



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE C. KOPELOUSOS
SECRETARY

ESTIMATES BULLETIN 09-03

DATE: July 29, 2009

TO: District Estimate Managers & Coordinators

FROM: Phillip "Greg" Davis, State Estimates Engineer

A handwritten signature in black ink that reads "Phillip G. Davis".

COPIES TO: Lora Hollingsworth, Duane Brautigam, Juanita Moore, Ken Richardson, Allison Ivey, Mir Anwer and District Design & Consultant Project Management Engineers

SUBJECT: New Contract Bid Review Schedule

BACKGROUND:

The success of the reduced timeline for final plans, specifications & estimates (PS&E) to construction start on the Accelerate Florida contracts has led to implementation of a new timeline for all contracts. The Executive Committee approved implementation of the new timeline at the June 2009 Executive Board meeting. The approved timeline includes a reduced schedule for conducting contract bid reviews. The standard contract bid review schedule allowed 20-days from letting to award/reject action by the Contract Awards Committee. This schedule was cut to 10-days for the Accelerate Florida & initial American Reinvestment & Recovery Act (ARRA) contracts. The District response to the 10-day schedule was outstanding, as all of the bid review requirements were met for this reduced timeframe. A survey of the District Estimates Offices found that compliance to this schedule could be met on a regular basis as long as there was not a significant increase to the number of contracts requiring bid reviews. With this in mind, a 15-day schedule for contract bid reviews was adopted to apply to all contracts. This schedule removes the float time between the Technical Review & Contract Awards Committees and reduces the time to prepare the contract bid review documents by one day from the original contract bid review schedule. The new contract bid review schedule adds 5-days to the schedule used for the Accelerate Florida and initial ARRA contracts.

REQUIREMENTS:

The schedule on the next page is a guide to meet the 15-day requirement to conduct contract bid reviews on all Class 1 (Central Office let) contracts.

Contract Bid Review Process Schedule

Class 1 Contracts

Timeframe	Proposed Activity Schedule	Responsibility
Day 1 (Wed)	Bids received. Review letting results.	Central & District Estimates Office
	Prepare bid review list. Send out post-bid letter.	Central Office Estimates
Day 2 (Thu)	Arrange phone conference or meeting with contractor.	District Estimates Office
	Begin desk review letter header information (ex: scope, low bid, estimate, # of bidders, etc).	District Estimates Office
	Verification of bid data.	Central Office Contracts Administration
Day 3 (Fri)	Begin quantity verification w/design (unbalanced bids).	District Estimates Office
	Prepare list of items to discuss w/contractor.	District Estimates Office
Days 4 & 5 (Sat/Sun)	Weekend	
Days 6 -8 (Mon - Wed)	Reviews items with contractor. Prepare desk review letter.	District Estimates Office
Day 9 (Thu)	Complete desk review letter and other analysis/documentation needed for bid review.	District Estimates Office
	Email desk review letter, notice to contractor form, unbalanced bid review by designer & post-bid evaluation to Central Office Estimates.	District Estimates Office
Day 10 (Fri)	Review bid review packages & post on SharePoint for Technical Review & Contract Awards Committees members.	Central Office Estimates
Day 11 & 12 (Sat/Sun)	Weekend	
Day 13 (Mon)	Review bid documents on SharePoint	Technical Review & Contract Awards Committees
Day 14 (Tue)	Technical Review Committee meeting @ 2:00pm	Central Office Contracts Administration & Central Office Estimates
Day 15 (Wed)	Contract Awards Committee meeting @ 1:00pm	Central Office Contracts Administration & Central Office Estimates
Day 15 (Wed)	Post award notice	Central Office Contracts Administration

IMPLEMENTATION:

The above contract bid review schedule will begin with the July 29, 2009 letting.

If there are any questions concerning this bulletin, please feel free to contact Greg Davis at (850)414-4170 or Ken Richardson at (850)414-4192 .