

## **BID DOCUMENT CHECKLIST FOR LAP PROJECTS**

**Revised May 26, 2022**

PI Number: \_\_\_\_\_ County: \_\_\_\_\_

Project Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

### **COVER SHEET**

\_\_\_\_\_ Name of project

\_\_\_\_\_ P.I. number

\_\_\_\_\_ Include County name in Sponsor line, if the Sponsor is not a county

\_\_\_\_\_ Insert preparation date or revision date of bid document

### **GENERAL REQUIREMENTS**

Advertise the project for bid according to requirements of O.C.G, A., Title 32, Chapter 2, excluding that provision which provides for negotiations. The minimum advertising period is three weeks before bid opening and one week after the first advertising notice. We recommend the first advertisement be made four weeks prior to bid opening. Sponsors must follow Title 32 and not Title 36 for bidding procedures. No negotiating allowed between opening of bids and execution of the construction contract with the contractor.

\_\_\_\_\_ Review the Environmental Commitment Table for the approved Categorical Exclusion to identify any special requirements for the bid document.

\_\_\_\_\_ The bid document is to specify that the applicable GDOT specifications govern over any conflicting requirements that may be found in the Sponsor/Contractor Construction Agreement, General Conditions, and Supplemental General Provisions.

\_\_\_\_\_ Include in the advertisement and other portions of bid document a sentence indicating the GDOT Standard Specifications Construction of Transportation Systems, 2021 Edition and applicable special provisions and supplemental specifications apply to the contract.

\_\_\_\_\_ Include copies of all special provisions and supplemental specifications applying to the project in the bid document.

\_\_\_\_\_ The bid advertisement is to include a description of the project sufficient to enable the public to know the approximate extent and character of the work to be done.

\_\_\_\_\_ The bid advertisement is to include the time and place for submission and opening of bids.

- \_\_\_\_\_ The bid advertisement is to include how to obtain and at what cost the plans, specifications, and proposal forms. These documents should also be available for public review at an appropriate Sponsor's local office.
- \_\_\_\_\_ The bid advertisement is to include the right of the Sponsor to reject any or all bids.
- \_\_\_\_\_ Include in the advertisement and other portions of bid document a sentence to indicate that Bidders submitting a bid \$2,000,000 or less must be either a prequalified contractor or a registered subcontractor with GDOT.
- \_\_\_\_\_ Include in the advertisement and other portions of bid document a sentence to indicate that Bidders submitting bids in excess of \$2,000,000 must be prequalified with GDOT.
- \_\_\_\_\_ Add the following to the advertisement:

The (Insert Sponsor's Name) in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.
- \_\_\_\_\_ Include in the advertisement and other portions of bid document a sentence to indicate the DBE goal: The DBE goal for this project is \_\_\_\_%.
- \_\_\_\_\_ Include in the advertisement and other portions of bid document the amount of the Bid Bond as required by GDOT Section 102.08.
- \_\_\_\_\_ Include in the advertisement and other portions of bid document a sentence that Performance and Payment Bonds are required per GDOT Section 103.05.
- \_\_\_\_\_ Include in the advertisement and other portions of bid document the number of calendar days to complete construction following the Notice to Proceed with Construction given by the Sponsor to the Contractor. The number of days is \_\_\_\_\_.
- \_\_\_\_\_ Include in the advertisement and other portions of the bid document the maximum proposal acceptance time and/or the minimum proposal withdrawal time. Can be 50 to 120 days. We recommend 120 days to allow for review and processing time.
- \_\_\_\_\_ Include in the advertisement whether or not a pre-bid conference will be held. If held, indicate whether the pre-bid conference is mandatory or non-mandatory. If mandatory, an attendance list shall be created and submitted with the bid results. We recommend holding the pre-bid conference about 14 days prior to bid opening date.

- \_\_\_\_\_ Include in the advertisement the last date for questions. We recommend the last date be about 10 days prior to bid opening date. Be mindful not to use a Saturday or Sunday as the date.
- \_\_\_\_\_ Include in the advertisement the last date an addendum will be issued. We recommend at least 5 days prior to bid opening to allow for review of the addendum. Be mindful not to use a Saturday or Sunday as the date.
- \_\_\_\_\_ Include in the advertisement and the bid document the following sentence from GDOT Section 103.2 as the basis of the contract award:
  - \_\_\_\_\_ If the Contract is awarded, it will be awarded to the lowest reliable bidder whose proposal shall have met all the prescribed requirements.
- \_\_\_\_\_ Specify how the lowest bidder will be determined if the proposal includes a base bid and alternates. Include language such as the low bid will be determined based on the sum of the base bid and any alternates selected by the Sponsor.
- \_\_\_\_\_ Include in the bid document a sentence indicating the amount of liquidated damages will be determined by GDOT Section 108.08.
- \_\_\_\_\_ Include a sentence that the completed DBE Goals Form, Federal Aid Certification, and Georgia Security and Immigration Compliance Act Affidavit shall be submitted with the bid.
- \_\_\_\_\_ Include provision for a preconstruction conference with, at a minimum, Sponsor, Contractor, selected DBE firms, and the GDOT Area Engineer.
- \_\_\_\_\_ DBE Goals Form – Add the project number, county, and DBE goal to the form.
- \_\_\_\_\_ Include the currently required contract provisions, which are available from Mark Lawing, Local Administered Projects Program Manager, at 404-631-1582 or e-mail at [mlawing2@dot.ga.gov](mailto:mlawing2@dot.ga.gov) for copies of the forms.
- \_\_\_\_\_ The bid document should indicate that form FHWA-1273, the applicable Davis Bacon wage rate determination, and the related special provisions are to be physically attached to the contract between the Sponsor and the Contractor and to all subcontracts between the Contractor and Subcontractors.
- \_\_\_\_\_ Subcontractors – Add a sentence indicating that all subcontractors including DBE firms are to be GDOT registered subcontractors or prequalified contractors.
- \_\_\_\_\_ Davis Bacon Wage Rates - All construction projects require the use of Davis Bacon wage rates regardless of physical location. Include a copy of the current wage rate determination in the bid document. The new applicable wage rate determination is posted on the Davis Bacon web site <https://SAM.gov>. Search for Wage

Determinations, select Construction, then State, then County, then Construction Type (Highway), to obtain the current wage rate determination.

\_\_\_\_\_ The GDOT Standard Specifications do not permit retainage of a portion of progress payments to the contractor. Any reference to retainage of a portion of progress payments by the Sponsor is to be removed.

\_\_\_\_\_ Include in the bid document that all testing is to meet the requirements outlined in the GDOT Sampling, Testing, and Inspection Guide. The Sponsor is to submit Form OM-LAP-1v8, Federal-Aid Local Let Projects Materials Quality Assurance, Revised August 31, 2017, to the GDOT Office of Materials prior to start of construction. The Sponsor is responsible for the quality assurance testing usually through use of a consulting firm qualified in Area Classes 604a and 604b. GDOT will perform the Independent Assurance testing based on the specific certified testers identified on the Form OM-LAP-1v8. The Contractor is responsible for asphalt mixture acceptance testing at the plant and verification testing for compaction results from the roadway. See GDOT Local Administered Projects Manual, Chapter 11 and Appendix G, for specific requirements.

\_\_\_\_\_ Include in the bid document that the contractor shall use suppliers on the appropriate GDOT Qualified Products List.

\_\_\_\_\_ Warranty - A general warranty for the entire project is not acceptable per 23 CFR 635.413(e). Warranty provisions shall be for a specific construction product or feature. Items of maintenance not eligible for Federal participation shall not be covered. No warranty requirement may place an undue burden on the contractor for items over which the contractor has no control. Damage caused by others and routine maintenance are the responsibility of the Sponsor.