

UDOT ADVERTISING CHECKLIST INSTRUCTIONS

August 4, 2016

Guide References: 23 CFR Ch. I 635.112 - (a) No work shall be undertaken on any Federal-aid Project, nor shall any project be advertised for bids, prior to authorization by the Division Administrator. (b) The advertisement and approved plans and specifications shall be available to bidders a minimum of 4 weeks prior to opening of bids except that the Division Administrator in special cases when justified may approve shorter periods.

UDOT Policy 08B-12

Advertising and Awarding Construction Contracts Effective October 6, 1967 - Revised: January 10, 2012 -

Highway construction projects will be advertised for bid in sufficient time and detail and in a sufficient variety of media including the Utah Department of Transportation Home Page to allow all interested qualified contractors the opportunity to bid. Projects will be advertised for bid on the UDOT website a minimum of 14 days for State funded projects and 21 days for Federal funded projects, unless shortened by approval of the Director for Construction and Materials and/or FHWA. - Please schedule your projects accordingly.

Project Number _____ County _____ PIN _____
 Project Description _____ CID _____

Check one for each column that applies		Funding Type	Project Type	
Orange	Pavement Preservation	State	P + T Project	Region _____
Purple	Minor Rehabilitation	Federal	Additive Project	Contract Time _____
Red	Safety Spot Improvement		Alternative Project	Estimate Days _____
Green	Bridge Preservation ATMS/Signal	Comments and Special Instructions		
Blue	New Construction Reconstruction Major Rehabilitation Widening Enhancement Trails/Park & Ride			

Instruction items match checklist item numbers

Contact Amber Routson at amberroutson@utah.gov for answers to check list questions.	
1.	Engineers Estimate – (Check ePM 495 & 505 Screens and Verify Programmed Amount.) --Ensure amounts in the contract(s) match (CMS, 709, ROW, Utilities, etc.)
2.	Project Design Criteria (PDC) – Blue Book Projects Only
3.	Civil Rights Memo: (DBE Goal, EEO Training Hours, and Davis-Bacon Wage) Federal Projects Only. Civil Rights needs to know funding, project location, number of construction days, the enhancement funding if any, what pedestrian or bike paths are involved, and if the work is on UDOT owned property. This memo is valid for 6 months or if changes are made to scope of work, it will need to be resubmitted to Civil Rights for revision.
4.	Risk Assessment Checklist & Risk Management Memo OCIP Mark if Project \$75 Million or more RR Mark if Project has RR insurance, will be on the Risk Management Checklist
	Risk Assessment checklist from UDOT website, http://www.udot.utah.gov/main/f?p=100:pg:::::V,T:,3706 , e-mail to Tim Rodriguez timrodriguez@utah.gov . Allow five working days for a project risk analysis to be completed and returned with the recommended coverage. Write a Special Provision for Section 00820, Article 1.16: Insurance to include Risk Management’s recommendation.
	OCIP Requirements: Projects less than \$75M do not required OCIP Projects over \$75M requires alternative bid items giving the contractor a choice between OCIP and Contractor Furnished Insurance. OCIP General Conditions required in Special Provision book add in TOC before Special Provisions.
5.	QC Cover Sheets & QA Audit Form (Checked order of sheets, signatures, project Info, etc.)
6.	Project #, Name, Concepts and County match 710 screen in ePM. Bid Item Numbers, Names, and M&P are accurate. Plan Sheets are in Order. All Signatures are valid. All project files are in ProjectWise.
7.	Applicable Special Provisions: Check All that Apply) - 00202S (Tied Bids) **Required - Need to submit reason as to why projects are tied to Construction and obtain approval from Construction & Materials Director. - 00221S (Contract Time) Make sure the Min/Max time and Unit Price match between the 00221S Spec and Engineers Estimate Screen in PDBS. Make sure the Est Qty and Unit Price matche between the Engineers Estimate and Engineers Estimate Screen in PDBS. - 00222S (Lane Rental) - 00250S (Pre-Bid Meeting) Make sure this is 11 days after advertising and 11 days before bid opening. - 00516S (Additive Bidding and Additive Bid Table) Additive 00516S needs to match the estimate, including time segment. Make sure on the additive bid table the base bid column matches exactly what is in the Engineers Estimate and the Available amount column matches exactly what is in the 505 screen. - P + T Waiver (If Not a P + T Project) No P&T requires an okay by email from Region Director
8.	Betterment Agreements 100% Non-Participating. (Betterment items listed under detail 80 in the Engineer’s Estimate.) Check to see if Detail 80 in the Engineers Estimate on the PDBS screen is set up, and betterment items are entered. Make sure the betterment agreement is executed.
9.	Right-of-Way Certification (Limitations listed in 00555M Specification) Signed Right-of-Way Certification. Local Government projects require approval on their letterhead.
10.	Utility Certification Signed Utilities Certification. Local Government projects require approval on their letterhead.
11.	Structure Certification (5S1 Form)
12.	Environmental Documentation Environmental Study and Signature page.
13.	Region Traffic & Safety Certification Signed Region Traffic Certification.

14.	T-725 and (R-709 for FHWA Projects) sent to Systems Planning and Programming.
15.	C-050 Form Completed and signed Assignment Order Form C-050.
16.	Local Government Project Documents: (Check All that Apply) Non-Participating Funding Sources or Local Government Betterments. Make sure you have executed copies of betterments. Federal Aid Agreement and Consultant Contract. Need signed and executed copies of the Federal Aid Agreement and Consultant Contract. Local Entity to be Contractual Party of Construction Contract. When a local entity wants to be part of the executed prime contract in order to be part of the decision making party for the work being contracted. If the entity wants to be part of the contract, they have to make a request on their letterhead and attach it when signing their local government agreement. Right-of-Way & Utility Clearance Letter. Need a copy of the Right-of-Way and Utility Clearance from Local Entity, signed and on letterhead.
17.	Project Documents in ProjectWise with Proper Attributes and Correct Name
18.	Does the project have a CADD Model? Y/N. If yes, have the files been attributed (Send to the Electronic File Room, then CADD)? Has CADD Support (Bob Peterson) been notified? – Central Advertsing will mark the project as having CADD files in PDBS.

Notes:

- Make sure the Goal on the memo matches what is on the Project Detail Screen under DBE Goal %.
- Make sure there are bookmarks in the spec book and that they linked with the correct page.
- Make sure the Goal and Training Hrs match what is in the Spec book.
- Make sure the M&P is the most current in the Spec book.(Check against the EE)
- If there are no plans make sure the Summary Report and Detail Report are the most current in the Spec book. (Check against the EE)
- If there is a Summary Report make sure the Min Max time matches the Time and/or Lane Rental Detail in the Engineers Estimate Screen in PDBS.
- Check the 00221S Special to make sure the Min Max time matches the Time and/or Lane Rental Detail in the Engineers Estimate Screen in PDBS.
- Make sure the 00515M Special and Supplemental are the most current.
- If there is extra insurance, make sure it's added to the 00820M Special Provision.