Task X: Preparation of eBIDS Handoff Package and Bid support

* **ODOT is defined as “Agency” in ODOT’s A&E Contract and Price Agreement boilerplate.**
* **[Delete task language and mark as “RESERVED” if not applicable to the project; OR**
* **Label this task as “CONTINGENCY” if it is not known at time of WOC execution whether or not it is needed.]**

Consultant shall prepare draft and final eBIDS Handoff Packages for Agency’s electronic bidding process. Required deliverables and data formats are provided on the [eBIDS Handoff Package Checklist](https://www.oregon.gov/ODOT/Forms/2ODOT/7345019.pdf), as described in Appendix M and Chapter 16 of the Highway Design Manual. Consultant shall list each fileon the eBIDS Handoff Package Checklist with a filename and description of data provided for each file.

Consultant shall coordinate with Agency and participate in roadway digital data quality control review of draft eBIDS Hand-off Package in accordance with guidelines provided in Appendix N of the Highway Design Manual.

Consultant Deliverables and Schedule:

* eBIDS Hand-off Package draft Submittal – submitted to Agency and local public agency (LPA) within 10 calendar days of completion of Final (Pre-Mylar) Plans – Consultant to verify the accuracy and completeness of the eBIDS Hand-off Package, as described in Chapter 16 of the Highway Design Manual prior to submitting to Agency.
* eBIDS Hand-off Package Final Submittal – submitted to Agency 3 calendar days after the PS&E Submittal Project Advertisement milestone.

Task XX: Construction Survey Hand-Off Package

* **[Delete task language and mark as “RESERVED” if not applicable to the project; OR**
* **Label this task as “CONTINGENCY” if it is not known at time of WOC execution whether or not it is needed.]**

Consultant shall coordinate with Agency, LPA and awarded construction contractor’s staff to determine the deliverables listed on the Construction Survey Handoff Deliverable Checklist. Consultant shall prepare draft and final Construction Survey Handoff Package to include those deliverables, as determined by Agency, LPA and awarded construction contractor correspondence, further described in Appendix M and Chapter 16 of the Highway Design Manual.

Consultant shall coordinate with Agency and participate in roadway digital data quality control review of draft Construction Survey Hand-off Package in accordance with guidelines provided in Appendix N of the Highway Design Manual.

Consultant Deliverables and Schedule:

* Proposed Construction Survey Hand-off Deliverables draft Submittal – Submit Construction Survey Handoff Deliverable Checklist with Consultant’s proposed deliverables to Agency and LPA no later 30 days after Bid Opening. Consultant shall respond to comments from Agency and LPA and awarded contractor and make corrections to the list of proposed deliverables prior to completing the draft Construction Survey Handoff Package.
* Construction Survey Hand-off Package draft Submittal – Consultant shall prepare Construction Survey Handoff Package deliverables previously determined by Agency, LPA and the awarded construction contractor, in accordance with Chapter 16 and Appendix N of the Highway Design Manual. Consultant shall submit the draft Construction Survey Handoff Package to Agency and LPA at Agency’s Issue of Notice to Proceed to Contractor or 30 days after Bid Opening, whichever occurs first.
* Construction Survey Hand-off Package Final Submittal – Consultant shall respond to Agency, LPA and Awarded Contractor’s comments on the draft Construction Survey Handoff package and make changes, corrections, develop files, etc., in accordance with Chapter 16 and Appendix N of the Highway Design Manual. Consultant shall submit the Final Construction Survey Handoff package to Agency and LPA no later than 1 week prior to Pre-Survey Meeting with Contractor or the Pre-Construction Meeting with the Contractor, whichever occurs first.