# "HOW-TO" GUIDE: POSTING A ROADWAY DIGITAL DESIGN EBIDS PACKAGE

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

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

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

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

## 1. ASSEMBLE AND "ZIP" THE PACKAGE

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

- a. Review and complete the <u>eBIDS Handoff Package Checklist</u> with appropriate information.
- b. Review and complete the <u>Notice of eBIDS Roadway Digital Design Data Letter</u>.
- c. Review and complete the Computer File Index eBIDS Handoff.

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- d. Compile the three above documents into one pdf, titled "XXXXX\_NoticeRdwyDigitalData.pdf" (where XXXXX is the Key Number). This pdf is the completed Notice of eBIDS Roadway Digital Design Data. Click on <u>this link</u> to view a completed example.
- e. Place all files listed in the "Computer File Index eBIDS Handoff" spreadsheet into a folder titled, "XXXXX\_Roadway\_eBIDS," (where XXXXX is the Key Number) as shown:

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→ 19126_Roadway_eBIDS		▼	♦ Search 19126_Ro	adway_eBIDS	٩			
Organize 🔻 Include in library 👻 Share w	ith 🔻 Burn New folder			!≡ ▼ [	1 0			
★ Favorites	Name	Date modified	Туре	Size				
🧮 Desktop	19126_eBIDS_Index.xls	10/1/2015 2:18 PM	Microsoft Excel 97	39 KB				
\rm Downloads	🖹 S_Q.xml	4/15/2015 3:39 PM	XML Document	646 KB				
🗐 Recent Places	19126_X-Sec_Quartz.pdf	4/15/2015 3:37 PM	Adobe Acrobat D	3,459 KB				
E	🖹 B.xml	4/15/2015 1:26 PM	XML Document	4 KB				
🥽 Libraries	🔮 S_B.xml	4/15/2015 1:20 PM	XML Document	735 KB				
Documents	🔁 19126_X-Sec_Bowers.pdf	4/15/2015 1:01 PM	Adobe Acrobat D	1,715 KB				
J Music	S_18460e_Quartz.xml	4/6/2015 10:44 AM	XML Document	685 KB				
Pictures	S_18459e_Bowers.xml	4/6/2015 10:43 AM	XML Document	350 KB				
🛃 Videos	🕋 140(RS5410).xml	4/3/2015 4:21 PM	XML Document	3 KB				
	📄 140(RS5733).xml	4/3/2015 4:20 PM	XML Document	3 KB				
💻 Computer	🔮 Q.xml	4/3/2015 4:14 PM	XML Document	33 KB				
11 items								
11 items								

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

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G ↓ 19126_Roadway_eBIDS.zip ►	191	26_Roadway_eBIDS		<b>▼</b> 47	Search 19126_Roadv	vay_eBIDS	٩	
Organize 🔻 Extract all files							0	
🔆 Favorites	-	Name	Туре		Compressed size	Password	Size	
🧮 Desktop		🔮 140(RS5410).xml	XML Document		1 KB	No		
🐌 Downloads		🔮 140(RS5733).xml	XML Document		1 KB	No		
Recent Places		19126_eBIDS_Index.xls	Microsoft Excel 97-20	60	10 KB	No		
	Ξ	🔁 19126_X-Sec_Bowers.pdf	Adobe Acrobat Docu	iment	1,522 KB	No		
🥽 Libraries		🔁 19126_X-Sec_Quartz.pdf	Adobe Acrobat Docu	iment	2,984 KB	No		
Documents		i B.xml	XML Document		2 KB	No		
J Music		🔮 Q.xml	XML Document		6 KB	No		
Pictures		S_18459e_Bowers.xml	XML Document		64 KB	No		
Videos 🗧		S_18460e_Quartz.xml	XML Document		122 KB	No		
		🛒 S_B.xml	XML Document		144 KB	No		
🖳 Computer		🔮 S_Q.xml	XML Document		130 KB	No		
두 7LE4650A_C (C:)	÷	•					- F	
11 items								
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g. Your Package is now Assembled and Zipped!

### 2. SUBMIT AND UPLOAD THE PACKAGE

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

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

From:MATEJSEK Martin RSent:Thursday, October 22, 2015 8:36 AMTo:DARLING Charles M * MikeSubject:Key #16827 US97 1st St La Pine: eBIDS Roadway Digital Design Package Read Upload					
Hi Mike,					
Please see below a eBIDS "Bid Refere	a link to the eBIDS R nce Documents" tab	oadway Digital Design Package that is ready for upload to OPL's prior to Project Advertise. The files you will need to upload are:			
16827_NoticeRdwy	/DigitalData.pdf	Type: Coordination			
16827_Roadway_eBIDS.zip Type: LandXML					
Please select "Coo files.	rdination" for the first	file type and "LandXML" for the second file type when you upload the			
I've placed these c them once you've u	onfidential files on yo uploaded them to the	our share drive. Please transfer them to a secure location and/or delete eBIDS portal.			
\\7L4827G\share\1	6827 US97 LaPine	Rdwy eBIDS			
Thanks,					
Martin R. Matejsek, P.E. Lead Roadway Engineer Region 4 Tech Center 63055 N. Highway 97 Bldg N Bend, O.R. 97701 (541)388-6247 Fax: (541)385-0476 Martin B. Matejsek@odds.tst	i ate or us				

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

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

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

Oregon Department of Transportation	ALL PARTY		ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTE	м
Welcom Add New Bid Reference Dor Add a new document to be document for a specific pr ODOT Procurement Office Redirects you to the OD Add New Bid Reference D eBIDS User Guide	Add Reference Document      Key Number   *   16827     Document Title   *   16827_Ro     Comment       Discipline   *   Design     Document Type   *   16827_Ro     Document Type   *   16827_Ro     Browse       Submit   Re	adway_eBIDS	Home Searce Notifications All Project System All Project System All Project System Postponed project US101: Umpqua River & McIntosh Slough BR Rail Repars Postponed project CR224 (Clackamas Hwy): SE 232nd Drive Section Postponed project Empre Bhd: Newmark Ave - Washington Rd (Coos Bay) Clarification No. 1 Region 2 Sign Replacements (2014) Project Wage Info for DEER CREEK RD: WALLOWA RIVER BRIDGE #63C114 Wage info for Hershell LN. Lostine River Bridge Replacement Project Addendum No. 2 Rogue Umpqua SB: Guardnail & Tumout Improvements Addendum No. 2 I-S SB Broadway-Weidler Exit Ramp (Portland) Project Clarification has been issued for project 14854 Wage infor for US101: Umpqua River & McIntosh Slough BR Rail Reports Addendum No. 3 US101: Umpqua River & McIntosh Slough BR Rail Reports Addendum No. 3 US101: Umpqua River & McIntosh Slough BR Rail Reports Addendum No. 4 Empire Bhd. Newmark Ave - Washington Rd (Coos Bay) Addendum No. 4 Empire Bhd. Newmark Ave - Washington Rd (Coos Bay) Addendum No. 4 Empire Bhd. Newmark Ave - Washington Rd (Coos Bay) Addendum No. 6 OR224 (Clackamas Hwy.) SE 232nd Drive Section Addendum No. 1 Negue Umpqua SB: Guardnail & Tumout Improvements Addendum No. 1 Negue Umpqua SB: Guardnail & Tumout Improvements Addendum No. 1 US26: Camp Creek Rock Fail MP 220 Project Addendum No. 1 US26: Camp Creek Rock Fail MP 220 Project Addendum No. 1 US26: Camp Creek Rock Fail MP 220 Project Addendum No. 1 Deer Creek Rock Fail MP 220 Project Addendum No. 1 Deer Creek Rock Fail MP 220 Project Addendum No. 2 Distrie Creek Rock Fail MP 220 Project Addendum No. 2 Distrie Creek Rock Fail MP 220 Project Addendum No. 2 Deble Creek Rock Fail MP 220 Project Addendum No. 2 Distre Creek Rock Fail MP 220 Project Addendum No. 2 Distre Creek Rock Fail MP 220 Project Addendum No. 2 Distre Creek Rock Fail MP 220 Project Addendum No. 2 Deble Creek (Petbbe Creek Road) Bridge #1382A Sect	h
		10/13/2015 13.49 148 10/13/2015 13.49 148	52 Wage info for I84: Mosier - The Dalles Sec. 51 Wage info for 1-5 S8: Broadway-Weidler Exit Ramp (Portland) Project	•

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

								Home	Sea
				Sim	ple Searc	h Page		Go to Advanced 5	Search
PROJ	ECT D	ETAILS							×
Proj	ect De	tail Item Detail	Bid Documents	Bid Reference Doe	cuments				
Bid	Refer	ence Documents obt	ained from ODOT eE	IDS will not become p	part of the cor	ntract, as stated in	n the ODOT eBIDS Terms Of Use.		
		Title					Туре	ContentSize	
	0	14844 - Sole Source	ce Public Interest Fir	nding		Public Interest Finding	0.1 MB		
	0	14844 - As-Constructed Drawing					Drawing	12.8 MB	
	0	14844 - Right of Way Permit				Permit	0.1 MB		
	0	14844 - Haz Mat Level 1 Report				Report	0.1 MB		
	16827_Roadway_eBIDS					LandXML			
		16827_NoticeRdwyDigitalData				Coordination			
4					(				
					Downlo	ad			
				Vie	w Holders of	Plane			
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				11					
	_			Vie	w Holders of	Plans			

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

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

# 3. POSTING A REVISION TO ROADWAY DIGITAL DESIGN EBIDS PACKAGE

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

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

		COMPUTER FILE	E INDEX - eBIDS Handoff				
PROJECT	OR140: Bowers Bridge	e & Quartz Creek cul∨erts Projects	KEY #	19126			
HIGHWAY	Klamath Falls - Lakevi	ew & Warner Highways	MILEPOINTS	Various			
COUNTY	Lake		DESIGNER	Brian D. Paslay, P.E.			
CONTRACT #	14810		DATE	4/21/2015 R1			
ZIP NAME	Replace/New	FILENAME	DESCRIPTION				
		Alignment Data in XML format					
		140(RS5410)	Existing Hwy Alignment east of Bowers Bridge Creek				
		140(RS5733)	Existing Hwy Alignment west of Bowers Bridge Creek				
	New (4/21/2015) Replace (4/21/2015)	В	Proposed Hwy Centerline Alignment at Bowers Bridge Creek				
		C Proposed Hwy Centerline Alignment at Crane Creek					
		Q Existing and proposed alignment at Quartz Creek					
		Surface Data in XML format					
		S_18459e_Bowers Existing surface at Bowers Bridge Creek					
		S_18460e_Quartz	Existing surface at Quartz Creek				
14810_Roadway_eBIDS.zip		<u>S_8</u> S_B_R1	Finished grade surface for Bowers Bridge Creek				
14810_Roadway_eBIDS_R1.zip		S_Q	Finished grade surface for Quartz Creek				
~ ~ ~ ~		Cross Sections in pdf format					
		19126_X-Sec_Bowers.pdf	Contains cross sections at 25' spacing and at all points of interest a	at the Bowers Bridge Creek location.			
		19126_X-Sec_Quartz.pdf	Contains cross sections at 25' spacing and at all points of interest a	at the Quartz Creek location.			
		Map Corridor Index in pdf format					
		N/A	Not provided for this project.				
		Computer File Index - Excel					
	Basisse (4/01 DO15)	14810_eBIDS_Index.xls	Excel version of computer file index. PDF version can be found in the "eBIDs_Notice_19126" document				
	Replace (4/21/2015)	14810_eBIDS_Index.xls_R1	3).				

- b. Replace or Add the files to the folder you created in Step 1e. Delete any files that are no longer current. Rename the folder "XXXXX\_Roadway\_eBIDS\_R1" and zip the file again as described in Step 1f.
- c. Save the updated "Computer File Index eBIDS Handoff" file as a pdf and update the last page of the pdf version attached to the "Notice of eBIDS Roadway Digital Design Data Letter" (see 1d). Rename the file XXXXX\_Notice\_RdwyDigitalData\_R1.pdf.
- d. Provide the updated list of files to the Region Specification Writer. Contact the OPL QA Engineer to facilitate uploading the PDF (see 3b) and ZIP (see 3c) to the eBIDS portal. Note that the original PDF and ZIP file will need to be removed by Letter of Clarification (or Addendum if included with bid document changes).