18 AT CHRISTENSEN ROAD SEC.	View	View
14880	US199: APPLGATE RIVER - SLATE CREEK	View	View

Ownership of and responsibility for maintenance of this site was transferred from OPL to OPO-CCU in 2014:

From: MARCUS Brenda S Sent: Tue 2/25/2014 2:55
To: GENTEMANN Wynnette
Cc: WRIGHT Marie A; GUTHRIE Aundrea F
Bcc: SLOAN Douglas A
Subject: ePlans Site Ownership Transfer

Hi Wynnette:

According to Doug Sloan, the current ePlans website will become obsolete very soon and all files need to be migrated to a new internal server by ITS. Before this can happen, Doug needs to request a new URL which will allow him to build the new website page. This requires him to name the site owner, manager, primary web editor and backup editor. Currently I am identified as the owner, but this is only due to the fact that Doug was previously on my crew and did the site management work. I don't currently have staff available to do this task.

We kicked around who exactly should own this site; OPL or OPO. The logical choice is for OPO to own and manage the site since you currently maintain it and post the plans/specs. I'd like to get your concurrence with this determination. If you agree, Doug needs for you to send him the name of the OPO staff who will act as the primary web editor and backup editor.

Thoughts???

Brenda S. Marcus, OPMA
Office of Project Letting Manager