

Plans Review Peer Exchange

Contract Ad & Award and Printing Services Topic Notes

Thank You

Contract Ad & Award and Printing Services would like to thank reviewers for the large amount of on-time and early PS&E submittals we have received this season. It has helped us greatly to keep on track and is much appreciated.

Contract Ad & Award Staffing

Contract Ad & Award is experiencing some staffing changes. Please be patient with us as we hire and train new employees. Please email CAA@wsdot.wa.gov to be sure that your email is reaching us.

- Jennifer Harper left state service and is working for Forma Construction. Her position has been filled by Walker Shave. Please welcome Walker back!
- Chris Gross accepted the Design-Build Program Assistant position in the HQ Construction Office. His last day in Contract Ad & Award will be May 30. His position is in recruitment. Please congratulate Chris on his exciting promotion!
- Kari Beardslee accepted the PS&E Support Engineer position in the Design Office and her last day will be June 15. Her position will be advertised soon. Please congratulate Kari on her exciting promotion.

Contract Ad & Award Schedules

Information about upcoming Holiday closures and submittal deadline changes was emailed on April 30. Please see a copy of this email in the attachments and if you did not receive this email, contact Tomi to be added to the distribution list.

New Final Check Sheet

The final check sheet has been recently updated. To ensure that the correct forms and documents go into your contract, please replace outdated copies of the Final Check Sheet with the attached updated version. Please be sure to make the changes in shared locations and inform any staff that may be using the form. You can also download the updated form here:

<http://www.wsdot.wa.gov/publications/fulltext/forms/221-019.pdf>

RR/Utility Statement

The Ad & Award Manual was updated to include changes to the Approval for Advertising Memo discussed at a previous Peer Exchange. The changes included the additional of a statement to address railroad and utility issues required by the Federal Highway Administration. The problem seems to be that the statement is not included when there are no issues. To satisfy the federal requirement, the Approval for Advertising Memo must either list railroad and utility issues or include the bullet:

- RR/Utility issue: None

Please see the Advertisement & Award Manual for additional information:

<http://www.wsdot.wa.gov/Publications/Manuals/M27-02.htm>.

OEO Goal Setting

All contracts with federal aid are required to request contract goals from the Office of Equal Opportunity. The previous threshold where goals do not need to be requested no longer applies. Contract Ad & Award must receive a goal memo from OEO for inclusion in the audit file.

FHWA Wage Rate Audit Finding

During recent FHWA Audits, a finding was issued that contracts did not contain the appropriate wage rate updates. Eventually the issue was sorted out and updates were in fact not required because they did not apply to the contract, and therefore were not issued. We are still getting similar questions on federal audits from some area engineers so if you run into this issue you can contact Jenna or Tomi to get assistance on answering their question if needed.

Addendum Timing

With our recent process changes there has been some confusion over addendum deadlines. Our changes allow us some additional flexibility like being able to issue a bid delay along with changes rather than separating this into different addenda. Even though some addenda can now be sent by email we are still issuing paper bidding proposals and these need to get to the hands of bidders that don't have the ability to bid electronically. We have to issue the addendum at least one week prior to opening bids (exception is a bid delay addendum). Additional time needs to be provided for bidders to absorb large changes, especially if the changes will impact quotes by subcontractors.

Pen & Ink Changes

If pen & ink changes are issued to plan sheets, be sure to send a revised plan sheet to Printing Services and they will incorporate the sheet into the award copy of the contract plans. This prevents the contractor and agency having to mark up every one of the award copies.

Electronic Submittals

Printing Services would like to thank everyone for the electronic PS&E submittals. Overall this process is working well but please be sure to include PrintingServices@wsdot.wa.gov in your emails, especially if changes are made to documents. On a recent project, Printing Services was not sent the link to where the documents were saved on a server and called trying to find where the document was located to print and was given an early draft of the document prior to nearly 20 changes being made. This obviously resulted in a large addendum – even though the P.doc had been re-run. Please include PrintingServices@wsdot.wa.gov, CAA@wsdot.wa.gov and CAPS@wsdot.wa.gov on any submittals they should receive.

EBASE Proposal Changes

Recently there has been a great deal of projects requiring EBASE changes to fix proposal issues. Please be sure to update accompanying documents as needed, such as the Summary of Quantities.

Alternate Bids

It seems that more large projects are using alternate bids than in the past. This has brought a few issues to our attention. It seems that for Cumulative Alternates, the “Maximum Funds Available” is not always the number that it should be. If this number includes any work outside Group Category 01 such as Engineering or State Force work, you will easily go over your project budget. Be sure to have this number ready at ad and please contact us, or have your Program Management individuals contact us if there are questions about developing this number. Also, keep in mind that you must do a complete toss and redo of the Summary of Quantities and Bid Proposal if you are adding items to the base of a project with alternate bids as we cannot let items be out of sequence. To avoid these types of changes, coordinate with Ad & Award early on projects with alternates.

EBase Version Control

Unlocking an EBASE estimate to make further changes can lead to serious consequences including releasing unplanned changes into the Bid Proposal and Electronic Bidding system. Even worse, we could essentially open bids on two different projects because the paper bid proposal issued does not match the electronic bidding proposal issued. A best practice that can be used to prevent these types of issues is to create a new version each time you lock changes and move the changes to bids. Changes should only be moved to bids when a contract goes on ad or when an addendum is issued. Contract Ad & Award will review EBASE and move the estimate to bids if there are no issues with the estimate. Contract Ad & Award must create a bidding proposal and export a file to create an electronic bidding proposal each time there is an addendum. If you have made further changes to EBASE since submitting the addendum, these changes will be moved to the bid proposal when Contract Ad & Award processes the addendum. The only time that an estimate should be unlocked and changes made is when the project is being checked in for advertising and changes are requested by Contract Ad & Award. By maintaining version control, we can ensure that designers are not modifying a version on ad or in a proposal and that we will be able to open bids without a delay to the project.

EBase Deleted Items

The new update to EBASE (Version 18.4.2) fixed the issue that EBASE was experiencing with deleted items. You may now use the standard deleted item again.

EBase Proposal Description

You may have noticed that the Bid Proposal looks a little different in Version 18.4.2 of EBASE. This change was requested by the AGO after a legal case resulted in an opinion that the top of our proposal form was in conflict with the Standard Specifications. An example of the new proposal page is attached.

Central Repository for Documents

The Construction Division was recently informed of some changes to agency recordskeeping processes. Please do not submit documents to Records Control at their mailstop or email items to April Bickar-Pierce. We have been informed that there are no longer positions that can file contract documentation at Headquarters. We are in the process of developing a new recordskeeping process. Meanwhile, Contract Ad & Award will be making sure that items like the WOA and Approval for Advertising Memo end up in the file. Please contact CAA@wsdot.wa.gov if you have questions about advertising records,

CAPS@wsdot.wa.gov for execution, payment and other documents and Heidi Jensen for construction documents and change orders. We will be kicking off a project to explore the use of an Electronic Content Management (ECM) portal to store these documents in the next few weeks. Please let Jenna Fettig know if you would be interested in participating in this discussion.

Lean Project: Plans Order Process

Jolena Missildine and Chris Gross will be kicking off a new Lean project to look into the plans and specs order process during the summer of 2018. Please contact either of them if you would be interested in participating in this process.

Thanks, and have a nice summer!

Fettig, Jenna

From: Fettig, Jenna
Sent: Monday, April 30, 2018 3:22 PM
To: WSDOT Plan Reviewers; Nath, Iryna; Rodgers, Jim; Steingrebe, Mark; Alexander-Butters, Stephanie; WSDOT CPDM Project Financial Specialist (PFS); Sargent, W. Scott; Bauer, Mike; Aboutalep, Fatema; Andrews, Kerri; Doty, Jacki; Fettig, Jenna; Gard, Diane; Godo, Malika; Harper, Jennifer; McBride, E. Reyne; Peterman, Olga; Spector, Allison
Cc: WSDOT EEP Construction; WSDOT Printing Services; HQ CAPS; WSDOT Contract Ad & Award
Subject: Upcoming Holiday Schedules

Good Afternoon,

I wanted to make everyone aware of upcoming holiday schedules for receiving projects for ad and opening bids.

- May 28, 2018: Memorial Day. Bids open Thursday, May 31, 2018. Please turn in May 29 ads by May 22 to account for the lost day of production printing.
- July 4, 2018: Independence Day. **NO BID OPENING THIS WEEK.** Please turn in July 9 ads by July 3 to account for the lost day of check in time.
- September 3, 2018: Labor Day. Bids open Thursday, September 6, 2018. Please turn in September 4 ads by August 28 to account for the lost day of production printing.
- November 12, 2018: Veterans Day. Bids open Thursday, November 15, 2018. Please turn in November 13 ads by November 6 to account for the lost day of production printing.
- November 22 and November 23: Thanksgiving Holiday. Please turn in November 26 ads no later than November 19 to account for the lost days of check in time and production printing.
- Week of December 24: Christmas. **NO BID OPENING THIS WEEK.**
- Week of December 31: New Year. **NO ADS THIS WEEK. NO BID OPENING THIS WEEK.**

Please be aware of these holidays as staff is typically reduced and consider this in your schedule as you plan for the next few months. If turn-in deadlines are not met during these holiday times, projects will have to be delayed. Thanks, all!

Jenna Fettig
Contract Ad & Award Manager
WSDOT
360- 705-7017

To guarantee quick service, please send your requests to CAA@wsdot.wa.gov



SR	MP	TO MP	Job No.	Date to Printing Services
SR	MP	TO MP	Prepared By	Ad Date
Job Title			Contract Goal	Working Days

Check		Contract Make-Up	Est. Range	Trainees / Hrs.
<input checked="" type="checkbox"/>		Cover	FA No. or State	
<input checked="" type="checkbox"/>		Notice to All Planholders		
<input checked="" type="checkbox"/>		Table of Contents	PIN Numbers	
<input checked="" type="checkbox"/>		Amendments		
<input checked="" type="checkbox"/>		Special Provisions	Counties	
		Appendices		
		Transfer of Coverage		
		Forest Service Provisions		
		Test Hole Logs	Region	Administering Region
		FHWA Provisions and Amendment		
<input checked="" type="checkbox"/>		Wage Rates	Bid Date (Contract Ad & Award Use)	
<input checked="" type="checkbox"/>		Informational Proposal		

Bidding Proposal Make-Up	
<input type="checkbox"/>	Proposal Bond - DOT Form 272-001 (Use when bid bond is required)
<input type="checkbox"/>	Non-Collusion Declaration - DOT Form 272-036H (All F.A. jobs)
<input type="checkbox"/>	Certification for Federal Aid Contracts - DOT Form 272-040 (F.A. jobs over \$100,000)
<input type="checkbox"/>	DBE Utilization Certification - DOT Form 272-056 (Non-FHWA F.A. jobs with mandatory DBE goals)
<input type="checkbox"/>	DBE Written Confirmation Document - DOT Form 422-031 (Non-FHWA F.A. jobs with mandatory DBE goals)
<input type="checkbox"/>	UDBE Utilization Certification - DOT Form 272-056U (FHWA jobs with mandatory UDBE goals)
<input type="checkbox"/>	UDBE Written Confirmation Document - DOT Form 422-031U (FHWA jobs with mandatory UDBE goals)
<input type="checkbox"/>	Proposal Signature Sheet - DOT Form 272-036D (Use when bid bond is required)
<input type="checkbox"/>	Subcontractor List - DOT Form 271-015 (All jobs over \$1,000,000)

Final Plan Distribution	
<input type="checkbox"/>	FHWA (Non-Certified F.A. projects only)
<input type="checkbox"/>	U.S. Forest Service (letter attached)
<input type="checkbox"/>	Department of Ecology Regional Office
<input type="checkbox"/>	Department of Fisheries
<input checked="" type="checkbox"/>	Project Engineer Name: _____ Phone: _____
	Address: _____
<input type="checkbox"/>	Railroad(s): _____
<input type="checkbox"/>	Highways and Local Programs Service Center
<input type="checkbox"/>	Dept. of the Army, Seattle District, Corps of Engineers, Regulatory Branch, 4735 E. Marginal Way S., Seattle, WA 98134
<input type="checkbox"/>	Washington State Patrol (Weigh Station, Jobs), 4242 Martin Way, Olympia, WA 98504; Mail Stop PS-11
<input checked="" type="checkbox"/>	Set of Plans to Region: _____ 3-hole punch # _____ Sets
	Other Distribution Instructions: _____
	Region Reviewer: _____

Total Number of Plan Sheets:	
Entries Checked (Signature)	Date Checked
	Date of Ad Copy

Control Section	Project	Function Prg	Acty	Grp	Set of Plans
					Special Provisions
					Informational Proposals
					Plain Proposals

P R O P O S A L

TO THE SECRETARY OF
TRANSPORTATION
OLYMPIA, WASHINGTON

DATE: 05/16/2018
TIME: 14:31
DOT_RGG600

ITEM NO.	PLAN QUANTITY	ITEM DESCRIPTION (STANDARD ITEM NUMBER)	PRICE PER UNIT DOLLARS	TOTAL AMOUNT DOLLARS
PREPARATION				
1	LUMP SUM	MOBILIZATION (0001)	LUMP SUM	●
2	3.2 ACRE	CLEARING AND GRUBBING (0025)	AT PER. ACRE ●	●
3	ESTIMATED	ARCHAEOLOGICAL AND HISTORICAL SALVAGE (0038)	ESTIMATED	10,000.00
4	LUMP SUM	REMOVAL OF STRUCTURES AND OBSTRUCTIONS (0050)	LUMP SUM	●
5	13,721. SQ. YD.	REMOVING CEMENT CONC. PAVEMENT (0090)	AT PER. SQ. YD. ●	●
6	867. SQ. YD.	REMOVING CEMENT CONC. SIDEWALK (0100)	AT PER. SQ. YD. ●	●
7	2,793. LIN. FT.	REMOVING CEMENT CONC. CURB (0110)	AT PER. LIN. FT. ●	●
8	9,256. SQ. YD.	REMOVING ASPHALT CONC. PAVEMENT (0120)	AT PER. SQ. YD. ●	●
9	195. LIN. FT.	REMOVING CONC. BARRIER (0145)	AT PER. LIN. FT. ●	●
10	535. LIN. FT.	REMOVING PAINT LINE (0187)	AT PER. LIN. FT. ●	●
11	1,403. LIN. FT.	REMOVING PLASTIC LINE (0190)	AT PER. LIN. FT. ●	●
12	2,405. LIN. FT.	REMOVING CHAIN LINK FENCE (0220)	AT PER. LIN. FT. ●	●
13	LUMP SUM	REMOVAL AND DISPOSAL OF ASBESTOS MATERIAL (0250)	LUMP SUM	●