

Chapter 10. Construction Bidding Administration - Contents

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Chapter 10. Construction Bidding Administration

10.1 Letting Responsibility

Projects will be let by GDOT and the submittal of all plans and information to the Department shall follow the PDP Chapter 7. Chapters 10, 11, 12 and 13 of the LAP Manual are only related to projects that are to be let by the Local Government as noted in Section 1.11 and 1.12. See the links below for guidance at a minimum on contract information, documents and provisions located on the LAP Manual webpage:

Local Letting Approval Form (LLAF)

<http://www.dot.ga.gov/PartnerSmart/Local/Documents/LAPManual/LocalLetApprovalForm.pdf>

A Standard Federal-Aid Contract for Locally Administered or Locally Let Projects

<http://www.dot.ga.gov/PartnerSmart/Local/Documents/StandardFederalAidContractPackage.pdf>

10.2 Construction Authorization by FHWA Is Always Required First

With the LG's completion of the Plan Development Process (PDP) as discussed in Chapter 7 found at <http://www.dot.ga.gov/PS/DesignManuals/DesignGuides>, the Project Manager will request the PS&E package from the LG. The following documents will be requested as part of the final PS&E package:

1. PS&E Package Checklist
 - a. Environmental Certification from the Office of Environmental Services
 - b. Right of Way Certification from the Office of Right of Way
 - c. Utilities/Railroad Certification from the State Utilities Office
 - d. ADA Compliance letter from City/County
 - e. Final Plans (one half-size set) with Quality Assurance (QA) letter from City/County
 - f. Final Designers Cost Estimate (2 copies) dated MM/DD/YYYY
 - g. Special Provision 108.08 and Special Provision 150.11 approved by the District Construction Office
 - h. Traffic Management Plan (if applicable)
 - i. Project Bid Proposal (include all Special Provisions in proposal) - See the Appendix I for the Bid Document Checklist for Local Let Projects
 - j. Approvals for Proprietary Items listed in Special Provision 647 and Special Provision 937 (if applicable)
 - k. Documentation to demonstrate that the archaeological report and/or cultural resource survey was provided for review by the Seminole Tribe of Florida (if applicable)

2. Bid Document Checklist

The final PS&E package shall be received and reviewed no later than 18 weeks prior to the letting.

At no later than 11 weeks prior to the letting, the Project Manager will submit the construction authorization request package to FHWA, which includes the PS&E package received from the LG. Upon approval of the request send to FHWA, the Project Manager will submit form 1625 to request construction fund authorization for the amount programmed in the STIP/TIP.

The GDOT Project Manager will forward all documents to the GDOT State Project Review Engineer for oversight compliance of Federal-aid procedures upon approval of the environmental, utility and right-of-way certifications.

1. The GDOT State Project Review Engineer confirms all certifications, and executed utility agreements were received.
2. A FHWA Work Authorization Request for construction funding will then be prepared by the Office of Financial Management (OFM).
3. FHWA reviews the PS&E package for compliance and provides final approval of the Federal construction fund authorization.

Note: The loss of Federal funding will result if the LG advertises their project prior to FHWA Construction Phase Authorization; or the project is not in the approved Statewide Transportation Improvement Program, or NEPA approvals did not follow Federal regulations or right-of-way activities were initiated before FHWA right-of-way authorization.

10.3 The Local Government Bidding, Letting and Award Process

The GDOT link “The Source” at <http://www.dot.ga.gov/PS/Business/Source> provides the LG with guidelines as the LG accepts its role representing the Department and FHWA as stewards of the Federal-aid process. In “The Source” General Provisions, Construction and Bridge Manual details are defined for the LG to follow. The LG is required to follow the GDOT Letting schedule located at <http://www.dot.ga.gov/PS/Business/Contractors#tab-3> up to submission of all certifications.

General Provisions

- 101–Definition of Terms
- 102–Bidding Requirements and Conditions
- 103–Award and Execution of Contract
- 104–Scope of Work
- 105–Control of Work
- 106–Control of Materials
- 107–Legal Regulations and Responsibility to the Public
- 108–Prosecution and Progress
- 109–Measurement and Payment
- 148–Pilot Vehicles
- 149–Construction Layout
- 150–Traffic Control

The LG is responsible for complying with 23 CFR 633, 23 CFR 635.113, 23 CFR 635.114, and OCGA 32 before proceeding with the advertising, bidding, acceptance of sealed bids, public opening of the bids, review and award process. Bids not read must be identified and the reason for not reading the bid is required. All bidding contractors must be pre-qualified by GDOT.

“The Source” in Section 103 defines the award and execution of a contract. LGs must receive bonded document with contractor bids. The LG will submit all bids to the GDOT Project Manager for concurrence of an acceptable low bidder. The Project Manager will review the submittal to

determine if bids are acceptable in accordance with 23 CFR 635.114 and OCGA 32. Once the low bid has been deemed acceptable the Project Manager will generate the Local Let Construction Agreement.

10.4 Local Administered Project Construction Agreement

The Project Manager will prepare and coordinate the Local Let Construction Agreement using the selected low bid. The Local Let Construction Agreement template is located in Appendix F. **All contracts shall be unit price contracts unless special permission is granted to use lump sum contracts in writing by GDOT. For special items, the locals can use extra work pay items 004-0003 through 004-0098 which allows for description and measure of payment entries.** Four copies of the Local Let Construction Agreement will be prepared and submitted to the LG for approval. The LG will return the signed Local Let Construction Agreement to the Project Manager for final approvals. Once the Local Let Construction Agreement is returned to GDOT and executed internally, the Project Manager then sends a notification forwarded to the Office of Financial Management (OFM) with the contractor's name, actual let date, and the bid award amount. OFM creates a Contract ID number and provides that to the Project Manager.

NOTE: For enhancement projects such as sidewalk improvements or lighting projects, the request for a Contract ID should go to the Accounting Supervisor in OFM. For all other projects, the request should go to the Contracts payable Manager in OFM.

After the Local Let Construction Agreement has been executed, the District Construction Office will issue to the LG a written "Notice to Proceed" to Construction that will include the GDOT Contract ID number for the project. It is the LG's responsibility to obtain the National Pollutant Discharge Elimination System (NPDES) permit from the Georgia Environmental Protection Division (EPD) prior to beginning construction. The LG will provide a copy of the final plans and the executed construction contract between the LG and the contractor to the District Construction Office and the Project Manager.

When the LG accepts predetermined GDOT level of supervisory responsibility to administer a Federal funded project, the LG becomes the Contract Administrator. The LG accepts the duties and responsibilities for Federal-aid stewardship as required in the FHWA Contracts Administration Core Manual at www.fhwa.dot.gov/programadmin/contracts/cacc.pdf where FHWA Form 1273, "Required Contract Provisions Federal-aid Construction Contracts" is also found.

10.5 Formal Notification to the District Construction Office

After the project has been advertised for construction and before bids are taken, the Project Manager will confer with the District Construction Engineer to provide formal notification to the district offices of LPA's project approval and determine if a transition conference should be held.

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